



Attendance Agreement Policy

1. Purpose

The purpose of this procedure is to describe St Benedict's Catholic Primary School'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

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. Employees must 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 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.

Student Attendance Level

Students, legal guardians, and employees 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 | Responsibility |
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| Principal | <ul style="list-style-type: none"> • 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 parents / legal guardians • coordinate the 'Process for School Attendance Monitoring & Intervention' as outlined in the document below • ensure compliance of data entry in alignment with eMinerva requirements • ensure employees are made aware of BCE's Student Attendance policy and this procedure • ensure a link to this procedure is provided to relief staff (i.e. published on School Portal) • record and report attendance data in annual reviews • ensure eMinerva training is part of the induction process for new staff and annual training for existing staff. |
| School leadership | <ul style="list-style-type: none"> • work with Student Services School officer to monitor if rolls are frequently not marked • Work with teachers to monitor frequent unexplained absences • advise teachers of any need to change an attendance category, e.g.: the use of 'Present – Not Required to Attend', 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension', etc • amend marked rolls in consultation with administrators and teachers if necessary • ensure relief staff are entered into WSS timesheets in order to gain access to eMinerva. |
| Student Services School Officer | <ul style="list-style-type: none"> • check that rolls have been marked by 9am daily. Follow up with phone calls to teachers to mark rolls by this time • notify School Leadership of frequently unmarked rolls or incorrectly marked rolls • enter student absence details into the eMinerva log for student absences where the parent / legal guardian has informed the office • follow up any unexplained absences by contacting the student's parent / legal guardian via phone by 11am daily • contact the parent / legal guardian of any student arriving late unaccompanied • If a student is an early departure, contact the class and have the child sent to office |

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| | <ul style="list-style-type: none"> • send out SMS alerts to family or carer by 9.30am each day advising of any 'Unexplained' absences • provide a paper roll for relief teachers on occasions when a relief teacher does not have access to mark an electronic roll in eMinerva. |
| Employees with roll-marking responsibilities | <ul style="list-style-type: none"> • ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day • for any student absent from school without explanation, report and follow-up on the same day as the day of the absence to parents / legal guardian using ParentSMS • follow up on eMinerva notifications of unexplained absences • inform School Leadership of unexplained or 3+ days of absence • monitor class rolls regularly and make contact with parents where absence of their child is insufficient or prolonged. When explanation is received, classroom teachers can update the roll • Enact their responsibilities in the 'School Attendance Monitoring and Intervention' process and in the case of an 'Attendance Improvement Plan'. |

3. Procedure

| Activity | School Procedures |
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| Attendance Marking | <ul style="list-style-type: none"> • Attendance must be marked for all students each morning and afternoon by the class teachers (or specialist teacher in the event that the first lesson of the day is with a specialist teacher) • The Student Services School Officer must check this has been done for classes at 9am and 2pm daily • A phone call must be made to the teacher if the AM class roll is not marked on time • An email must be sent to the teacher for a class roll not marked • School leadership must be advised of unmarked and incorrectly marked rolls • Incorrectly marked rolls must 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 must be marked 'Present – In Class' ○ in an alternate learning activity must be marked 'Present – Alternate Learning Activity' ○ with Guidance Counsellors must be marked as 'Present – In-school Appointment' ○ in sick bay must have their attendance category changed to 'Present – In Sick Bay' by the office personnel ○ participating in activities (excursion, camps etc.) must be marked 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 must be changed to 'Present – In Class' • Students must only be marked as 'Present – Not Required to Attend' upon instruction from School Leadership. |

| Activity | School Procedures |
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| 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 parent / legal guardian, must be marked 'Absent – Unexplained'. ○ not in class, and notification has been received from a parent / legal guardian, must be marked 'Absent – Explained' • When marking the roll, if teachers have received written information from the parent / legal guardian regarding a student's absence from school, the teacher must enter the details (including absence category) into a log in eMinerva • If the parent / legal guardian has informed the office of the absence, the Student Services School Officer must enter these details into a log in eMinerva • Class teachers must enter any information regarding future planned absences of students by entering a 'Notified Absence' into e-Minerva • If a student is away for three (3) consecutive days (or earlier if concerned), the class teacher must contact the parent / legal guardian • For any student absent from school without explanation, the school must report this to the parent / legal guardian on the day of the absence • If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher must ring the office and advise that the student is not present. Office personnel must inform school leadership that the student is missing. They must then attempt to locate the student who must be managed under the school's Student Behaviour Support Plan • Students must only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from school leadership. |
| Unexplained Absences | <ul style="list-style-type: none"> • A notification must be sent to the student's parent / legal guardian on the same day once an unexplained absence has been identified The Student Services School Officer must follow up any unexplained absences by contacting the student's parent / legal guardian • If a child protection order is in place, then the Child Safety Officer must be notified, as well as the legal guardian • Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the class teacher receives written explanation of the absence from the student's legal guardian, they must update the absence category and enter details into eMinerva. |

