



St Eugene College

Dare to grow in faith, hope and love

Student Attendance Procedures

Prep – Year 12

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

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• engage with families to build an understanding of the importance of informing the school on student absences as soon as possible to ensure student safety• monitor attendance weekly using the Business Intelligence tool• monitor non-attendance and re-engage students in partnership with families and carers• ensure compliance of data entry in alignment with eMinerva (BCE's IT system) requirements• ensure staff are made aware of the BCE Student Attendance policy, the Responding to Student Attendance Concerns procedure and this procedure• 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• ensure staff complete eMinerva training annually
Staff with rollmarking 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.• follow up on eMinerva notifications of unexplained absences• inform Principal or delegate of any unexplained absence• inform Principal of more than three consecutive days of absence with an explanation or if a pattern of explained non-attendance becomes evident. • 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).
Administration staff	<ul style="list-style-type: none">• inform Principal or delegate of morning and afternoon unmarked rolls on the same day as roll marking• inform Principal or delegate of any student absent from school without explanation and ensure same day follow up and reporting to parent/legal guardians on the day of the absence using ParentSMS in a timely manner to allow for a response• where there is no response to the ParentSMS notification and follow up of unexplained absence, call the parent. If no answer, make at least one more phone call to a different emergency contact prior to the end of the school day. Continue each day until the absence is explained and refer to Principal or delegate.

Parent/Caregiver Responsibilities	As per College Handbook, parents are responsible for following the below procedure for student absences.
	<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. Phone calls will be made 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. Requirements

3.1 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. Where a pattern of irregular attendance is identified, schools follow the PROCEDURE: Student Attendance - Responding to Student Attendance Concerns.

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.

3.2 Procedure

Activity	School procedures
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Attendance Marking

- 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.

Follow-up Procedures for Extended Absences:

- 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.

Years Prep-6

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.

Note: AP Early/ Junior Years identify students who have a reasonable explanation for not attaining 90% attendance to remove from email list.

AP Strategic and Transformative Operations to send attendance emails on Monday of Week 6 of term to all parents.

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.

Years 7-12

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 to all parents.

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' <ul style="list-style-type: none"> 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 or more to the Pastoral Care Teacher or Class Teacher. If a student is away for more than three consecutive days of explained absence (or earlier if concerned) the Pastoral Care teacher or delegated staff member will contact the parent/legal guardian for a pastoral conversation Any student absent from school without explanation requires same day reporting to parents/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 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. <p>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.</p>

- 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 in a timely manner. • If confirmation of the notification of an unexplained absence by the parent/legal guardian has not been received by midday, a follow up phone call to the parent/legal guardian on the same day as the unexplained absence should be made. If there is still no response to the initial text message notification and follow up, a phone call should be made to an additional emergency contact listed on eMinerva. Continue this process the next day if absence remains unexplained. • If there is no response from the parent/legal guardian or to the follow up on the day of unexplained absence, schools must continue to follow up with the parent/legal guardian until the unexplained absence is explained even if the student has returned to school. • 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.
Late Arrivals	<ul style="list-style-type: none"> • A student is considered to have arrived late any time after the 8.38am Bell for PC. • All students arriving late will sign in at the Student Services office and will be given a late slip after the conclusion of PC. 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. • 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 2:50pm. • 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 or are registered on the BCE Connect App will be given permission to sign out of the Student Services office • An SMS message will be sent after school finishes advising Main Contacts their student has signed out of the College early if not accompanied by the parent/legal guardian.

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. • 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. • If there is no response from the SMS message and email, a phone call is made to the Parent/Caregiver. If there is no answer, a different emergency contact number in the eMinerva contact list must be made prior to the end of the school day • 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 • Early Departures: An SMS message will be sent to a student's parent/legal guardian advising of students who have left early unaccompanied by their parent/legal guardian. • Any incorrect messages caused by incorrect roll-marking will be made known to the Principal or delegate. The teacher will follow up by telephoning the student's legal guardian
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
Activity	School procedures
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 PC rolls are not to be marked using the Mobile App, as Activities are not visible in the App.
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. Compliance Monitoring

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct. Compliance with this procedure will be monitored by:

Role	Responsibility
Senior ICT Engagement Officer	<ul style="list-style-type: none"> co-ordinates training and provides resources for relevant staff in regard to their roll marking obligations and processes on request, provides reports of anomalies in roll marking practices to Senior Manager – Student Diversity & Wellbeing.
Senior Manager – Student Diversity & Wellbeing	<ul style="list-style-type: none"> monitors attendance reports in Power BI and escalates concerns to the relevant Senior Leader - School Progress and Performance

5. Associated Documents

5.1 Procedure: Student Attendance - Responding to Student Attendance Concerns

5.2 Attendance – Description of Attendance Categories

5.3 Attendance – How to Bulk Late Arrival or Early Departure

5.4 Attendance – Accessing Another Teacher’s Roll

5.5 Attendance – How to Manage Unexplained Absences

5.6 Security – Relief Staff

5.7 Attendance - How to Mark Attendance (Teaching and Administration Staff)

5.8 Student Attendance policy.

6. Definitions

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the parent/legal guardian does not contact the school.
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