



## **St John's College, Nambour Attendance Policy and Procedures**

### **ATTENDANCE POLICY**

St John's College 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 document obligations and procedures that must be followed to meet those obligations.

#### **Obligations:**

Our 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.

## ATTENDANCE PROCEDURES

<p><b>Attendance Marking</b></p>	<p><b>Attendance Marking</b></p> <p>Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers.</p> <p>Attendance will be marked each lesson for all subject classes throughout the duration of the school day by Subject teachers.</p> <p>The Student Services School Officer will check this has been done for Pastoral Care classes at 9.15am. The Student Services School Officer will check subject classes at 2.15 pm daily.</p> <p>A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time.</p> <p>An email will be sent to the Subject teacher for a subject roll not marked.</p> <p>The Deputy Principal will be advised of unmarked and incorrectly marked rolls.</p> <p>Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p>
<p><b>Present Categories</b></p>	<p><b>Present Categories</b></p> <p>Students who are:</p> <ul style="list-style-type: none"> <li>- In Class will be marked 'Present – In Class'</li> <li>- Attending TAFE or work experience will be marked as 'Present – Work/Study' by the VET co-ordinator</li> <li>- In RR or LEC will be marked 'Present – Alternate Learning Activity'</li> <li>- With Counsellors will be marked as 'Present – In-School Appointment'</li> <li>- In Sick Bay have their attendance category changed to 'Present – In Sick Bay' by the Student Services School Officer</li> <li>- Participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</li> </ul> <p>These attendance categories <b>must not</b> be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'.</p> <p>Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.</p>
<p><b>Absent Categories</b></p>	<p><b>Absent Categories</b></p> <p>Students who are:</p> <ul style="list-style-type: none"> <li>- Not in class, and notification has <u>not</u> 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> <p>When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from school, they should enter the details (including absence category) into a log in eMinerva.</p> <p>If Legal Guardians have informed the Student Services office of the absence the school officer will enter these details into a log in eMinerva.</p> <p>Pastoral Care teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva.</p>

<p><b>Absent Categories (Cont.)</b></p>	<p>If a student is away for three consecutive days (or earlier if concerned) the Pastoral Care teacher will contact Legal Guardians.</p> <p>If a student has been previously marked Present at school but they are not in class, the subject teacher is to ring Student Services and advise that the student is not present. The Student Services officer will inform available staff members (preferably Pastoral Care team members) within Student Services that the student is missing. They will then attempt to locate the student who will be dealt with according to behaviour management policies.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership.</p>
<p><b>Unexplained Absences</b></p>	<p><b>Unexplained Absences</b></p> <p>An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.</p> <p>An SMS message will be sent to Main Contacts by approximately 9.30 am each day. The Pastoral Care teacher will follow up any unexplained absences by making contact with the student's Legal Guardians.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teachers receive written explanation of the absence from the student's Legal Guardians they must update the absence category and enter details into eMinerva with the details.</p>
<p><b>Late Arrivals</b></p>	<p><b>Late Arrivals</b></p> <p>A student is considered to have arrived late any time after the 8.35am bell.</p> <p>All students arriving late will sign in at the Student Services office and will be given a late slip. This 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 Student Services office to sign in.</p> <p>If Pastoral Care teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact home as per the policy for absentee students in this document.</p> <p>An SMS message will be sent to Main Contacts advising their student has arrived late to school.</p>
<p><b>Early Departures</b></p>	<p><b>Early Departures</b></p> <p>A student is considered to be leaving early any time before 2.45pm. All students leaving early will provide a note from a Legal Guardian in their diary to their Pastoral Care teacher. The Pastoral Care teacher will sign that they have sighted this note. Only students who have notes signed by their Pastoral Care teacher will be given permission to sign out of the Student Services office.</p> <p>An SMS message will be sent after school finishes advising Main Contacts their student has signed out of the College early.</p>
<p><b>SMS Messages</b></p>	<p><b>SMS Messages</b></p> <p><u>Unexplained Absences:</u> An SMS message will be sent to students' Main Contact at 9.30am each day advising of any 'Unexplained' absences.</p> <p><u>Late Arrivals and Early Departures:</u> An SMS message will be sent to students' Main Contact advising of students who have arrived late or left early.</p> <p>Any incorrect messages caused by incorrect roll-marking will be made known to the Deputy Principal. The teacher will follow up by telephoning the student's Legal Guardians.</p>

<p><b>Non-Marking of Electronic Roll</b></p>	<p><b>Non-Marking of Electronic Roll</b></p> <p>If the school computer system is offline hard copies of all Pastoral Care rolls will provided by the School Officer Student Services. Subject rolls will not need to be marked. Once the system is online the Pastoral Care 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 APA.</p> <p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by Pastoral Care teachers. Pastoral Care teachers will advise the Pastoral House coordinator of any unexplained absentees.</p> <p>During a lockdown the roll will not be marked.</p>
<p><b>Activities</b></p>	<p><b>Activities</b></p> <p>An activity will be entered into eMinerva for students attending excursions, camps and other school-based activities.</p> <p>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.</p> <p>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’.</p>
<p><b>Attendance Marking Training</b></p>	<p><b>Attendance Marking Training</b></p> <p>School leadership will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually.</p> <p>A copy of the Attendance Policy and Procedures document will be included in Relief staff folders.</p> <p>School leadership will provide attendance marking training to teaching staff annually.</p>
<p><b>Relief Staff</b></p>	<p><b>Relief Staff</b></p> <p>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.</p> <p>College teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.</p>
<p><b>Part-time Students</b></p>	<p><b>Part-time Students</b></p> <p>Part time students will sign in and out of Student Services on arrival or departure as per arrangements made.</p>
<p><b>Mobile Attendance Application</b></p>	<p><b>Mobile Attendance Application</b></p> <p>Teaching staff wishing to use this application can access it by using the URL <a href="https://staffportal.bne.catholic.edu.au/mawa">https://staffportal.bne.catholic.edu.au/mawa</a> and entering their BCE Username and Password. <i>The User Guide – Mobile Attendance Application should be read prior to use.</i></p>
<p><b>Other</b></p>	<p><b>Other</b></p> <p>Students on exam block will sign in and out via Student Services.</p> <p>In the event of an evacuation, paper copies of rolls will be taken to the evacuation area and marked by Pastoral Care teachers. The Pastoral Care teacher will advise the coordinator of the evacuation of any unexplained absentees.</p> <p>During a lockdown the roll will not be marked.</p>



# Attendance Matters

**every student, on time, every day**

Missing just 2 days a month from school amounts to 4 weeks of learning lost a year. That's a whole year of lost learning from Prep to Year 10! Monitor attendance trends regularly to make sure absences aren't adding up.