



### St Anthony's School Kedron

#### **ATTENDANCE POLICY**

St Anthony's 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.

<p><b>Attendance Marking</b></p>	<p><b>Attendance Marking</b></p> <p><i>Rolls must be marked twice a day:</i></p> <ul style="list-style-type: none"> <li>• AM rolls by 8.45am</li> <li>• PM rolls after second break and by 2.00pm</li> </ul> <p><i>Rolls will be checked by the school secretary by 8.50 am each day. The school secretary will email the Leadership Team by 9:00am and 2:15pm daily. A phone call or email will be made to teachers if their rolls are not marked by a leadership member. If rolls are frequently not marked this information will be passed onto School Principal.</i></p> <p><i>School Leadership will be advised of unmarked and incorrectly marked rolls by the school secretary by 9:00am and by 2:15pm daily.</i></p> <p><i>School Secretary will send text no later than 9:15am to parents for an unexplained absence.</i></p> <p><i>Incorrectly marked rolls will be corrected by the teacher responsible for the class.</i></p>
<p><b>Present Categories</b></p>	<p><b>Present Categories</b></p> <p><i>Students who are:</i></p> <ul style="list-style-type: none"> <li>- in Class will be marked 'Present – In Class'</li> <li>- participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</li> <li>- with Counsellors will be marked as 'Present – In-School Appointment'</li> </ul> <p><i>These attendance categories <b>must not</b> be changed, unless the student is present in class and then the category should be changed to 'Present – In Class'.</i></p> <p><i>Students will only be marked as 'Present – Not Required to Attend' upon instruction from School Leadership.</i></p> <p><u>Attendance – Description of Attendance Categories</u></p>
<p><b>Absent Categories</b></p>	<p><b>Absent Categories</b></p> <p><i>Students who are:</i></p> <ul style="list-style-type: none"> <li>- not in class, and notification has not been received from a Legal Guardian, will be marked 'Absent – Unexplained'</li> <li>- not in class and notification has been received from a Legal Guardian advising the student is unwell, will be marked 'Absent – Illness'. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family'</li> </ul> <p><i>When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from school, they should enter the details into a log in eMinerva.</i></p> <p><i>If Legal Guardians have informed the School office of the absence, the school secretary will enter these details into a log in eMinerva.</i></p> <p><i>Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva.</i></p> <p><i>If a student has been previously marked present at school but they are not in class, the teacher is to call the school office to advise School Leadership the student is not present.</i></p> <p><i>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent –</i></p>

	<p><i>Internal Suspension' upon instruction from School Leadership.</i></p> <p><u>Attendance – Description of Attendance Categories</u></p>
<b>Unexplained Absences</b>	<p><b><i>Unexplained Absences</i></b>  <i>An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.</i></p> <p><i>An SMS message will be sent to the Main Contact by approximately 9.00 – 9:15 am each day. Class teachers will follow up any unexplained absences by making contact with the student's Legal Guardians.</i></p> <p><i>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When teachers receive written explanation of the absence from the student's Legal Guardians they must update the absence category in eMinerva and include any details in a log.</i></p>
<b>Late Arrivals</b>	<p><b><i>Late Arrivals</i></b>  <i>A student is considered to have arrived late any time after the 8.30 am bell.</i></p> <p><i>All students arriving late must be signed in by a Legal Guardian at the School Office and a late slip will be generated via ALLE. 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 School office to sign in electronically.</i></p> <p><i>The late arrival information will be monitored by office staff and the ALLE system will record this electronically.</i></p> <p><i>School Office staff will contact the Legal Guardian of any student arriving late unaccompanied.</i></p> <p><i>If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's Legal Guardian as per the policy for absentee students in this document.</i></p>
<b>Early Departures</b>	<p><b><i>Early Departures</i></b>  <i>A student is considered to be leaving early any time before 2.50pm.</i></p> <p><i>As with Late Arrivals, all students leaving early must be signed out at the School Office by a Legal Guardian.</i></p> <p><i>The early departure information will be entered by office staff using the ALLE system.</i></p>
<b>SMS Messages</b>	<p><b><i>SMS Messages</i></b></p> <p><u><i>Unexplained Absences:</i></u> <i>An SMS message will be sent to students' Main Contact no later than 9.15am each day advising of any 'Unexplained' absences.</i></p> <p><i>Any incorrect messages caused by incorrect roll-marking will be made known to the Leadership by the School secretary. The teacher will follow up by telephoning the student's Legal Guardian.</i></p>
<b>Non-Marking of Electronic Roll</b>	<p><b><i>Non-Marking of Electronic Roll</i></b>  <b><i>Emergencies</i></b>  <i>If the school computer system is offline, hard copies of all Class rolls will be provided by the School Office. Once the system is online the teacher will mark the roll in eMinerva. This may be done the next day if necessary.</i></p>

	<p><i>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by teachers. These rolls are found in the Emergency Folder in each classroom and the rolls are updated when necessary. The teacher will advise the Evacuation coordinator of any unexplained absentees.</i></p> <p><i>During a lockdown the roll will not be marked.</i></p>
<b>Activities</b>	<p><b>Activities</b></p> <p><i>A staff member responsible for an event (ie sporting/music), will mark a student. Present – Sport/Arts; Present - Excursion. This attendance category will inherit through the rest of the student’s timetable for the day.</i></p> <p><i>These attendance categories <u>must not</u> be changed, unless the student is present at school and then the category should be changed to ‘Present – In Class’.</i></p>
<b>Attendance Marking Training</b>	<p><b>Attendance Marking Training</b></p> <p><i>School leadership will provide attendance marking training to teaching staff annually.</i></p> <p><i>School leadership will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually.</i></p> <p><i>A copy of the Attendance Policy and Procedures document will be included in Relief staff folders.</i></p>
<b>Relief Staff</b>	<p><b>Relief Staff</b></p> <p><i>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. Relief Staff will be advised to access the mobile app to access the roll.</i></p>
<b>Part-time Students</b>	<p><b>Part-time Students</b></p> <p><i>Part time students will sign in and out of the School office on arrival or departure as per arrangements made.</i></p>
<b>Mobile Attendance Application</b>	<p><b>Mobile Attendance Application</b></p> <p><i>Teaching staff and relief 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 own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.</i></p>
<b>Other</b>	<p><b>Other</b></p> <p><i>In the event of an evacuation, paper copies of rolls will be taken to evacuation area and marked by class teachers. Class teachers will advise the evacuation coordinator of any unexplained absentees. During a lockdown the roll will not be marked.</i></p>

**Other Documentation which may support Attendance Marking at your school:**

*(available on K-Web > Information Services Tab > eMinerva)*

- [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](#)

**For Further Information please contact:** The BCE Service Desk: 3033 7777 or via Service Now