



***St Eugene College***

*Dare to grow in faith, hope and love*

# **Student Attendance Procedures**

**Prep – Year 12**

**Updated January 2026**

## 1. Purpose

1.1 The purpose of this procedure is to describe St Eugene College's approach to the consistent roll marking and management of student attendance to meet legislative requirements and sector standards

## 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>• 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</li><li>• monitor attendance weekly using the Business Intelligence tool</li><li>• monitor non-attendance and re-engage students in partnership with parents/legal guardians</li><li>• ensure compliance of data entry in alignment with eMinerva (BCE's IT system) requirements</li><li>• ensure staff are made aware of the BCE Student Attendance policy, the Responding to Student Attendance Concerns procedure and this procedure</li><li>• ensure staff understand the definition of retrospective roll-marking</li><li>• 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 or are added to the eMinerva exception list</li><li>• ensure eMinerva training is part of the induction process for new staff</li><li>• ensure staff complete eMinerva training annually.</li></ul>
Teachers (or delegate) with roll-marking responsibilities	<ul style="list-style-type: none"><li>• ensure rolls are marked and data is entered into eMinerva in an accurate and timely manner.<ul style="list-style-type: none"><li>- Early Years/Junior Years – at least twice per day, specifically at the beginning of the day and after second break.</li><li>- Middle Years/Senior Years – Pastoral Care and every subject class.</li></ul></li><li>• follow up on eMinerva notifications of unexplained absences</li><li>• inform Principal or delegate of any unexplained absence</li><li>• inform House Leader/Pastoral Leader of more than three consecutive days of absence or if a pattern of explained non-attendance becomes evident.</li><li>• Pastoral Care/Classroom Teacher will contact home via phone for 3 or more days of absence.</li><li>• do not mark the roll retrospectively i.e. after students have left the session.</li></ul>
Administration staff	<ul style="list-style-type: none"><li>• inform Principal or delegate of morning and afternoon unmarked rolls on the same day as roll marking</li><li>• inform Principal or delegate of any student absent from school without explanation and ensure same day follow up and reporting to parents/legal guardians on the day of the absence using eMinerva SMS Platform in a timely manner to allow for a response.</li><li>• where there is no response to the SMS message notification of</li></ul>

Role	Responsibilities
	<p>unexplained absence by midday, make at least one phone call to an alternative emergency contact, prior to the end of the school day.</p> <ul style="list-style-type: none"> <li>continue to follow up each day until the absence is explained and refer to Principal or delegate</li> </ul>
Parent or legal guardian	<ul style="list-style-type: none"> <li>Parents/legal guardians are responsible for following the below procedures for student absences: <ul style="list-style-type: none"> <li>A parent/legal guardian must log on to the Parent Portal or BCE Connect App to register their child's absence and provide the reason for absence. Any pre-planned or long-term absences must also be recorded using this process, and written explanation must be emailed to Student Services.</li> <li>If a student is marked absent without explanation, the College will issue an SMS notification to the main parent/legal guardian contact.</li> <li>If the main parent/legal guardian contact does not respond to the prior SMS messages, phone calls will be made from midday to an alternative emergency contact listed on eMinerva.</li> </ul> </li> </ul>

### 3. Requirements

#### 3.1 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)."

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. 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. Rolls are not to be marked retrospectively i.e. after students have left the session.

### **Student attendance level**

Students, parents/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.

### **3.2 Procedure**

<b>Activity</b>	<b>Requirement</b>
Attendance Marking	<ul style="list-style-type: none"><li>• Middle Years/Senior Years - Attendance will be marked for all students each morning in Pastoral Care by the Pastoral Care Teacher and each lesson for all subject classes throughout the duration of the school day by subject Teachers.</li><li>• Early Years/Junior Years will be marked at the start of the day and after second break by the Classroom Teacher.</li><li>• The Student Services staff will check morning rolls have been marked at 9.15am.</li><li>• A phone call will be made to the Pastoral Care/Classroom Teacher if the morning roll is not marked on time</li><li>• The Principal or delegate will check subject class/period 5 rolls at 2:10 pm daily.</li><li>• An email will be sent to the Subject or Classroom Teacher for any unmarked subject or Period 5 roll.</li><li>• The Principal or delegate will be advised of unmarked and incorrectly marked rolls.</li><li>• Incorrectly marked rolls will be corrected by the Teacher responsible for the class or Student Services.</li><li>• All effort will be made to account for all students as soon as practicable in the session.</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 set as an "activity" roll and marked as 'Present – Work/Study' by the VET coordinator</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 Services</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</li></ul>

