

The background features a stylized illustration in shades of blue. At the top, a globe is depicted with a network of lines and circular nodes. Below the globe, a palm tree stands on the right side. In the foreground, a boat with a striped sail is shown on the water. The overall design is clean and modern.

# St Joseph's College

## COOMERA

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*Courage to Love, Learn and Serve*

# STUDENT ATTENDANCE PROCEDURE (P-12)



## **Student Attendance Procedure (P-12)**

### **1. PURPOSE**

The purpose of this procedure is to describe **St Joseph's College** approach to the consistent management of student attendance to meet legislative requirements and sector standards. As a College we have a long-term goal of 95% attendance for all students at the College.

### **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 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	Responsibilities
Principal/Head of Campus	<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>• monitor non-attendance and re-engage students in partnership with families and carers</li> <li>• ensure compliance of data entry in alignment with eMinerva requirements</li> <li>• 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)</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</li> <li>• ensure eMinerva training is part of the induction process for new staff and annual training for existing staff.</li> </ul>
Pastoral Leaders (MY/SY)	<ul style="list-style-type: none"> <li>• ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day (EY/JY before 8.45am and after each break, MY/SY 6 times per day – PC and each lesson)</li> <li>• any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence (SMS Message via Student reception)</li> <li>• follow up on eMinerva notifications of unexplained absences with parent contact.</li> <li>• Guide the PC teacher to check each week about absences and look for patterns.</li> <li>• inform Principal/Head of Campus of unexplained of 3+ days of absence or unusual patterns of absence.</li> </ul>
Other Staff with roll-marking responsibilities	<ul style="list-style-type: none"> <li>• Accurately, responsibly and reliably enter into eMinerva attendance details in a timely manner, at each point in time when they are responsible for the monitoring of students in class. <i>(EY/JY before 8.45am and after each break, MY/SY 6 times per day – PC and each lesson)</i></li> <li>• any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence (SMS Message)</li> <li>• follow up on eMinerva notifications of unexplained absences (PC teacher under guidance from House leader to check. House leader to check with PC teacher each week about absences).</li> </ul>

## 3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> <li>• Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers in Year 7 – 12 and classroom teachers in years Prep to 6.</li> <li>• In Middle and Senior classes, attendance will be marked for all subject classes throughout the duration of the school day by subject teachers. Prep to 6 teachers to re-mark roll during by 2.15pm.</li> <li>• The Student Receptionist will check this has been done for Pastoral Care classes at 9.15am, and for other classes at 11.30 am and 2.15 pm daily.</li> <li>• A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time</li> <li>• An email will be sent to the Subject teacher for a subject roll not marked (House Leader to be cc'd).</li> <li>• The Assistant Principal Curriculum/Head of School will be advised of unmarked and incorrectly marked rolls.</li> <li>• Incorrectly marked rolls will be corrected by the teacher responsible for the class.</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 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>○ If a teacher removes a student from class, then the teacher removing the student marks the rolls 'Present – In School Appointment.'</li> <li>○ in sick bay will have their attendance category changed to 'Present – In Sick Bay' by the Student Services School Officer</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 changed to 'Present – In Class'</li> <li>• Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.</li> <li>• Students will only be marked as 'Present – internal suspension' on instruction from College Leadership Team.</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 family or carer, will be marked 'Absent – Unexplained'</li> <li>○ not in class, and notification has been received from a family or carer, will be marked 'Absent – Explained'</li> </ul> </li> <li>• 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</li> <li>• If the Legal Guardian has informed the Student Receptionist of the absence, the Student Receptionist will enter these details into a log in eMinerva</li> <li>• Student Receptionist should enter any information regarding future planned absences of students by entering a Notified Absence into e-</li> </ul>

