

# PROCEDURE: Student Attendance (Primary)



## 1. PURPOSE

The purpose of this procedure is to describe the approach adopted at St Joseph's Primary School, North Ipswich to the consistent management of student attendance in order to meet legislative requirements and sector standards.

## 2. RESPONSIBILITIES

### 2.1 General requirements

#### Compulsory schooling

The Queensland Government states that “each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

A child should be enrolled in and attend school in the year that they turn compulsory school age (six years and six months). Each parent of a young person in the compulsory participation phase has the legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.”

The Compulsory Schooling Phase:

- starts the year a child turns 6 or starts Prep
- ends when the child turns 16 or finishes Year 10, whichever occurs first.

During this phase, the legal guardian has a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase:

- starts the year the child stops being of compulsory school age (i.e. reaches the age of 16 or completes Year 10).
- ends when the child:
  - gains a Senior Certificate, Certificate III or Certificate IV or
  - has participated in eligible options for two years after the completion of the Compulsory Schooling Phase or
  - turns 17 years of age.

During this phase, legal guardians have a legal obligation to ensure their child meets the attendance requirements of the eligible option of their choice.

#### Roll-marking

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. Staff use the e-Minerva system to record student attendance and absences. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our school, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity.

#### Student attendance level

Students, legal guardians, and staff will work together to ensure all students meet the school expectation of 90% or above attendance and zero unexplained absences.

90% attendance equates to 5 days absence per term and 10 days absence per semester.

# PROCEDURE: Student Attendance (Primary)



## 2.2 Roles and responsibilities

Role	Responsibilities
Principal	<ul style="list-style-type: none"> <li>• Coordinate and implement this procedure</li> <li>• Manage student attendance in consultation with the school community</li> <li>• Engage with families to proactively promote high levels of student attendance</li> <li>• Monitor non-attendance and re-engage students in partnership with legal guardians</li> <li>• Ensure compliance of data entry in alignment with eMinerva requirements</li> <li>• Ensure staff are made aware of the BCE Student Attendance policy and this procedure and ensure a copy of this procedure is provided to relief staff (i.e. published on school portal)</li> <li>• Record and report attendance data in annual reviews</li> <li>• Ensure relief staff are entered into WSS timesheets in order to gain access to e-Minerva</li> <li>• Ensure e-Minerva training is part of the induction process for new staff and annual training for existing staff</li> </ul>
Staff with roll-marking responsibilities	<ul style="list-style-type: none"> <li>• Ensure data is entered into e-Minerva in an accurate and timely manner, at least twice per day</li> <li>• Any student absent from school without explanation requires same day follow up and reporting to legal guardians on the day of the absence. Office personnel will enact an SMS notification in this instance and follow up with a phone call if contact has not been made in reply by 12pm. The Principal will follow up with a phone call to parents if reply contact has not been made by the end of the school day of the unexplained absence.</li> <li>• Inform Principal of unexplained or 3+ days of absence</li> </ul>

# PROCEDURE: Student Attendance (Primary)



## 3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> <li>Attendance will be marked for all students each morning and afternoon by the class teachers</li> <li>The school secretary or other office personnel will check this has been done for classes at 9.00am and 2.15 pm daily</li> <li>A phone call will be made to the teacher if the class roll is not marked on time</li> <li>A phone call will be made to the teacher for a class roll not marked</li> <li>The Principal will be advised of unmarked and incorrectly marked rolls</li> <li>Incorrectly marked rolls will be corrected by the teacher responsible for the class immediately</li> </ul>
Present Categories in eMinerva	<ul style="list-style-type: none"> <li>Students who are:               <ul style="list-style-type: none"> <li>in class will be marked 'Present – In Class'</li> <li>in an alternate learning activity will be marked 'Present – Alternate Learning Activity'</li> <li>with Guidance Counsellor or music tutor will be marked as 'Present – In-School Appointment'</li> <li>in sick bay will have their attendance category changed to 'Present – In Sick Bay' by office personnel</li> <li>participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</li> </ul> </li> <li>These attendance categories must not be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'</li> <li>Students will only be marked as 'Present – Not Required to Attend' upon instruction from school leadership</li> </ul>
Absent Categories in eMinerva	<ul style="list-style-type: none"> <li>Students who are:               <ul style="list-style-type: none"> <li>not in class, and notification has not been received from a legal guardian, will be marked 'Absent – Unexplained'</li> <li>not in class, and notification has been received from a legal guardian, will be marked 'Absent – Explained'</li> </ul> </li> <li>When marking the roll, if teachers have received written information from the legal guardian regarding a student's absence from school, the teacher will enter the details (including absence category) into a log in eMinerva</li> <li>If the legal guardian has informed office personnel of the absence, office personnel will enter these details into a log in eMinerva</li> <li>Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva</li> <li>If a student is away for three consecutive days (or earlier if concerned) the class teacher will contact the Principal who will then attempt to make phone contact with the child's legal guardian</li> <li>Any student absent from school without explanation requires same day follow up from office personnel and reporting to legal guardians on the day of the absence, through the school SMS notification process</li> <li>If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher is to ring the office and advise that the student is not present. Office personnel will then inform school leadership that the student is missing. They will then attempt to locate the student who will be dealt with according to the school's Student Behaviour Support Plan</li> <li>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from school leadership.</li> </ul>
Unexplained Absences	<ul style="list-style-type: none"> <li>A notification will be sent to the student's legal guardian by approximately 9.30 am each day. Office personnel will follow up any unexplained absences by contacting the student's legal guardian through the e-Minerva SMS notification process.</li> <li>If legal guardians have not responded to the SMS notification by 12pm, office personnel will attempt to make phone contact with them so that the appropriate category of absence can be applied to the student's record.</li> <li>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the class teacher receives written explanation of the absence from the student's legal guardian, they will update</li> </ul>

