

Attendance Policy and Procedures Framework

St John's College

This document has been developed to assist school leadership teams in documenting local Attendance Policy and Procedures. The [BCE Attendance Policy](#) is to be used in conjunction with this document and School leadership must refer to it when forming this and other supporting documentation. Examples are provided and indicated in blue text. An example of a completed Attendance Policy and Procedures document can be found in Appendix 1 of this document.

Once completed the Attendance Policy and Procedures should be communicated to school staff, parents and students and reviewed annually.

ATTENDANCE POLICY

State the purpose and objectives of the policy, outlining responsibilities of Staff, Legal Guardians and Students.

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

Outline the attendance marking process at the school, including the steps required and the persons responsible for each (who, what, when, where, why and how).

POINTS TO CONSIDER	SCHOOL DECISION
<p>Attendance Marking</p> <p>When must teachers mark attendance? (e.g.: AM PC; Every class)</p> <p>Who will check this has been done each day and when will the check be done?</p> <p>What will the consequence be if rolls are not marked on time? (e.g. an announcement over the P.A. system; phone call to the teacher; leadership team advised)</p>	<p>Attendance Marking</p> <p><i>Attendance will be marked for all students each morning and afternoon during Pastoral Care class by Pastoral Care teachers.</i></p> <p><i>Attendance will be marked each lesson for all subject classes throughout the duration of the school day by Subject teachers.</i></p> <p><i>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 11.30 am and 2.15 pm daily.</i></p> <p><i>A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time.</i></p> <p><i>An email will be sent to the Subject teacher for a subject roll not marked.</i></p> <p><i>The Deputy Principal will be advised of unmarked and incorrectly marked rolls.</i></p> <p><i>Incorrectly marked rolls will be corrected by the teacher responsible for the class.</i></p>
<p>Present Categories</p> <p>Please refer to Attendance – Description of Attendance Categories to determine which category will be used for each Present circumstance</p>	<p>Present Categories</p> <p><i>Students who are:</i></p> <ul style="list-style-type: none"> - <i>in Class will be marked ‘Present – In Class’</i> - <i>attending TAFE or work experience will be marked as ‘Present – Work/Study’ by the VET co-ordinator</i> - <i>in RR or LEC will be marked ‘Present – Alternate Learning Activity’</i> - <i>with Counsellors will be marked as ‘Present – In-School Appointment’</i> - <i>in Sick Bay have their attendance category changed to ‘Present – In Sick Bay’ by the Student Services School Officer</i> - <i>participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</i> <p><i>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’.</i></p> <p><i>Students will only be marked as ‘Present – Not Required to Attend’ upon instruction from College Leadership</i></p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>Absent Categories</p> <p>Please refer to Attendance – Description of Attendance Categories) to determine which category will be used for each Absence circumstance</p> <p>What will the procedure be if a student previously marked present at school is not in class (e.g. <i>teacher to call the school office to advise the student is not present to inform available leadership</i>)?</p> <p>Who will enter future planned absences?</p>	<p>Absent Categories</p> <p><i>Students who are:</i></p> <ul style="list-style-type: none"> - <i>not in class, and notification has not been received from a Legal Guardian, will be marked ‘Absent – Unexplained’</i> - <i>not in class and notification has been received from a Legal Guardian to advise the student is unwell, will be marked ‘Absent – Illness’. Other absence reasons will be marked accordingly e.g. ‘Appointment’, ‘Personal/Family’</i> <p><i>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.</i></p> <p><i>If Legal Guardians have informed the Student Services officer of the absence the school officer will enter these details into a log in eMinerva.</i></p> <p><i>Pastoral Care teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva.</i></p> <p><i>If a student is away on three consecutive days (or earlier if concerned) the Pastoral Care teacher will contact Legal Guardians.</i></p> <p><i>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.</i></p> <p><i>Students will only be marked as ‘Absent – Not Required to Attend’, ‘Absent – Truant’ or ‘Absent – Internal Suspension’ upon instruction from College Leadership.</i></p>
<p>Unexplained Absences</p> <p>How does your school follow-up un-explained absences?</p> <p>Who is responsible for the follow-up of un-explained absences?</p> <p>What processes are in place for Email/Phone/Notes?</p> <p>Are teachers required to enter the details of these into eMinerva?</p>	<p>Unexplained Absences</p> <p><i>An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>Late Arrivals</p> <p>What is considered a “late arrival”</p> <p>Who? – Will teachers mark students as arriving late/leaving early or will this be entered by office staff?</p> <p>Does any student arriving late need to report to the office?</p> <p>Will this be the same process for both PC and for class?</p> <p>Is the Attendance Receipting functionality being utilised for late arrivals at the school?</p> <p>Are SMS messages sent to advise Legal Guardians of late arrival?</p>	<p>Late Arrivals</p> <p><i>A student is considered to have arrived late any time after the 8.30 am bell.</i></p> <p><i>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.</i></p> <p><i>If Pastoral Care 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 the policy for absentee students in this document.</i></p> <p><i>An SMS message will be sent to Main Contacts advising their student has arrived late to school.</i></p>
