



Attendance Agreement Policy

Rationale

At St Benedict's we WALK in God's way to live, love, learn and celebrate together. Regular attendance of our students is integral to their successful academic and social outcomes. To provide students with the opportunity to achieve their full potential, this policy is designed to create a clear, inclusive and simple attendance policy that promotes high expectations of student attendance.

Parents / Guardians have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled and attends school.

Objectives

To ensure:

- We 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.
- 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 issues and concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Implementation of Policy Attendance Procedures

Parent Responsibility

The preferred means of communicating non-attendance is to:

- Phone the Absenteeism Line on 07 34814688 for sickness or off site school activities.
- Visit our Parent Portal to log absenteeism.
- For planned and extended absenteeism communicate directly with administration.

Attendance Marking

Rolls must be marked twice a day:

- AM rolls by 8:45am
- PM rolls by 2:45pm

Rolls will be checked by 8:45am each day. A phone call will be made to teachers if their roles are not marked. If rolls are frequently not marked this information will be passed onto the School Principal.

School Leadership will be advised of unmarked and incorrectly marked rolls.

Incorrectly marked rolls will be corrected by the teacher responsible for the class.

Present Categories

Students who are:

- In class will be marked '*Present - In Class*'
- Students participating in activities (excursion, camps etc) will be marked '*Present - Sporting Activity / Camp*' 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 School Leadership.

Absent Categories

Students who are:

- Not in class, and notification has not been received from a Legal Guardian, will be marked '*Absent – Unexplained*'.
- 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*'.

When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence, the school officer will enter these details into a log in eMinerva.

Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva.

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.

Students will only be marked as '*Absent – Not Required to Attend*', '*Absent – Truant*' or '*Absent – Internal Suspension*' upon instruction from School Leadership.

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 or email will be sent to the Main Contact by approximately 9:30am each day. Class teachers will follow up any unexplained absences by making contact with the student's Legal Guardians. Frequent unexplained absences should be brought to the attention of the Leadership team.

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.

Late Arrivals

A student is considered to have arrived late **any time after 8:45am**.

All students arriving late must be signed in by a Legal Guardian at the School Office 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 School Office to sign in. The Legal Guardian of students from P-3 should accompany their child to their class. This may include specialist lessons/library/hall/assembly.

School Office staff will contact the Legal Guardian of any student arriving late unaccompanied. If teachers observe a student has made a habit of arriving late, they will contact the student's Legal Guardian to discuss and if necessary, refer to the Leadership team for follow up.

Early Departures

A student is considered to be leaving early any time before 2:45pm. Students are to be collected from the office.

As with Late Arrivals, all students leaving early must be signed out at the School Office by a Legal Guardian. The administration staff will contact the class and have the child sent to the office.

SMS Messages / Email

Unexplained Absences: An SMS message / Email will be sent to students' Main Contact at 9:30am each day advising of any Unexplained Absences.

Non-Marking of Electronic Roll

Emergencies: 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.

In the event of an evacuation, the classroom teacher will take a hard copy of the roll to the evacuation area to be marked by the teacher. The teacher will advise the Evacuation Coordinator of any unexplained absentees.

During a lockdown the roll will not be marked.

Attendance Marking Training

School Leadership will provide attendance marking training to teaching staff annually.

School Leadership will ensure all staff receive a copy of the Attendance Agreement document and will review this document annually.

A copy of the Attendance Agreement and Procedures document will be included in Relief Staff Folders.

Relief Staff

Relief Staff will mark the roll in hard copy format from the relief folder. This hard copy is to be sent to the office. The office will send the hard copy back to class for the afternoon marking and mark the roll on eMinerva.

Part-time Students

Part time students will sign in and out of the School Office on arrival or departure as per arrangements made.

Mobile Attendance Application

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.