

PROCEDURE: Student Attendance



1. PURPOSE

The purpose of this procedure is to describe Trinity College, Beenleigh'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

PROCEDURE: Student Attendance



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, 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"> • 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 legal guardians • 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	<ul style="list-style-type: none"> • 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 legal guardians on the day of the absence • follow up on eMinerva notifications of unexplained absences • inform Pastoral Leader of unexplained or 3+ days of absence. Leadership will be informed via the daily Unmarked Roll Report distributed by Student Reception

PROCEDURE: Student Attendance



3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> • Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers • Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers • Student Reception will check this has been done for Pastoral Care classes at 9.15am • Student Reception will check subject classes at 2.15 pm daily and email an unmarked roll report out to all staff • A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time • An email will be sent at 2.30pm to the Subject teacher for a subject roll not marked • The Student Well-Being Leader or Assistant Principal – Middle School or Assistant Principal – Senior School will be advised of unmarked and incorrectly marked rolls • Incorrectly marked rolls will be corrected by the teacher responsible for the class
Present Categories in eMinerva	<ul style="list-style-type: none"> • Students who are: <ul style="list-style-type: none"> ○ in class will be marked 'Present – In Class' ○ attending TAFE or work experience will be marked as 'Present – Work/Study' by the VET coordinator ○ in an alternate learning activity will be marked 'Present – Alternate Learning Activity' ○ with Guidance Counsellors will be marked as 'Present – In-School Appointment' ○ in sick bay will have their attendance category changed to 'Present – In Sick Bay' by Student Reception ○ 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 College Leadership

PROCEDURE: Student Attendance



<p>Absent Categories in eMinerva</p>	<ul style="list-style-type: none"> • Students who are: <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, will be marked 'Absent – Explained' • 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 • If the legal guardian has informed Student Reception of the absence, they will enter these details into a log in eMinerva • Pastoral Care teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva • If a student is away for three consecutive days (or earlier if concerned) the Pastoral Care teacher will contact the legal guardian • Any student absent from school without explanation requires same day follow up and reporting to legal guardians on the day of the absence • If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher is to ring Student Reception and advise that the student is not present. Student Reception 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 and the student's legal guardian will be notified • 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>	<ul style="list-style-type: none"> • A notification will be sent to the student's legal guardian by approximately 10.00 am each day. The Pastoral Care teacher will follow up any unexplained absences by contacting the student's legal guardian • Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teacher receives written explanation of the absence from the student's legal guardian they will update the absence category and enter details into eMinerva

PROCEDURE: Student Attendance



Late Arrivals	<ul style="list-style-type: none"> • A student is considered to have arrived late to their PC classroom any time after the 8.35 am bell • All students arriving late will sign in at the Student Reception 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 Reception office to sign in • 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 this procedure • An SMS message will be sent to the student's legal guardian advising their child has arrived late to school
Early Departures	<ul style="list-style-type: none"> • A student is considered to be leaving early any time before 2.55pm. All students leaving early will provide a note from the legal guardian to their Pastoral Leader. The Pastoral Leader will sign that they have sighted this note. Only students who have notes signed by their Pastoral Leader will be given permission to sign out of the Student Reception office • An SMS message will be sent after school finishes (from 3.30pm) advising Main Contacts their student has signed out of the College early
SMS Messages	<ul style="list-style-type: none"> • Unexplained Absences: An SMS message will be sent to the student's legal guardian by 10.00am each day advising of any 'Unexplained' absences • 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 • Any incorrect messages caused by incorrect roll-marking will be made known to the Student Well-Being Leader or Assistant Principal – Middle School or Assistant Principal – Senior School. The teacher will follow up by telephoning the student's legal guardian

PROCEDURE: Student Attendance



<p>Non-Marking of Electronic Roll</p>	<ul style="list-style-type: none"> • If the school computer system is offline, hard copies of all Pastoral Care rolls will be provided by Student Reception. 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 College Leadership • 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 Leader of any unexplained absentees • During a lockdown the roll will not be marked
<p>Activities</p>	<ul style="list-style-type: none"> • An activity will be entered into eMinerva for students attending excursions, camps, onsite/off-site activities and other school-based activities by the activity organiser or administration staff • 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 • 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' • For an activity commencing before Pastoral Care, students in attendance are to be marked in the activity as 'Present – Excursion'. Students who are not present are to be left unmarked for the Pastoral Care teacher to confirm attendance
<p>Relief and supervising staff</p>	<ul style="list-style-type: none"> • 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
<p>Part-time Students</p>	<ul style="list-style-type: none"> • Part time students will sign in and out of the school at Student Reception on arrival or departure as per arrangements made
<p>Mobile Attendance Application</p>	<ul style="list-style-type: none"> • 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

PROCEDURE: Student Attendance



	should be read prior to use
--	-----------------------------

Exam Block	<ul style="list-style-type: none"> • Students on exam block will sign in and out via the Exam Invigilator at the exam room. Student attendance will be recorded in the created activity for each exam session • Students undertaking exams who wish to remain on the College grounds for study, need to go to the Marian Library. Students need to sign in and out with the study supervisor
------------	--

4. PERFORMANCE

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

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.
---------------------	---