



St Eugene College

Dare to grow in faith, hope and love

Student Attendance Procedures

Prep – Year 12

Updated February 2024

1. Purpose

The purpose of this procedure is to describe the approach by *St Eugene College* in 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 in the Education (General Provisions) Act 2006 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 family or carer 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, families and carers 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 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, families and carers, 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	Responsibility
Principal Heads 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 families and carers • 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. • Twice per day for Early Years/Junior Years and every lesson for Middle Years/Senior Years. • Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence • follow up on eMinerva notifications of unexplained absences • PC teachers in Middle/Senior Years and Class teachers in the Early/Junior Years will contact home via email or telephone for unexplained 2+ days of absence and will inform the House Leader (MY/SY) or AP (EY/JY).
Parent/Caregiver Responsibilities	<p>As per College Handbook, parents are responsible for following the below procedure for student absences.</p> <ul style="list-style-type: none"> • Log on to the Parent Portal/BCE Connect App and register your child's absence and reason. Any pre-planned or long-term absences must also be logged using this procedure. A courtesy email to Pastoral Care Teacher/Class Teacher is also appreciated. • If your child is absent and unexplained, the College will notify via text message. • Parents/Caregivers are responsible for responding to this text message and informing the College of the absence. • An email will be sent to parents/caregivers from 1:30pm on the same day if parent/caregiver has not responded to the 9:30am text message sent if a child has been marked absent without sufficient information from the parent/caregiver.

3. Procedure

Activity	School procedures
Attendance Marking	<ul style="list-style-type: none">• Attendance will be marked for all students each morning in PC and every subject throughout the day for Middle/Senior Years.• Attendance will be marked each morning and afternoon session in class for Early/Junior Years.• The Student Services School Officer will check this has been done for Pastoral Care classes at 9.15am.• The Student Services School Officer will send an SMS message to parent/caregivers if the student is an 'unexplained absence'.• Student Services staff will call a classroom teacher or Pastoral Care teacher if the Class/Pastoral Care roll is not marked on time.• Incorrectly marked rolls will be corrected by Student Services. <p>Follow-up Procedures for Extended Absences:</p> <ul style="list-style-type: none">• In line with our College "Attendance Policy" we recognise that every day of attendance in school contributes towards a student learning and that maximising attendance enhances academic outcomes. For this reason, we ensure we follow up and support families who are experiencing low levels of attendance.• This support is personalised and implemented in consultation with student, parent/caregiver, Head of Campus, House Leader or Classroom Teacher and a student support staff member.• Official correspondence will be sent to parents/caregivers at various stages throughout the year. <p>Years Prep-6</p> <ul style="list-style-type: none">✓ Class teacher to monitor attendance and make contact home for more than 2 consecutive days absence (i.e on the 3rd day of absence).✓ AP Strategic and Transformative Operations extract attendance data at the end of Week 5 of each term to identify students not meeting 90% attendance. <i>Note: AP Early/ Junior Years identify students who have a reasonable explanation for not attaining 90% attendance to remove from email list.</i>✓ AP Strategic and Transformative Operations to send attendance emails on Monday of Week 6 of term on behalf of the AP Early/ Junior Years.✓ AP Early/ Junior Years to monitor attendance trends for students identified.✓ If no improvement by Monday Week 10, AP Early/ Junior Years to contact parents via phone call and organise a support process.✓ If no improvement by the monitoring date of the following term (end of Week 5), AP Early/ Junior Years to notify P-12 Head Early/ Junior Years who will meet with parents. <p>Years 7-12</p> <ul style="list-style-type: none">✓ AP Strategic and Transformative Operations to extract attendance data at the end of Week 5 of each term to identify students not meeting 90% attendance.✓ House Leaders to identify students who have a reasonable explanation for not attaining 90% attendance to remove from the list.✓ AP Strategic and Transformative Operations to send attendance emails on Monday of Week 6 of term on behalf of the House Leaders.✓ House Leaders to monitor attendance trends for students identified.✓ If no improvement by Monday Week 10, House Leaders to contact parents via phone call and organise a support process.✓ If no improvement by the monitoring date of the following term (end of Week 5), House Leader to notify Phase AP who will meet with parents to set up a Student Attendance Improvement Plan that will be implemented.

Activity	School procedures
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 set as an "Activity" roll each day. This roll will be marked as 'Present – Work/Study' by the VET coordinator or Student Support Services ○ 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' or "Present- Internal Suspension" upon instruction from College Leadership Team
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 family or carer, will be marked 'Absent – Unexplained' ○ not in class, and notification has been received from a family or carer, will be marked 'Absent – Explained' • When marking the roll, if teachers have received written information from the family or carer regarding a student's absence from school, the teacher will enter the details (including absence category) into a log in eMinerva • If the family or carer have informed the Student Services office of the absence, they will enter these details into a log in eMinerva • Student Services, Receptionist, Enrolments Secretary or Executive Secretary, should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva. Student Services are to forward any extended absence of three days plus to the Pastoral Care Teacher or Class Teacher. • If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher must ring Student Services or and advise that the student is not present. The teacher is to mark the student as 'Absent – Truant' until the student is located. If the absence was a legitimate absence, the attendance will be adjusted to the appropriate "Present" category. Note: The Student Services Administration Officer must inform available employees (Pastoral Care team members) within Student Services that the student is missing. They must then attempt to locate the student who must be managed under the school's Student Behaviour Support Plan. • Students must only be marked as 'Absent – Not Required to Attend' or "Absent- Suspension" upon instruction from College Leadership.

