

PROCEDURE: Student Attendance (Secondary)



1. PURPOSE

The purpose of this procedure is to describe Southern Cross Catholic College, Secondary Campus' 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
Deputy Head of Campus	<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
Staff with roll-marking responsibilities	<ul style="list-style-type: none">• ensure data is entered into eMinerva in an accurate and timely manner during PC and in each lesson• 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

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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 • The Student Services School Officer will check this has been done for Pastoral Care classes at 9.30am. • A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time • 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 • The Deputy Principal will run a report (unexplained daily absences) and send to teacher to follow up the following day • PC teachers and subject teachers will ensure they have provided a reason for the absence and made the correction.
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 the Student Services School Officer ○ 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

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Activity	Requirement
Absent Categories in eMinerva	<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 the Student Services office of the absence, the school officer will enter these details into a log in eMinerva • Should Pastoral Care teachers receive information regarding future planned absences from students, they will forward the information to student services to be correctly entered as 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 physically in class, the teacher is to ring Student Services and advise that the student is not present. The Student Services 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 • Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership • The Pastoral Leader will inform parents via written communications when it is apparent that a student has established a pattern of absenteeism or there is a prolonged period of absenteeism that is aligned with regulatory expectations.

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Activity	Requirement
Unexplained Absences	<ul style="list-style-type: none"> An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school An SMS notification will be sent to the student's legal guardian on the same day once an unexplained absence has been identified. 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
Late Arrivals	<ul style="list-style-type: none"> A student is considered to have arrived late any time after 8.30am 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 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 and advise the Pastoral Leader
Early Departures	<ul style="list-style-type: none"> A student is considered to be leaving early any time before 3pm All students leaving early must provide written or verbal notification to the College Students are to present themselves at Student Services to be sign out by student services staff.
SMS Messages	<ul style="list-style-type: none"> Unexplained Absences: An SMS message will be sent to the student's legal guardian on the same day once an unexplained absence has been identified Any incorrect messages caused by incorrect roll-marking will be made known to the Deputy Head of Campus. The Pastoral Care teacher will phone the parents and will log the calls

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Activity	Requirement
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> • If the school computer system is offline, hard copies of all Pastoral Care rolls will be provided by the School Officer Student Services. Subject rolls will not need to be marked. The paper roll will be sent to Student Services. Once the system is online a member of the student services team 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 Deputy Head of Campus • 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
Activities	<ul style="list-style-type: none"> • An activity will be entered into eMinerva for students attending excursions, camps, and other school-based activities • 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'
Attendance Marking Training	<ul style="list-style-type: none"> • The College Leadership Team will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually • A copy of the Attendance Policy and Procedures document will be included in Relief Staff folders • Attendance marking training will be provided via iLearn to teaching staff annually
Relief and supervising staff	<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

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Activity	Requirement
Mobile Attendance Application	<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 should be read prior to use
Exam Block	<ul style="list-style-type: none">Students on exam block are not required to sign in or out. The Students will be marked as being present for the exam by the teacher supervising the exam.

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.
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