Sts Peter & Paul's School Attendance Policy and Procedures

Sts Peter & Paul's recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

Purpose:

The purpose of this document is to describe Sts Peter and Paul's approach to the consistent management of student attendance to meet legislative requirements and sector standards.

Obligations:

Sts Peter and Paul's school has a responsibility to record student attendance and respond to instances of irregular attendance. 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.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Roll-marking

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. Staff use the eMinerva 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, families and carers, 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.

Roles and responsibilities

Role	Responsibilities
Principal	• coordinate and implement this procedure • manage student attendance in consultation with the school community • engage with families to proactively promote high levels of student attendance • monitor non-attendance and re-engage students in partnership with families and carers • ensure compliance of data entry in alignment with eMinerva requirements • 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) • record and report attendance data in annual reviews • ensure relief staff are entered into WSS timesheets in order to gain access to eMinerva • ensure eMinerva training is part of the induction process for new staff and annual training for existing staff
Staff with roll-marking responsibilities	• ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day • any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence • follow up on eMinerva notifications of unexplained absences • inform Principal of unexplained or 3+ days of absence

Procedure

Attendance Marking	Attendance will be marked for all students twice a day by 9.00am and again by 2.00pm Office staff will check this has been completed at 9.15am and 2:15pm each day and a phone call will be made to teachers if their attendance has not been marked. If attendance is frequently not marked this information will be passed to the School Principal. An email will be sent to the teacher for a class roll that is not marked. School Leadership will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.
Present Categories	Students who are: - in Class will be marked 'Present – In Class' - in an alternative learning activity will be marked 'Present – Alternate Learning Activity'. - participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity 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'. Students will only be marked as 'Present – Not Required to Attend' upon instruction from School Leadership.
Absent Categories	Students who are: - not in class, and notification has <u>not</u> been received from a Legal Guardian, will be marked 'Absent – Unexplained' - not in class and notification has been received from a Legal Guardian advising the student is unwell, will be marked 'Absent – Unexplained'. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family'. When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from school, the teacher will enter the details (including the absence category) into a log in eMinerva. If Legal Guardians have informed the school office of the absence the school office staff will enter these details into a log in eMinerva. Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva. If a student is absent for three consecutive days (or earlier if concerned) the class teacher will contact the family or carer. Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of absence. If a student has been previously marked 'Present at School', the student has not been signed out by office staff and they are not in class without permission, the teacher is to ring the office and advise that the student is not present. Office staff will inform the leadership team and they will attempt to locate the student. Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from School Leadership.
Unexplained Absences	An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school. An SMS message will be sent to the Main Contact by approximately 9.30 am each day. Class teachers will follow up any unexplained absences by making contact with the student's Legal Guardians.

	Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When class teachers receive written explanation of the absence from student's Legal Guardians, they must update the absence category in eMinerva and enter details in a log.
Late Arrivals	A student is considered to have arrived late any time after the 8.40 am bell. All students arriving late will sign in at the School office and will be given a late slip. All Prep to Year 3 students arriving late must be signed in by a Legal Guardian. The slip 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 School office to sign in. The late arrival information will be entered using the ALLE Receipting System by parents or students assisted by office staff. School Office staff will contact the Legal Guardian of any Prep to Year 3 student arriving late unaccompanied. If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's Legal Guardian as per this procedure.
Early Departures	A student is considered to be leaving early any time before 2.50pm. All students leaving early will be provide a communication from the family or carer. All students must be signed out at the School Office by a Legal Guardian. The early departure information will be entered using the ALLE Receipting System, assisted by office staff.
SMS Messages	<u>Unexplained Absences</u>: An SMS message will be sent to students' Main Contact by 9.30am each day advising of any 'Unexplained' absences. Any incorrect messages caused by incorrect roll-marking will be made known to the Assistant Principal. The teacher will follow up by communicating with the student's family or carer.
Non-Marking of Electronic Roll	If the school computer system is offline, hard copies of all Class rolls will be provided by the School Office. Once the system is online the teacher will mark the roll in eMinerva so that records are correct. This may be done the next day if necessary. In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by teachers. Teacher will advise the Evacuation coordinator of any unexplained absentees. During a lockdown the roll will not be marked.
Activities	An activity will be entered into eMinerva for students attending excursions, camps and other school-based activities. These attendance categories <u>must not</u> be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'.
Relief Staff	Relief staff will have access to the school portal and eMinerva using their own BCE Username and Password and are to mark attendance in eMinerva for each class they are supervising. Teaching Staff conducting supervision will mark attendance in eMinerva for the class they are supervising.
Mobile Attendance Application	Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa and entering their own BCE Username and Password. *The User Guide – Mobile Attendance Application should be read prior to use.*