

PROCEDURE: Student Attendance (P-12)

1. PURPOSE

The purpose of this procedure is to describe St Francis College's approach to 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](#) 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

St Francis College 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 that St Francis College investigates the patterns and underlying causes of non-attendance to ensure appropriate strategies which address the specific type of absenteeism can be implemented.

The College, and by virtue of their employment, St Francis College 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.

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.

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Student attendance level

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

All stakeholders 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	<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 and every specialist lesson (P-6) and every lesson (7-12) • any student absent from school without explanation requires follow up and reporting to families and carers on the day of the absence • follow up on eMinerva notifications of unexplained absences • inform Pastoral Middle Leaders of unexplained or 3+ days of absence.

3. PROCEDURE

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> • P-6 attendance will be marked each morning and prior to the afternoon session • 7-12 attendance will be marked during Vertical Pastoral Care each morning and by subject teachers each lesson throughout the duration of the school day • the School Officer–Student Administration will check this has been done for Pastoral Care classes at 9.15am. The School Officer–Student Administration will check subject classes at 11.30 am and 2.15 pm daily

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	<ul style="list-style-type: none"> • 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.
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 marked as 'Present–Work/Study' by the VET coordinator ○ 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 School Officer–Student Administration ○ 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' upon instruction from College Leadership.
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 Administration office of the absence, the school officer will enter these details into a log in eMinerva • Pastoral Care teachers should inform the School Officer–Student Administration any information regarding future planned absences of students • if a student is away for three consecutive days (or earlier if concerned) the

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	<p>Pastoral Care teacher will contact the family or carer</p> <ul style="list-style-type: none"> any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence if a student has been previously marked 'Present at school' and they are not in class without permission, the teacher is to ring Student Administration and advise that the student is not present. The school officer will then inform available staff members (preferably Pastoral Care team members) within Student Administration 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 students will only be marked as 'Absent–Not Required to Attend', 'Absent–Truant' or 'Absent–Internal Suspension' upon instruction from College Leadership. Teaching staff should not make these changes.
Unexplained Absences	<ul style="list-style-type: none"> a notification will be sent to the student's family or carer by approximately 9.30am each day. The Pastoral Care teacher will follow up any unexplained absences by contacting the student's family or carer 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 family or carer they will update the absence category and enter details into eMinerva if a child protection order is in place, then the Child Safety Officer must be notified as well as the legal guardian.
Late Arrivals	<ul style="list-style-type: none"> a student is considered to have arrived late any time after the 8.40am bell all students arriving late will sign in at the Student Administration office and 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 Administration office to sign in if Pastoral Care teachers 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 an SMS message will be sent to the student's family or carer advising their child has arrived late to school.
Early Departures	<ul style="list-style-type: none"> a student is considered to be leaving early any time before the final bell. All students leaving early will provide notification from the family or carer to the School Officer–Student Administration. Students must sign out at the Student Administration office.
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

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	<ul style="list-style-type: none"> Late Arrivals: An SMS message will be sent to a student's family or carer 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 family or carer.
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> if the school computer system is offline, hard copies of all Pastoral Care rolls will be provided by the School Officer–Student Administration. Subject rolls will need to be marked. Once the system is online the School Officer–Student Administration 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 AP Pastoral during a lockdown the roll will not be marked.
Activities	<ul style="list-style-type: none"> 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–Work Study'; '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 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 teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.
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 User Guide – Mobile Attendance and Welfare Application should be read prior to use.
Exam Block	<ul style="list-style-type: none"> students on exam block will sign in and out via the Student Administration office.

4. PERFORMANCE

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

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5. REFERENCES AND DEFINITIONS

5.1 References

- [eMinerva - Description of attendance categories](#)
- [eMinerva - Recording bulk notified absences](#)
- [eMinerva - Managing unexplained absences](#)
- [eMinerva - Marking attendance through the New Teacher Control Panel \(TCP\)](#)

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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