

Mt Maria College Petrie

Attendance Policy Framework 2021

ATTENDANCE POLICY

Mt Maria College Petrie recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

Purpose:

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

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.

ATTENDANCE PROCEDURES

ROLL MARKING	SCHOOL DECISION
<p>Attendance Marking</p> <p>How often <u>must</u> teachers mark attendance?</p> <p>Who will check this has been done each day and when will the check be done?</p> <p>What will the consequence be if rolls are not marked on time?</p> <p>Present Categories</p> <p>Please refer to <u>Attendance – Description of Attendance Categories</u> to determine which category will be used for each Present circumstance</p>	<p>Attendances will be marked in eMinerva for all students each morning during Pastoral Care class by Pastoral Care Teacher or substitute teacher.</p> <p>Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers or substitute teachers. Roll marking must be done within 10 minutes of the start of class.</p> <p>Teachers are to mark the roll:</p> <ul style="list-style-type: none"> • Morning PC • Every subject class • Activities – sports and excursions (responsible teachers for that activity) <p>The Student Receptionist will check this has been done for Pastoral Care classes at 9.15am. The Pastoral Secretary will check subject classes at the end of each day.</p> <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 Principal, Deputy Principal, and Assistant Principal Pastoral will be advised of unmarked and incorrectly marked rolls. • Incorrectly marked rolls will be corrected by the teacher responsible for the class by 'Close of Business that day. <p>Students who are:</p> <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 Curriculum Support Officer or Student Receptionist (or staff are to be guided via yellow alert triangle) - In Connect, TLC or Pastoral will be marked as 'Present – Alternate Learning Activity'. Note added to the Log indicating location of student i.e. Pastoral Office – Pastoral Leader (name) or TLC – Case Manager (name). - With Counsellors or Pastoral Care Leaders 'Present – In-School Appointment'. No log for Counsellors appointment. - Work/Study students. Independent Learning Students marked as 'Present'

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<p>Present Categories</p>	<p>-</p> <ul style="list-style-type: none"> - In Sick Bay have their attendance category changed to 'Present – In Sick Bay' by the Student Services Secretary (if in the First Aid room for more than 10 minutes) - Participating in activities (excursions, camps etc.) will be marked accordingly by the teacher responsible for the activity at the beginning of the lesson or excursion. If yet to be marked, hover over the yellow triangle beside the student's name and follow the instructions i.e. mark student as 'Excursion/Camp'. A yellow alert triangle will be beside the student's name. <p>These attendance categories <u>must not</u> be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'.</p> <p>Students will only be marked as 'Present – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension or Suspension' upon instruction from College Leadership. This will be entered by Pastoral Secretary, CONNECT Officer or Student Receptionist.</p>
<p>Absent Categories</p> <p>Which category will be used for each Absence circumstance?</p> <p>Please refer to Attendance – Description of Attendance Categories to determine which category will be used for each Absence circumstance</p> <p>If a student is absent from class. Teacher to contact CONNECT.</p> <p>What will the procedure be if a student previously marked present at school is not in class?</p> <p>Who will enter future planned absences?</p>	<p>Students who are:</p> <ul style="list-style-type: none"> - Not in class, and notification has not been received from a parent/Legal Guardian, will be marked 'Absent – Unexplained' - Not in class and notification has been received from a Parent/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'. If a Parent/Legal Guardian has not left a reason why their child is absent mark as 'Personal/Family'. - After checking TLC, CONNECT, CONNECT teacher will then attempt to locate the student who will be dealt with according to behaviour management policies. Do not change entry until advised. - If a student has been previously marked 'Present' but they are not in class, the subject teacher is to phone CONNECT and advise that the student is not present. <i>Connect to call Student Receptionist who will inform teacher who marked the roll incorrectly. Teacher who marked roll incorrectly will make the change.</i> <p>When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence</p>

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	<p>from school, they should send the note to Student Reception and the Student Receptionist will enter the details into eMinerva.</p> <p>If a student's legal guardian/s have informed the office of future absences the Student Receptionist will mark eMinerva accordingly and enter the details into a log in eMinerva.</p>
<p>Unexplained Absences</p> <p>Following up unexplained absences.</p> <p>Who will check this has been done each day?</p> <p>What time will the check be done?</p> <p>SMS messages sent for Unexplained absences?</p> <p>Action if SMS messages are ignored by Legal Guardian</p> <p>Past unexplained absences</p> <p>Notified Absences</p> <p>Who will record Notified Absences?</p> <p>When will this bntered?</p>	<p>An unexplained absence occurs when the student is not present at school and the parent/Legal Guardian does not contact the school.</p> <p>This is to be checked by the Student Receptionist.</p> <p>PC Roll - 9.15am after the beginning of period 1. Classes and Activities.</p> <p>Unexplained Absences: An SMS message will be sent to student's Main Contacts between 9.30am and 9.45am each day advising of any unexplained absences.</p> <p>If text messages are ignored by Parent/Legal Guardian and no contact is made with the College for three days, the student's PC Teacher and House Pastoral Leader is to be advised and is to make contact with the student's Parent/Legal Guardian. If the PC teacher is unable to make contact on the day, they must inform the Pastoral Care Leader.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the office receives an explanation of the absence from the student's parent/Legal Guardian the Student Receptionist will update eMinerva with the details. PC Teachers are required to review these alerts and follow up accordingly.</p> <p>Notified absences will be recorded by the Student Receptionist or the Receptionist.</p> <p>Entering a Notified Absence will happen prior to 8.45am and after 9.00am each day. Parents who inform staff of upcoming absences will be entered at time of parent/Legal Guardians notification.</p>