Activity	School procedures
Unexplained Absences	<ul style="list-style-type: none"> • A notification must be sent to the student’s legal guardian on the same day once an unexplained absence has been identified via ParentSMS. • An email will be sent to parents/caregivers from 1:30pm on the same day if parent/caregiver has not responded to the 9:30am text message sent if a child has been marked absent without sufficient information from the parent/caregiver. • The Pastoral Care teacher or delegated employee must follow up any unexplained absences by contacting the student’s parent/legal guardian. • If a child protection order is in place, then the Child Safety Officer must be notified as well as the legal guardian. • Parents/Caregivers are responsible for responding to this text message and informing the College of the absence, and to respond to an email that they will receive if not responded to the text message. • 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 must update the absence category and enter details into eMinerva. • PC teachers in Middle/Senior Years and Class teachers in the Early/Junior Years will contact home via email or telephone for unexplained 2+ days of absence and will inform the Pastoral Leader (MY/SY) or AP (EY/JY).
Late Arrivals	<ul style="list-style-type: none"> • A student is considered to have arrived late any time after the 8.45am PC time • All students arriving late will sign in at the Student Services office and will be given a late slip after the conclusion of PC. <i>Note: If a bus arrives late, students may be directed to go straight to PC/class at the discretion of Student Services Staff. In these cases, teachers will be directed, via email, to mark the student as present when they arrive.</i> • 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 Student Services office to sign in • If Pastoral Care teachers in Middle/Senior Years observe a student has made a habit of arriving late, or is late for three consecutive days, they will contact the student’s family or carer as per this procedure and notify the House Leader. • If the classroom teacher in Early/Junior Years observe a student has made a habit of arriving late, or is late for three consecutive days, they will contact the student’s family or carer as per this procedure and notify the Assistant Principal. • An SMS message will be sent to the student’s family or carer advising their child has arrived late to school if not accompanied by a parent or caregiver upon their arrival
Early Departures	<ul style="list-style-type: none"> • A student is considered to be leaving early any time before the conclusion pm. • All students leaving early will provide a note from the family or carer or have registered through the BCE APP the early departure. • Only students who have notes will be given permission to sign out of the Student Services office. • For full details click on the following link:

Activity	School procedures
SMS Messages	<ul style="list-style-type: none"> • Unexplained Absences: An SMS message will be sent to the student's family or carer at 9.30am each day advising of any 'Unexplained' absences • Parents/caregivers are responsible for responding to this text message and informing the College of the absence. • Late Arrivals: An SMS message will be sent to the student's family or carer advising their child has arrived late to school if not accompanied by a parent or caregiver upon their arrival
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> • If the school computer system is offline, hard copies of all Pastoral Care/Class rolls will be provided by Student Services. Subject rolls will not need to be marked. • Once the system is online, rolls will be updated by Student Services 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 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/classroom teacher and any unexplained absentees will be given to the Fire Warden. • During a lockdown the roll will not be marked • Unmarked rolls reports will be generated weekly with reminders sent to staff for any outstanding electronic rolls.
Activities	<ul style="list-style-type: none"> • An activity will be entered into eMinerva for students attending excursions, camps, work/study arrangements, 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 <u>must not</u> be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'
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 • When unavailable paper copies can be supplied by Student Services • Teaching staff conducting supervision must mark attendance in eMinerva for the class they are supervising
Part-time Students	<ul style="list-style-type: none"> • Part time students and those on flexible learning pathways will sign in and out at Student Services on arrival or departure as per arrangements made by College Leadership Team
Mobile Attendance Application	<ul style="list-style-type: none"> • Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa and entering their BCE Username and Password. The <u>User Guide – Mobile Attendance Application</u> should be read prior to use
Exam Block	<ul style="list-style-type: none"> • Students on exam block must sign in and out and this is coordinated by the Assistant Principal Senior Years.

4. Performance

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

5. References and Definitions

5.1 References

- Attendance – Accessing Another Teacher’s Roll
- Attendance – Description of Attendance Categories
- Attendance – How to Manage Unexplained Absences
- Attendance – How to Mark Attendance (Teaching and Administration Staff)
- Attendance – How to Mark Bulk Attendance Late Arrival or Early Departure
- Security – Relief Staff
- Student Attendance policy.

5.2 Definition

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the family or carer does not contact the school
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