

# PROCEDURE: Student Attendance (Secondary & P-12)

## 1. PURPOSE

The purpose of this procedure is to describe Mary MacKillop College's approach to the consistent management of student attendance 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 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

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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.

### 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 eMinerva</li> <li>• ensure eMinerva 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 eMinerva 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</li> <li>• follow up on eMinerva notifications of unexplained absences</li> <li>• inform Principal of unexplained or 3+ days of absence</li> </ul>

### 3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> <li>• Attendance will be marked for all students each morning by House Group Teachers</li> <li>• Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers.</li> </ul>

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	<ul style="list-style-type: none"> <li>• An email will be sent to the Subject teacher for a subject roll not marked.</li> <li>• The Deputy 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</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>○ attending TAFE or work experience will be marked as 'Present – Work/Study' by the Student Receptionist</li> <li>○ in an alternate learning activity will be marked 'Present – Alternate Learning Activity.'</li> <li>○ with Guidance Counsellors 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 the Student Receptionist.</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 College Leadership Team.</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 the Student Receptionist of the absence, the school officer will enter these details into a log in eMinerva.</li> </ul>

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	<ul style="list-style-type: none"> <li>• House Group Teachers and/or the student receptionist 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 House Group Teacher will contact the legal guardian</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</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 Student Services and advise that the student is not present. The Student Receptionist officer will then 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 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 the College Leadership Team.</li> </ul>
Unexplained Absences	<ul style="list-style-type: none"> <li>• A notification will be sent to the student's legal guardian by approximately 10.30 am each day.</li> <li>• If there is no response from the initial parent/carer (typically SMS) following notification of unexplained absence, the MMC student receptionist will make contact via a phone call. This will be noted in the attendance spreadsheet.</li> <li>• If there is no response from the second attempt to contact the parent/legal guardian schools are to phone on the day of the absence another emergency contact listed on eMinerva.</li> <li>• If there continues to be no response from the parent/carer to the unexplained absence, this matter is escalated to the Deputy Principal for follow up (Even if the student has returned to school). The DP at this time may utilize the BCE letter for absence: <a href="#">Student Attendance procedure Letter 1 Failure to Attend.docx</a></li> <li>• If a child protection order is in place, then the Child Safety Officer must be notified, as well as the legal guardian.</li> <li>• Past unexplained absences are indicated by the red</li> </ul>

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	<p>Unexplained Absence Alert icon on class rolls. When the House Group teacher or student receptionist receives written explanation of the absence from the student's legal guardian, they will update the absence category and enter details into eMinerva.</p>
Late Arrivals	<ul style="list-style-type: none"> <li>• A student is considered to have arrived late any time after the 8.27 am bell.</li> <li>• 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</li> <li>• 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 this procedure and liaise with their pastoral leader.</li> <li>• An SMS message will be sent to the student's legal guardian advising their child has arrived late to school</li> </ul>
Early Departures	<ul style="list-style-type: none"> <li>• A student is considered to be leaving early any time before 3.00pm. All students leaving will have written notification from their legal guardian through the Parent Portal or BCE App of this departure Students need to be collected by their legal guardians.</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 10.30am each day advising of any 'Unexplained' absences</li> <li>• Late Arrivals and Early Departures: An SMS message will be sent to a student's Legal Guardian advising of students who have arrived late or left early</li> <li>• 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 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 house group rolls will be provided by Student Receptionist. Subject rolls will not need to be marked. Once the system is online the house group teacher will mark the roll so that the</li> </ul>

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	<p>records are correct. This may be done the next day if necessary. Only administrators can amend marked rolls in consultation with the College Leadership Team</p> <ul style="list-style-type: none"> <li>• In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by House Group teachers. House Group Teachers teachers will advise the wardens of any unexplained absentees.</li> <li>• During a lockdown the roll will not be marked; there will be a head count of students present in the rom.</li> </ul>
Activities	<ul style="list-style-type: none"> <li>• An activity will be entered into eMinerva 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 eMinerva using their own BCE username and password and are to mark attendance in eMinerva for each class they are supervising</li> <li>• Teaching staff conducting supervision will mark attendance in eMinerva 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 Student Reception on arrival or departure as per arrangements made</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>
Exam Block	<ul style="list-style-type: none"> <li>• Students on exam block will sign in and out via Student Reception.</li> </ul>

### 4. PERFORMANCE

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

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## 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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