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<p>Non-Marking of Electronic Roll</p>	
<p>What will the agreed process be if an electronic roll is not marked?</p>	<p>A phone call will be made to the Pastoral Care Teacher by the Student Receptionist if the Pastoral Care roll is not marked on time by the end of the PC class.</p>
	<p>Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p>
	<p>The Assistant Principal Pastoral will be advised of unmarked and incorrectly marked rolls at the end of each week.</p>
<p>What will happen if a PC roll or Class roll is unable to be marked electronically on time due to break down of system?</p>	<p>Pastoral Care Roll - A paper roll must be sent to Student Reception by the end of Pastoral Care time.</p>
	<p>Class Roll – if unable to mark the roll during the class, the roll is to be marked by the teacher as soon as possible that day.</p>
<p>What will the consequences be should the roll be unmarked by this set time?</p>	<p>If a teacher has access to electronic roll marking, and does not mark the roll, the Assistant Principal Pastoral will address the issue.</p>
<p>Will there be an alternative to marking the electronic roll?</p>	<p>Where no electronic marking is available, paper rolls for PC classes will be provided. A paper roll can be collected from Student Reception.</p>
<p>Outages - What will the agreed process be if the school computer system is offline? (<i>e.g. power outage, etc.</i>)</p>	<p>Paper rolls must be utilised.</p>
<p>What will the agreed process be to enter attendance data into eMinerva once the system comes back online?</p>	<p><u>PC Rolls</u> - Data will be retrieved from signed and dated paper rolls and entered by the Student Receptionist. <u>Subject Class Rolls</u> – will be entered by the teacher as soon as possible once eMinerva is back online.</p>

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<p>Late Arrivals</p> <p>What is considered a “late arrival” in your school?</p> <p>Who will mark ‘late arrival’ and ‘early departure’?</p> <p>How will Pastoral Care teachers find out if students are late on a regular basis?</p> <p>How and when and why will Parents/Legal Guardians be informed that their child is late for school?</p> <p>SMS Messages to be sent to Parents /Legal Guardians.</p>	<p>A student is considered to have arrived late any time after 8.45am.</p> <p>Attendance Receipting Functionality is being utilised at Student Reception for late arrivals. All students arriving late must sign in at Student Reception 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 Reception to sign in.</p> <p>If Pastoral Care Teachers observe or are informed by Student Receptionist that 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 the Pastoral Leader as per the policy for absentee students in this document.</p> <p>If student does not bring a note or the office has not heard via phone/email contact from a parent that a student will be late, an SMS message will be sent to Main Contacts advising their student has arrived late to school.</p> <p>9.30am (when possible). When students arrive late, an SMS will be sent as soon as practical that day.</p>
<p>Early Departure</p> <p>What is considered an “Early Departure” in your school?</p>	<p>Any time before afternoon bell. Student must have a written note/email or the office must receive a phone call from a parent/Legal Guardian. If a student insists that their parent/Legal Guardian is coming to the office to collect them, they must remain at the office until the parent/Legal Guardian arrives. Attendance Receipting Functionality is being utilised at Student Reception for early departures.</p>