<p>Early Departures</p> <p>What is considered an “early departure” in your school?</p> <p>Does any student leaving early need to sign out at the office?</p> <p>Is the Attendance Receipting functionality being utilised for early departures at the school?</p> <p>Are SMS messages sent to advise Legal Guardians of early departures?</p>	<p>Early Departures</p> <p><i>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.</i></p> <p><i>An SMS message will be sent after school finishes advising Main Contacts their student has signed out of the College early.</i></p>
<p>SMS Messages</p> <p>Will SMS messages be sent for Unexplained Absences, Late Arrivals or Early Departures?</p> <p>What time will these messages be sent?</p>	<p>SMS Messages</p> <p><i><u>Unexplained Absences:</u> An SMS message will be sent to students’ Main Contacts at 9.30am each day advising of any ‘Unexplained’ absences.</i></p> <p><i><u>Late Arrivals and Early Departures:</u> An SMS message will be sent to students’ Main Contacts advising of students who have arrived late or left early.</i></p> <p><i>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.</i></p>
<p>Non-Marking of Electronic Roll</p>	<p>Non-Marking of Electronic Roll</p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>What will the agreed process be if an electronic roll is not marked?</p> <p>Will there be an alternative to marking the electronic roll?</p> <p>Outages - What will the agreed process be if the school computer system is offline? (e.g. power outage, etc.)</p> <p>What will the agreed process be to enter attendance data into eMinerva once the system comes back online?</p>	<p>Emergencies <i>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 in eMinerva. This may be done the next day if necessary.</i></p> <p><i>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.</i></p> <p><i>During a lockdown the roll will not be marked.</i></p>
<p>Activities</p> <p>Will an activity be created in eMinerva for students attending excursions, camps and other school based activities?</p> <p>Who will mark attendance for the activity (e.g. the staff member responsible for the event: student office staff)?</p> <p>Which attendance categories will be used to mark activities (e.g. a student with Counsellors will be marked as 'Present – In-School Appointment'; a student attending TAFE or work experience will be marked as 'Present – Work/Study')?</p>	<p>Activities</p> <p><i>An activity will be entered into eMinerva for students attending excursions, camps and other school based activities.</i></p> <p><i>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.</i></p> <p><i>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'.</i></p>
<p>Attendance Marking Training</p> <p>How often will staff be provided with training for Attendance Marking and who will provide this training?</p> <p>Who will provide staff with a written copy of the Attendance Policy and Procedures and how will this be provided? (e.g. published on staff portal, printed copies)</p> <p>Will supply staff be provided with attendance marking training and be provided with a copy of the Attendance Policy and Procedures? If so, how will this be provided? (e.g. printed copies, etc.)</p>	<p>Attendance Marking Training</p> <p><i>School leadership will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually.</i></p> <p><i>A copy of the Attendance Policy and Procedures document will be included in Relief staff folders.</i></p> <p><i>School leadership will provide attendance marking training to teaching staff annually.</i></p>
<p>Relief Staff</p>	<p>Relief Staff</p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>Will the relief teachers mark in regards to electronic roll marking?</p>	<p><i>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.</i></p> <p><i>College teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.</i></p>
<p>Part-time Students</p> <p>How will attendance be marked for part-time students?</p>	<p><i>Part-time Students</i></p> <p><i>Part time students will sign in and out of the Student Services office on arrival or departure as per arrangements made.</i></p>
<p>Mobile Attendance Application</p> <p>This application can be used for recording attendance on a mobile device. School leadership discretion prior to usage is advised.</p>	<p><i>Mobile Attendance Application</i></p> <p><i>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.</i></p>
<p>Other</p> <p>Are there other factors to consider? e.g. how will attendance be marked for:</p> <ul style="list-style-type: none"> • students on exam block? • school closures? • emergency procedures? <i>e.g. lockdown, fire evacuation</i> • etc. 	<p><i>Other</i></p> <p><i>Students on exam block will sign in and out via Student Services.</i></p> <p><i>In the event of an evacuation, paper copies of rolls will be taken to the evacuation area and marked by Pastoral Care teachers. Pastoral Care teachers will advise the evacuation coordinator of any unexplained absentees.</i></p> <p><i>During a lockdown the roll will not be marked.</i></p>

**Other Documentation which may support Attendance Marking at your school:
(available on K-Web > Information Services Tab > eMinerva)**

- [Attendance – Description of Attendance Categories](#)
- [Attendance – Recording Attendance](#)
- [Attendance – How to Bulk Late Arrival or Early Departure](#)
- [Attendance – Teachers Recording Attendance](#)
- [Attendance – Accessing Another Teacher’s Roll](#)
- [Attendance – How to Manage Unexplained Absences](#)
- [Security – Relief Staff](#)

For Further Information please contact: The BCE Service Desk: 3033 7777 or via Service Now

EXAMPLE