Activity	Requirement
	<p>Minerva</p> <ul style="list-style-type: none"> <li>• If a student is away for three consecutive days (or earlier if concerned) it is recommended that the Pastoral Care teacher (or Classroom teacher for Prep to Year 6) contact the legal guardian as a pastoral check.</li> <li>• Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence via text.</li> <li>• If a student in Year 7 to 12 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. The Student Receptionist 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.</li> <li>• If the student is in Prep to 6 the teacher is to ring the office and advise the student is not present. Office personnel will then inform College Leadership team 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 – Suspended from School' upon instruction from College Leadership.</li> <li>• Teaching staff are not required to provide extra work for students going on holidays in term time. However there is an expectation that students will catch up on missed work.</li> </ul>
Unexplained Absences	<ul style="list-style-type: none"> <li>• A notification will be sent to the student's legal guardian by approximately 9am each day. The Pastoral Care teacher (or Classroom teacher for Prep to 6) will follow up any unexplained absences by contacting the student's legal guardian.</li> <li>• Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teacher (or Classroom teacher for Prep to 6) receives 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 8.30 am bell</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> <li>• If Pastoral Care teachers (or Classroom teacher for Prep to 6) 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 if required.</li> <li>• An SMS message will be sent to the student's family or carer advising their child has arrived late to school.</li> </ul>



Activity	Requirement
Early Departures	<ul style="list-style-type: none"> <li>A student is considered to be leaving early any time before 3pm. All students leaving early will provide a note from the legal guardian. The Legal guardian needs to come in to student reception to sign and collect student and provide written note if not previously supplied.</li> </ul>
Early Departure due to Illness	<ul style="list-style-type: none"> <li>If a student is sent to sick bay and needs to be sent home, parents will be contacted. If the parent/legal guardian is unable to collect the student, they will need to nominate a responsible adult who will collect the student. This information is entered into eMinerva by student reception.</li> <li>This will be applied on a case by case basis.</li> <li>Parent/caregivers are required to arrange pick up of sick children within a reasonable time frame as sickbay may be required by other students.</li> <li>If student rings legal guardian to collect them due to illness (bypassing sick bay) parents are required to sign note and students to sign out and House Leader to be informed. Parents are to direct students to attend sick bay in the first instance.</li> </ul>
SMS Messages	<ul style="list-style-type: none"> <li>Unexplained Absences: An SMS message will be sent to the student's legal guardian at 9am each day advising of any 'Unexplained' absences</li> <li>Any incorrect messages caused by incorrect roll-marking will be made known to the Head of Campus/AP Student Welfare and legal guardian. The teacher will follow up by telephoning the student's legal guardian as soon as possible.</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 Pastoral Care (or Classroom teacher for Prep to 6) rolls will be provided by the Student Receptionist</li> <li>Subject rolls will need to be marked. Once the system is online the Pastoral Care teacher (or Classroom teacher for Prep to 6) 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.</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 teachers. Pastoral Care teachers will advise the Pastoral House coordinator of any unexplained absentees. Classroom teachers for Prep to 6 will advise the Head of Campus of any unexplained absences.</li> <li>During a lockdown the roll will not be marked.</li> <li>Activity roll needs to be created by the teacher in charge of the activity and marked prior to departure from the college.</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</li> </ul>



Activity	Requirement
	<p>through the rest of the student's timetable for the day</p> <ul style="list-style-type: none"> <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.</li> <li>• Teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.</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 by using the URL <a href="https://staffportal.bne.catholic.edu.au/mawa">https://staffportal.bne.catholic.edu.au/mawa</a> and entering their BCE Username and Password. The <a href="#">User Guide – Mobile Attendance Application</a> should be read prior to use.</li> </ul>
Exam Block	<ul style="list-style-type: none"> <li>• Students on exam block will sign in and out via the school office.</li> </ul>

## 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 – Recording Attendance](#)
- [Attendance – How to Bulk Late Arrival or Early Departure](#)
- [Attendance – Teachers Recording Attendance](#)
- [Attendance – Accessing Another Teacher's Roll](#)
- [Attendance – How to Manage Unexplained Absences](#)
- [Security – Relief Staff](#)
- [Attendance - How to Mark Attendance \(Teaching and Administration Staff\)](#)

### 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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## PROCEDURE: Recordkeeping

Version	Student Attendance Procedure Final V1
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Audience	SJC Employees, Parents, Students
Directorate	Brisbane Catholic Education
Policy Owner	Carol Bell
Policy Manager	Laura Fynn
Policy Author	Laura Fynn
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Next Review Date	31.03.2023