## PROCEDURE: Student Attendance (Primary)



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	the absence category and enter details into e-Minerva with the details.
Late Arrivals	<ul style="list-style-type: none"> <li>A student is considered to have arrived late any time after 8:40am.</li> <li>All students arriving late must sign in at the office and will be given a late slip, which needs to be presented to the teacher when arriving in class. If they do not have a late slip, they are to be sent to the office to sign in.</li> <li>If class teachers observe a student has made a habit of arriving late, or is late for three consecutive days, they will contact the Principal who will make phone contact with the student's legal guardian as per this procedure.</li> </ul>
Early Departures	<ul style="list-style-type: none"> <li>A student is considered to be leaving early any time before 2.55pm. All students leaving early will provide a note from the legal guardian to their class teacher. The class teacher will ensure that front office staff are made aware that the student will be leaving early. Alternatively, legal guardians may contact office personnel to notify them of the early departure.</li> <li>If advance notice has been given, office personnel will notify the class teacher an arrange for the student/s to be delivered to student reception prior to the legal guardian's specified time for pick up.</li> <li>All students are to sign out from the front office. Legal guardians are not permitted to pick students up early from classrooms.</li> </ul>
SMS Messages	<ul style="list-style-type: none"> <li>Unexplained Absences: An SMS message will be sent to the student's legal guardian at 9.30am each day advising of any 'Unexplained' absences</li> <li>Any incorrect messages caused by incorrect roll-marking will be made known to the Principal or Principal's delegate immediately. In this case, office personnel will follow up by telephoning the student's legal guardian</li> </ul>
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> <li>If the school computer system is offline, hard copies of all class rolls will be provided by the office. Once the system is online the class teacher will mark the roll so that the records are correct. This may be done the next day if necessary. Only administrators can amend marked rolls in consultation with the Principal.</li> <li>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by class teachers. Class teachers will advise the Principal of any unexplained absentees. If an anomalous situation arises with this data, the student's legal guardian will be contacted by office personnel immediately.</li> <li>During a lockdown the roll will not be marked</li> </ul>
Activities	<ul style="list-style-type: none"> <li>An activity will be entered into e-Minerva for students attending excursions, camps and other school-based activities</li> <li>A yellow alert will appear next to the student's name on class rolls to indicate the student has a timetable clash. The activity will be marked by the staff member responsible for the event, e.g. 'Present – Work Study'; 'Present – Excursion'. This attendance category will inherit through the rest of the student's timetable for the day</li> <li>These attendance categories must not be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'</li> </ul>
Relief and supervising staff	<ul style="list-style-type: none"> <li>Relief staff will have access to the school portal and e-Minerva using their own BCE username and password and are to mark attendance in e-Minerva for each class they are supervising</li> <li>Teaching staff conducting supervision will mark attendance in e-Minerva for the class they are supervising</li> </ul>
Part-time Students	<ul style="list-style-type: none"> <li>Part time students will sign in and out of the school office on arrival or departure as per arrangements made. St Joseph's does not currently have any part-time students enrolled.</li> </ul>
Mobile Attendance Application	<ul style="list-style-type: none"> <li>Teaching staff wishing to use this application can access it via their school portal and entering their BCE username and password. The User Guide – Mobile Attendance Application should be read prior to use</li> </ul>

# PROCEDURE: Student Attendance (Primary)



## 4. PERFORMANCE

The school will perform high-level check of this procedure annually and a detailed review at least every two years.

## 5. REFERENCES AND DEFINITIONS

### 5.1 References

- Attendance – Description of Attendance Categories
- Attendance – How to Bulk Late Arrival or Early Departure
- Attendance – Accessing Another Teacher's Roll
- Attendance – How to Manage Unexplained Absences
- Security – Relief Staff
- Attendance - How to Mark Attendance (Teaching and Administration Staff)
- Student Attendance policy.

### 5.2 Definition

Unexplained absence	An unexplained absence occurs when the student is not present at school and the legal guardian does not contact the school.
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Policy Dates			
Implemented	Original date unknown	Reviewed	May, 2021
Next Review Due	May, 2023		
Policy Authorisation			
Principal	Mr Nic Constable	Signature	<a href="mailto:nic.constable@bne.catholic.edu.au">nic.constable@bne.catholic.edu.au</a>