

Attendance Policy



Attendance Policy

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College Values

- The dignity of each person
- Equality of opportunity
- Great trust in God

Policy

All students who are enrolled at school, are expected to attend school for learning every day of the school year.

Rationale

Mary MacKillop College is committed to providing safe and supportive learning environments for all students which address their educational needs. Research clearly shows that students who attend very regularly achieve much better results across the long term than those who do not.

Consequences

Mary MacKillop College expects that students:

- engage in regular attendance at school.
- be in attendance from 8:15am until 3:00pm each school day or as gazetted.
- provide notification from their parent or guardian detailing the reason for their lateness/absence to school.
- arrive late or depart early only in exceptional circumstances.
- present at Student Reception when leaving the College, during school hours, for appointments. The student must present her House Group teacher with a note, from her parent, for signing in the morning. She then shows her signed note to her class teacher upon leaving and signs out at the College office upon departure.

Parents to

- support the College attendance policy.
- notify the College to report that their daughter is absent or late to school, prior to 9:00am (3266 5733)
- provide a timely (same day) response in relation to school messages regarding a student absence.
- notify the Principal in writing, well in advance, seeking approval for extended absence from the College.
- provide a medical certificate in the following circumstances:
 - if their daughter is absent for 3 consecutive days or more due to a medical illness.
 - for all medical absences after more than 10 non-consecutive days in one school year.
 - if their daughter is in Year 11 and 12 and is absent when an assessment task or exam is due.

- if their daughter is absent from any compulsory carnival or College event.

The consequences or impacts of unexplained, unjustified or an unacceptable number of absences and/or late arrivals might include the following:

- After school detentions- Referral to Head of House
- Formal meeting with parents
- Referral to Guidance Counsellor and/or outside agencies
- Case management to develop an Individual Attendance Plan for students
- Possible exclusion from non-compulsory events such as socials, excursions, Semi-formal, Formal, Graduation Ceremony etc.
- Meeting with parents and Principal.

Absences, as a result of truancy, will be referred directly to a member of the College Leadership Team. Consequences for truancy will be at the discretion of the Principal.

Consequences of ongoing absences



ATTENDANCE PROCEDURES

POINTS TO CONSIDER	SCHOOL DECISION
<p>Attendance Marking</p>	<p>Attendance Marking</p> <p>Attendance will be marked for all students each morning during House Group by the House Group teacher Attendance will be marked each lesson for all subject classes throughout the duration of the school day by Subject teachers.</p> <p>At the end of the day a roll marking report will be generated by the Student Receptionist and given to the deputy Principal for follow up.</p> <p>A phone call will be made to the House Group teacher if the House Group roll is not marked on time. An email will be sent to the Subject teacher for a subject roll not marked. The Deputy Principal will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p>
<p>Present Categories</p>	<p>Present Categories</p> <p>Students who are:</p> <ul style="list-style-type: none"> - in Class will be marked 'Present – In Class' by class teacher - attending TAFE or work experience will be marked as 'Present – Work/Study' by the Student Receptionist. - with Counsellors will be marked as 'Present – In-School Appointment' by Counsellor - in Sick Bay have their attendance category changed to 'Present – In Sick Bay' by the Student Receptionist. <p>participating in activities (excursion; camps etc.) will be marked accordingly by Student Receptionist</p> <p>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'.</p> <p>Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership</p>

POINTS TO CONSIDER	SCHOOL DECISION
Absent Categories	<p>Absent Categories</p> <p>Students who are:</p> <ul style="list-style-type: none"> - not in class, and notification has not been received from a Legal Guardian, will be marked 'Absent – Unexplained' - 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' <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 Receptionist of the absence the school officer will enter these details into a log in eMinerva.</p> <p>Application for 5 or more days leave is via the Principal's authorisation and is input by Student Receptionist.</p> <p>If a student is away on three consecutive days (or earlier if concerned) the House Group 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 Reception and advise that the student is not present. The Student Receptionist will inform available staff members (preferably Head of House) 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>
Unexplained Absences	<p>Unexplained Absences</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 House Group teacher will follow up any unexplained absences by making contact with the student's Legal Guardians.</p>

POINTS TO CONSIDER	SCHOOL DECISION
	<p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the House Group 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>Late Arrivals</p>	<p>Late Arrivals</p> <p>A student is considered to have arrived late any time after the 8.25 am bell.</p> <p>If a student arrives before 8.45am, ie the end of HG, the student should report immediately to their HG Teacher who will mark them as arriving late to school. If a student arrives after 8.45am, the student should report to Student Reception where the school officer on duty will record the student's late arrival. The Student Receptionist will record a student's early departure.</p> <p>If House Group 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.</p> <p>An SMS message will be sent to Main Contacts advising their student has arrived late to school without a note.</p>
<p>Early Departures</p>	<p>Early Departures</p> <p>A student is considered to be leaving early any time before 3.00pm. All students leaving early will provide a note from a Legal Guardian in their diary to their House Group teacher. The House Group teacher will sign that they have sighted this note. Only students who have notes signed by their House Group teacher, or diary entries where their parent has phoned the office, will be given permission to sign out at the main office.</p>
<p>SMS Messages</p>	<p>SMS Messages</p> <p><u>Unexplained Absences</u>: An SMS message will be sent to students' Main Contacts at 9.30 am each day advising of any 'Unexplained' absences.</p> <p><u>Late Arrivals</u>: An SMS message will be sent to students to Main Contacts advising of students who have arrived late without a note.</p> <p>Any incorrect messages caused by incorrect roll-marking will be made known to the Deputy Principal.</p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>Non-Marking of Electronic Roll</p>	<p>Non-Marking of Electronic Roll</p> <p>Emergencies If the school computer system is offline hard copies of all House Group rolls will be provided by the Student Receptionist. Subject rolls will not need to be marked. Once the system is online the House Group teacher will mark the roll in eMinerva. This may be done the next day if necessary.</p> <p>In the event of an evacuation, hard copies of HG rolls will be taken to the evacuation area to be marked by House Group teachers. House Group teachers will advise the relevant fire marshall of any unexplained absentees.</p>
<p>Activities</p>	<p>Activities</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 Student Receptionist, 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>Attendance Marking Training</p>	<p>Attendance Marking Training</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>Relief Staff</p>	<p>Relief Staff</p>

POINTS TO CONSIDER	SCHOOL DECISION
	<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 a supervision will mark attendance in eMinerva for the class they are supervising.</p>
Part-time Students	<p>Part-time Students</p> <p>Part time students will sign in and out of the Student Reception on arrival or departure as per arrangements made.</p>
Mobile Attendance Application	<p>Mobile Attendance Application</p> <p>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.</p>

