ATTENDANCE POLICY AND PROCEDURES FRAMEWORK

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1 Policy

St Francis College recognises that every day of attendance in school contributes towards a student's learning and that maximizing school attendance enhances academic outcomes.

2 Purpose

The purpose of this document is to highlight the obligations and procedures that must be followed to meet these obligations.

3 Obligations

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. 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.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

4 Attendance Marking

4.1 Early and Junior Years (P-6)

Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers. Attendance will be marked again prior to the beginning of the afternoon session.

The School Officer – Student Administration will check this has been done at 9.00am and at 2.15pm daily. A phone call will be made to the Pastoral Care teacher if the roll is not marked on time. The Head of Campus will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.

4.2   Middle and Senior Years (7-12)
        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 School Officer – Student Administration will check this has been done for Pastoral Care classes at 9.30am. The School Officer – Administration will check subject classes at 12.00pm and 2.15pm daily. A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked on time. An email will be sent to the Subject teacher for a subject roll not marked. The Head of Campus will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.

5   Present Categories

Scenario	Person Responsible
Students who are in Class will be marked *'Present – In Class'*	Pastoral Care or Subject Teacher
Students who are attending TAFE or work experience will be marked as *'Present – Work/Study'*	School Officer – VET/Careers
Students who are on school campus but are receiving support from their Pastoral Leader or the Student Services Team will be marked *'Present – Alternate Learning Activity'*	Whomever is providing the support
Students who are with a School Counsellor will be marked as *'Present – In-School Appointment'*	Subject Teacher on receipt of appointment slip from Counsellor
Students who are in Sick Bay have their attendance category changed to *'Present – In Sick Bay'*	School Officer – Student Administration
Students who are participating in off-site activities will be marked accordingly (Excursion/Camp or Sport/Art)	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 change to *'Present – In Class'*.

Students will only be marked as *'Present – Not Required to Attend'* upon instruction from the College Leadership Team.

6   Absent Categories

Scenario	Person Responsible
Students who are not in class and notification has not been received from a Legal Guardian, will be marked *'Absent – Unexplained'*.	Pastoral Care or Subject Teacher
Students who are not in class and notification has been received from a Legal Guardian to advise the student is unwell, will be marked *'Absent – Illness'*. Other absence reasons will be marked accordingly e.g. *'Appointment'*, *'Personal/Family'*	Whomever receives the notification from the Legal Guardian – Pastoral Care Teacher, Subject Teacher or School Officer – Student Administration

When marking the roll, if Pastoral Care teachers have received written information from Legal Guardians regarding a student's absence from school, they should enter the details (including absence category) into a log in eMinerva. It is the Pastoral Care teacher's responsibility to ensure this information is given to the School Officer – Student Administration to be placed in the student's file.

If Legal Guardians have informed the School Officer – Student administration of the absence the School Officer – Student Administration will enter these details into a log in eMinerva.

Pastoral Leaders (7-12) and Pastoral Care Teachers (P-6) should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva. For 7-12 students, this information will then be communicated to Pastoral Care and Subject Teachers via email, noted – no action required.

If a student is away on two days within one week the Pastoral Care teacher will contact Legal Guardians to express concern pastorally for the student.

If a student has been previously marked Present at school but they are not in class, the subject teacher is to ring the School Officer – Student Administration and advise that the student is not present. The School Officer – Student Administration will inform the Pastoral Leader (P-6) or the Pastoral Leader on duty in the Hub accordingly. They will then attempt to locate the student who will be dealt with according to behavior management policies.

Students will only be marked as *'Absent – Not Required to Attend'*, *'Absent – Truant'* or *'Absent – Suspended from school'* upon instruction from the College Leadership Team only.

7 Unexplained Absences

An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.

An SMS message will be sent to Main Contacts by approximately 9.30am each day. The Pastoral Care teacher will follow up with any student who has more than one unexplained absence in a week by making contact with the student's Legal Guardians; first by phone, then by email if phone is unsuccessful.

Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teachers receive written explanation of the absence from the student's Legal Guardians they must update the absence category and enter details into eMinerva with the details.

8 Late Arrivals

A student is considered to have arrived late any time after 8.40am (Years P-6) or any time after 8.55am (Years 7-12). All students arriving late will sign in at the College office using the ALLE system 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 College office to sign in.

If Pastoral Care teachers observe a student has made a habit of arriving late or is late for three days within a week, they will contact the student's Legal Guardian as per the policy for absent students in this document.

An SMS message will be sent to Main Contacts advising their student has arrived late to school.

9 Early Departures

9.1 Early and Junior Years (P-6)

A student is considered to be leaving early any time before 2.50pm. All students leaving early will need to be signed out by a Legal Guardian from the College office.

9.2 Middle Years (7-9)

A student is considered to be leaving early any time before 2.55pm. All students leaving early will provide a note from a Legal Guardian in their Student Diary to their Pastoral Care teacher. The Pastoral Care teacher will sign that they have sighted this note. All students leaving early will need to be signed out by a Legal Guardian from the College office.

9.3 Senior Years (10-12)

A student is considered to be leaving early any time before 2.55pm. All students leaving early will provide a note from a Legal Guardian in their diary to their Pastoral Leader. The Pastoral Leader will sign that they have sighted this note. Only students who have notes signed by their Pastoral Leader will be given permission to sign themselves out of the School Office. The School Officer – Student Administration will take a copy of the note and put it in the student's file.

An SMS message will be sent after school finishes advising Main Contacts their student has signed out of the College early.

10   SMS Messages

10.1   Unexplained Absences

An SMS message will be sent to students' Main Contacts at 9.30am each day advising of any 'Unexplained' absences.

10.2   Late Arrivals

An SMS message will be sent to students' Main Contacts advising of students who have arrived late.

Any incorrect messages caused by incorrect roll-marking will be made known to the Head of Campus. The teacher will follow up by telephoning the student's Legal Guardians.

11   Non-Marking of Electronic Roll

If the school computer system is offline hard copies of all Pastoral Care rolls will provided by the School Officer – Student Administration. Subject rolls will not need to be marked. Once the system is online the Pastoral Care teacher will mark the roll in eMinerva so that records are correct. This may be done the next day if necessary.

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.

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12 Activities

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 – 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 in the classroom and then the category should be changed to 'Present – In Class'.

13 Attendance Marking Training

The College Leadership Team will ensure all staff receives a written copy of the Attendance Policy and Procedures document via email. This document will be published on the staff portal. The College Leadership Team will review this document annually.

A copy of the Attendance Policy and Procedures document will be included in Relief staff folders.

The College Leadership Team will provide attendance marking training to teaching staff annually.

14 Relief Staff

Relief staff will receive paper copies of all rolls from the absent teacher with the supervision information. They will mark attendance on these rolls and have a student hand them in to the School Officer – Student Administration before the required times.

College teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.

15 Mobile Attendance Application

Teaching staff wishing to use this application can access it by using the URL http://staffportal.bne.catholic.edu.au/mawa and entering their own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.