<b>Activity</b>	<b>Requirement</b>
	<p>changed to 'Present – In Class'</p> <ul style="list-style-type: none"> <li>Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.</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 parent/legal guardian, will be marked 'Absent – Unexplained'</li> <li>not in class, and notification has been received from a parent/legal guardian, will be marked 'Absent – Explained'</li> </ul> </li> <li>When marking the roll, if Teachers have received written information from a parent/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 a parent/legal guardian has informed the Student Services office of the absence, the Student Services staff will enter these details into a log in eMinerva.</li> <li>Pastoral Care/Classroom Teachers should notify Student Services of any information regarding future planned absences, the Student Services staff will enter these details into a log in eMinerva.</li> <li>If a student is away for three (3) or more consecutive days of explained or unexplained absence (or earlier if concerned) the Pastoral Care/Classroom Teacher will contact a parent/legal guardian for a pastoral conversation.</li> <li>Any student absent from school without explanation requires same day reporting to parents/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 Services staff will then inform available staff members, preferably House Leader/Pastoral Leader or alternatively Leadership, 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 College Leadership.</li> </ul> <p><b>Extended Absence:</b></p> <ul style="list-style-type: none"> <li>If a student is away for five (5) or more consecutive days of absence, a parent/legal guardian must provide a written explanation for the extended absence via an email to Student Services (pbuystudentservices@bne.catholic.edu.au). While the absence must be submitted in the Parent Portal, an email from the parent/legal guardian is also required.</li> <li>If a parent/legal guardian has informed the Student Services office of the extended absence, the Student Services staff will enter these details into a log in eMinerva and will email the Pastoral Care/Classroom Teacher and the 'PBUY House Leaders' email group which consist of Leadership and House Leaders/Pastoral Leaders.</li> <li>If a Teacher receives notification of an extended absence directly from a parent/legal guardian, they must notify Student Services. Student Services staff are to enter these details into a log in</li> </ul>

Activity	Requirement
	<p>eMinerva and will email the Pastoral Care/Classroom Teacher (if not already notified) and the 'PBUY House Leaders' email group which consists of Leadership and House Leaders/Pastoral Leaders.</p> <ul style="list-style-type: none"> <li>• If concerns arise regarding the absence, additional follow-up procedures are outlined in the <i>Responding to Student Attendance Concerns</i> document.</li> </ul>
Unexplained Absences	<ul style="list-style-type: none"> <li>• A notification will be sent to the student's parent/legal guardian on the same day once an unexplained absence has been identified. The Teacher or delegated staff member will follow up any unexplained absences by contacting the student's parent/legal guardian via eMinerva SMS Platform in a timely manner to allow the follow up of non-response on the same day of absence.</li> <li>• If no response is received from the initial SMS message, a second SMS will be sent by midday on the same day.</li> <li>• If confirmation of the notification of an unexplained absence by the parent/legal guardian has not been received, from midday, at least one follow-up phone call must be made to an alternative emergency contact listed on eMinerva prior to the end of the school day.</li> <li>• If there is no response from parents/legal guardians or alternative emergency contact, schools must continue to follow up with the parent/legal guardian each day until the unexplained absence is explained even if the student has returned to school.</li> <li>• Parents/legal guardians are responsible for responding to this SMS message and informing the College of the absence.</li> <li>• If a child protection order is in place, then the Child Safety Officer should be notified as well as the legal guardian.</li> <li>• Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care/Classroom Teacher receives written explanation of the absence from the student's legal guardian, they will update the absence category and enter details into eMinerva.</li> </ul>
Late Arrivals	<ul style="list-style-type: none"> <li>• A student is considered to have arrived late any time after the 8.38 am bell.</li> <li>• Parents/legal guardians will be notified of any unexplained late arrival.</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> </ul> <p>Note: If a bus arrives late, students may be directed to go straight to Pastoral Care/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.</p> <ul style="list-style-type: none"> <li>• An SMS message will be sent to the student's parent/legal guardian advising their child has arrived late to school if not accompanied by their parent/legal guardian</li> <li>• If Pastoral Care/Classroom Teachers observe a student has made a habit of arriving late, or is late for three consecutive days, they will contact the student's parent/legal guardian and notify the House</li> </ul>

<b>Activity</b>	<b>Requirement</b>
	Leader/Pastoral Leader.
Early Departures	<ul style="list-style-type: none"> <li>• A student is considered to be leaving early any time before 2.50pm.</li> <li>• All students leaving early will require communication from their parent/legal guardian provided to the school. This may be in-person, email, phone call or have registered through the BCE app the early departure. Such communication will be recorded by Student Services.</li> <li>• Only students who have formal communication provided to the school from the parent/legal guardian will be given permission to sign out of the office.</li> <li>• Primary students are only permitted to leave with their parent/legal guardian or another adult nominated by that student's parent/legal guardian.</li> <li>• 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.</li> </ul>
SMS Messages	<ul style="list-style-type: none"> <li>• Unexplained Absences: An SMS message will be sent to the student's parent/legal guardian on the same day once an unexplained absence has been identified. Such communication will be in a timely manner to allow the follow up of non-response on the same day of absence if there is no response to the initial SMS message.</li> <li>• If no response is received from the initial SMS message, a second SMS will be sent by midday on the same day.</li> <li>• If there is no response from the SMS messages at least one phone call to an alternative emergency contact number in the eMinerva contact list must be made prior to the end of the school day</li> <li>• Unexplained Late Arrivals: An SMS message will be sent to a student's legal guardian advising of students who have arrived late</li> <li>• 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.</li> <li>• 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.</li> <li>• Parents/Legal Guardians are responsible for responding to SMS messages and informing the College of the absence.</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 Classroom (EYJY) and Pastoral Care (MYSY) rolls will be provided by Student Services. Subject rolls will not need to be marked.</li> <li>• Once the system is online the Pastoral Care/Classroom Teacher will mark the roll in eMinerva so that the records are correct. This may be done the next day if necessary. Only administrators can amend marked rolls in consultation with Leadership.</li> <li>• In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by Pastoral Care/Classroom Teachers. Pastoral Care/Classroom Teachers will advise the Fire Warden of any unexplained absentees</li> </ul>

