

PURPOSE

The purpose of this procedure is to describe Star of the Sea Catholic Primary School's approach to consistent management of student attendance to meet legislative and sector standards.

RESPONSIBILITIES

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 age (i.e. reaches the age of 16 or complete 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 the 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 types of absenteeism can be implemented.

Our school, 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.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
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 is aligned with eMinerva requirements • Ensure staff are made aware of the BCE Student Attendance policy and a copy is provided to relief staff • 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
Staff with Roll Marking Responsibilities	<ul style="list-style-type: none"> • Ensure data is entered in eMinerva in an accurate and timely manner, at least twice a day • Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of absence • Follow up on eMinerva notifications of unexplained absences • Inform the Principal of unexplained or 3+ days of absence

PROCEDURE

ACTIVITY	SCHOOL PROCEDURE
Attendance Marking	<ul style="list-style-type: none"> • Attendance will be marked for all students • School office will check the roles have been marked at 9:00am and 2:30pm each day • Class teachers will be called if the role is not marked by the identified times • An email will be sent to teachers if their roll is not marked on time more than twice a week • Incorrectly marked rolls will be corrected by the class teacher
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' - In an alternate learning area will be marked 'Present – Alternative Learning Activity' - In sick bay will be marked 'Present – In Sick Bay' - Participating in activities (camps, sport, excursions) will be marked by the teacher responsible for the activity
Absent Categories in eMinerva	<ul style="list-style-type: none"> • Students who are: <ul style="list-style-type: none"> - Not in class, and a notification has not been received from a family or carer, will be marked 'Absent – Unexplained' - Not in class, and a notification has been received from a family or carer, will be marked 'Absent – Explained' - If a student has 3 unexplained consecutive days absent the class teacher will contact the parents or carers - Students who have been suspended will be marked 'Absent – Internal Suspension'
Unexplained Absence	<ul style="list-style-type: none"> • A notification will be sent to the student's family or carer by approximately 9:30am each day. Class teacher will follow up any unexplained absences by contacting the student's parents or carer
Late Arrivals	<ul style="list-style-type: none"> • All students are considered to have arrived late if they arrive later than 8:40am • All students arriving late must be signed in at the office by their parent or carer
Early Departure	<ul style="list-style-type: none"> • A child is considered to be an early departure if they leave school prior to 2:55pm • A child leaving early must be signed out at the office by their parent or carer prior to being collected from their class

	<ul style="list-style-type: none"> • A parent or carer, after signing the child out, can collect the child from the class or the class teacher may be called by the office and ask for the child to walk to the school office
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> • If the school computer system is offline, hard copies of class rolls will be provided by the office. Once the system is online the class teacher will mark the roll so that records are correct • In the event of an evacuation, hard copies of class rolls will be taken to the evacuation area for teachers to mark
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 a student's name on class rolls to indicate a timetable clash. The activity will be marked by the teacher responsible for the activity
Relief Staff	<ul style="list-style-type: none"> • Relief staff have access to eMinerva. In the event that they do not have access, a hard copy of the class roll will be given to them. They will send the roll to the office once marked for information to be input into eMinerva
Part-Time Students	<ul style="list-style-type: none"> • Part-time students will sign in and out of the office.
Mobile Attendance Application	<ul style="list-style-type: none"> • Teaching staff wishing to use this application can access it by using URL https://staffportal.bne.catholic.edy.au/mawa and entering their BCE Username and Password