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<p>PC Roll Marking – What is the procedure:</p> <ul style="list-style-type: none"> • If a student is not there before 8.45am? • If the student arrives at PC before the final bell rings? <p>PC Class – How long after a class starts should a student be deemed late?</p> <p>Who? – Will teachers mark students as arriving late/leaving early or will this be entered by office staff?</p>	<p>Mark the student as ‘Absent – Unexplained’.</p> <p>Student must go and sign in at Student Reception. Attendance Receipting Functionality is being utilised at the Student Service office for late arrivals. All students signing in late 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 Reception to sign in.</p> <p>8.45am – 8.55am</p> <p>The team from the Student Reception.</p>
<p>Activities</p> <p>Will an activity be created in eMinerva for students attending excursions, camps and other school based activities?</p> <p>Who will mark attendance for the activity (e.g. the staff member responsible for the event: student office staff)?</p>	<p>An activity will be entered into eMinerva for students attending excursions, camps and some other school-based activities prior to the day (though wherever possible, students should attend PC classes first).</p> <p>A yellow alert triangle 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 or Present Excursion / Camp. This attendance category will inherit through the rest of the student’s timetable for the day-</p> <p><i>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’ and contact Student Reception</i></p> <p>If the student is not attending this excursion, the Student Receptionist with change the roll.</p>
<p>Present v Absent</p> <p>Is a student only to be marked “Present – In Class” if they are in front of you? (Please refer to Attendance – Description of Attendance Categories)</p> <p>What attendance process/es are PC teachers to follow when students are participating in a school based Activity? (e.g. students attending industry placement, representative school sport, excursions, camps, etc.)</p>	<p>YES. However, if you are aware of why a student is absent and it is marked as ‘unexplained’ please contact the Student Receptionist. If you are aware that the student is at school and is a meeting or alternate activity, please contact Student Reception.</p> <p>Wherever possible, rolls will be pre-populated if students are participating in school activities elsewhere. If, However, there is a small number of students who will not be attending their scheduled classes, the teacher responsible for their supervision; after informing relevant staff, mark those students as ‘Present-Alternative Learning Activity’ for the periods applicable.</p>

ROLL MARKING	SCHOOL DECISION
<p>Present v Absent, cont.</p>	<p>Teachers are not to alter pre-populated boxes. There will be a 'yellow alert triangle beside the student name. Hover over this for further information. If unmarked mark accordingly.</p>
<p>Notes for Absences How does your school collect notes which explain absences? Will PC teachers be required to enter the details of these notes into the eMinerva attendance marking system?</p>	<p>Send a student to the office with the notes. PC Teachers are not required to enter these details into eMinerva. This task will be carried out by the Student Receptionist.</p>
<p>Amending Marked Rolls Can all staff change marked rolls? (N.B. Attendance Log entries can only be edited or deleted by the staff member who entered the record)</p>	<p>Staff are not permitted to change marked rolls. This can only be done by the Student Receptionist. . If unsure, contact Student Reception.</p>
<p>Attendance Marking Training How often will staff be provided with training for Attendance Marking? Who will provide this training? Who will provide staff with a written copy of the Attendance Policy? How will this be provided? (e.g. published on staff portal, printed copies, etc.) Will supply staff be provided with attendance marking training? If so, who will conduct this training? Will supply staff be provided with a copy of the Attendance Policy? If so, how will this be provided? (e.g. printed copies, etc.)</p>	<p>Minimum of once per year – twice if required. Assistant Principal Pastoral and Student Receptionist to provide training to staff. The Deputy Principal. The Assistant Principal Pastoral will provide written copy of the Attendance Policy as part of the Staff Handbook. An electronic is also always available on the Staff Portal. Regular supply staff will be issued with laptops and provided with training. Training will be conducted by either the Assistant Principal Pastoral or Student Receptionist. Regular supply staff will be provided with a copy of the Attendance Policy. This will be provided in a printed form and on all laptops.</p>
<p>Other? Are there other factors to consider? e.g. how will attendance be marked for:</p> <ul style="list-style-type: none"> • Part-time students? • Students on exam block? • School closures? • Emergency procedures? e.g. lockdown, fire evacuation etc. 	<p>Where possible Rolls will be prepopulated for e.g. Exam Blocks, School Closures. Students on exam block will sign in and out on pre-populated paper rolls. An activity will be set up and to be marked by Student Receptionist daily 'Exam Block Present' In the event of an evacuation, paper copies of rolls will be taken to the evacuation area and marked by Pastoral Care Teachers. Pastoral Care teachers will advise the evacuation coordinator of any unexplained absentees. During a lockdown the roll will not be marked.</p>

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<p>Supply Staff - What will the process/expectation be for supply teachers in regards to electronic roll marking?</p> <p>Supervising Staff</p> <p>Mobile Attendance Application</p> <p>This application can be used for recording attendance on a mobile device. School leadership discretion prior to usage is advised.</p>	<p>All supply staff will be given access to eMinerva to electronically mark the roll. They 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.</p> <p>College teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.</p> <p>Teaching staff wishing to use this application can access it by using the URL https://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.</p>

Check List

Roll Marking

- Staff - Do not open your PC Roll before entering the classroom. Open between 8.35am and 8.50am each day in the classroom.

Activities

***** Teachers to hover over the yellow alert triangle beside the student's name. If the student is listed to be on 'Excursion', 'Work/Study' etc. The teacher is to mark the roll accordingly. Use the dropdown list to choose the correct wording. This will be changed by the student services receptionist or excursion organiser if this is not the case.**