<b>Activity</b>	<b>Requirement</b>
	<ul style="list-style-type: none"> <li>During a lockdown, the roll will not be marked.</li> <li>Unmarked roll reports will be generated daily with reminders emailed to staff for any outstanding electronic rolls.</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 in accordance with this procedure</li> <li>Teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.</li> <li>If access to eMinerva is unavailable paper rolls can be collected from Student Services and must be signed, dated and returned to Student Services.</li> </ul>
Part-time Students	<ul style="list-style-type: none"> <li>Part time students will sign in and out of the school office 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>Principal's delegate will create a daily activity roll for the duration of the exam block period. Student Services staff will mark the roll 'Present - Work/Study' for all students.</li> <li>Principal's delegate will also create a specific activity roll for each individual exam session. The exam supervisor will mark 'Present – Exam Block'</li> </ul>
Attendance Data to Parent/Legal Guardian	<ul style="list-style-type: none"> <li>Administration staff will extract attendance data at the end of Week 5 and Week 9 each term.</li> <li>Attendance emails for Weeks 1–5 will be sent to the main parent/legal guardian contact by the Assistant Principal Student Wellbeing on Monday of Week 6.</li> <li>Attendance emails for Weeks 1–9 will be sent to the main parent/legal guardian contact by the Assistant Principal Student Wellbeing on Monday of Week 10.</li> </ul>
Attendance Monitoring	<ul style="list-style-type: none"> <li>Each fortnight prior to the house SWAG meetings, student attendance data will be emailed to House Leaders, Pastoral Care</li> </ul>

Activity	Requirement
	<p>Teachers, Assistant Principal Wellbeing, Guidance Counsellors and STIE's.</p> <ul style="list-style-type: none"> <li>Pastoral Care/Classroom Teacher will be notified of 3 or more days absence, explained or unexplained, and is required to call home. Further follow-up procedures are outlined in <i>Responding to Student Attendance Concerns</i> document.</li> </ul>

### 3.3 Attendance Recognition and Incentive Strategies

To further promote high levels of student attendance and engagement, the College will implement the following strategies:

Middle Years/Senior Years	
Principal's lunch	<ul style="list-style-type: none"> <li>The top 20 student attenders for each semester will be recognised at a Principal's Morning Tea held in Week 1 of Term 3 and Week 1 of the following year.</li> </ul>
Term Attendance Recognition	<ul style="list-style-type: none"> <li>Each term, the top ten students in each House with the highest attendance will be awarded a \$5 tuckshop voucher and a certificate. If the number of eligible students across Middle and Senior Years significantly exceeds ten per House, the recognition criteria will shift to acknowledge all students who achieved 100% attendance, regardless of House. This ensures the initiative remains equitable and appropriately recognises students demonstrating exemplary attendance.</li> </ul>

Early Years/Junior Years	
Assembly Attendance Recognition	<ul style="list-style-type: none"> <li>Attendance will be recognised weekly at Assembly, with awards varying to ensure the initiative remains equitable and appropriately recognises students demonstrating exemplary attendance.</li> </ul>

### 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	Compliance responsibilities
Senior ICT Engagement Officer	<ul style="list-style-type: none"> <li>co-ordinates training and provides resources for relevant staff in regard to their roll marking obligations and processes</li> </ul>

	<ul style="list-style-type: none"> <li>on request, provides reports of anomalies in roll marking practices to Senior Manager – Student Diversity &amp; Wellbeing.</li> </ul>
Senior Manager – Student Diversity & Wellbeing	<ul style="list-style-type: none"> <li>monitors attendance reports in Power BI and escalates concerns to the relevant Senior Leader - School Progress and Performance</li> <li>provides system attendance data summary to Learning Services Executive and Senior Leaders - School Progress and Performance each term</li> <li>report non-compliance with this procedure to the Head of School Progress and Performance for consideration and remedial action.</li> </ul>

## 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

Retrospective roll-marking	Retrospective roll-marking is marking the roll where students are not physically in the session, in front of the person marking the roll. All effort will be made to account for all students as soon as practicable within the session.
Unexplained Absence	An unexplained absence occurs when the student is not present at school and the parent/legal guardian does not contact the school.

## Document Control

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