| Activity | School Procedures |
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| Late Arrivals | <ul style="list-style-type: none"> • A student is considered to have arrived late any time after 8.45am • All students arriving late must sign in at the office and must be given a late slip. This slip must be presented to the teacher when arriving in class. If they do not have a late slip, they are to be sent to the office to sign in • If class teachers observe a student has made a habit of arriving late, or is late for three (3) consecutive days, they must contact the student's parent / legal guardian as per this procedure • The parent / legal guardian of students' from Years Prep - 3 should accompany their child to their class. This may include specialist lessons/library/ hall/assembly • School Office staff will contact the parent / legal guardian of any student arriving late unaccompanied. |
| Early Departures | <ul style="list-style-type: none"> • A student is considered to have departed early any time before 2.30pm on a school day. All students leaving early must provide a note from their parent / legal guardian to their class teacher • As with Late Arrivals, all students leaving early must be signed out at the School Office by their parent / legal guardian • The administration staff will contact the class and have the child sent to the office • Students are to be collected by their parent legal / guardian from the office. |
| SMS Messages | <ul style="list-style-type: none"> • Unexplained Absences: An SMS message must be sent to the student's parent / legal guardian by 9.30am each day advising that an 'Unexplained' absence has been identified • Any incorrect messages caused by incorrect roll-marking must be made known to School Leadership. The teacher must follow up by contacting the student's parent / legal guardian. |
| Non-Marking of Electronic Roll | <ul style="list-style-type: none"> • If the school computer system is offline, hard copies of all class rolls must be provided (and can be found in each class' 'Relief Teacher Folder') by the office. Once the system is online the class teacher must mark the roll in eMinerva so that the records are correct. This may be done the next day, if necessary. Only administrators can amend marked rolls in consultation with School Leadership • In the event of an emergency evacuation, hard copies of rolls will be taken to the evacuation area and marked by class teachers. Class teachers must advise the Evacuation Coordinator/Chief Warden/School leadership of any unexplained absentees • During an emergency lockdown, the roll must not be marked. |

| Activity | School Procedures |
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| Activities | <ul style="list-style-type: none"> An activity must 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 must be marked by the employee responsible for the event, e.g. 'Present – Work Study'; 'Present – Excursion'. This attendance category will automatically 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 must be changed to 'Present – In Class'. |
| Relief and supervising staff | <ul style="list-style-type: none"> Relief staff must have access to the school portal and eMinerva using their own BCE username and password and must mark attendance in eMinerva for each class they are supervising Teachers conducting supervision must mark attendance in eMinerva or the class they are supervising in accordance with this procedure. |
| Part-time Students | <ul style="list-style-type: none"> Part time students must sign in and out of the school office on arrival or departure as per arrangements made. |
| Mobile Attendance Application | <ul style="list-style-type: none"> Teachers wishing to use this application can access it via their school portal and entering their BCE Username and Password. The User Guide – Mobile Attendance Application must be read prior to use. |

4. Performance

4.1 Review of Processes and Procedures

The school must perform a high-level check of this procedure annually and a detailed review at least once every two (2) years.

4.2 Process for School Attendance Monitoring & Intervention

Research has proven that there is a high correlation between school attendance and academic performance and success, along with social and emotional well-being while absence from school is often the greatest single cause of poor performance and achievement.

Regular attendance helps students:

- develop the skills needed to access the world of work and other opportunities
- learn the importance of punctuality and routine
- make and keep friendships.

As members of St Benedict's staff, we passionately believe in delivering a schooling experience that offers a holistic education of each child so they can achieve their potential and make a difference in the community. We place a strong emphasis on Student Attendance. The following process is two-fold:

- It supports our intention to carefully monitor the attendance of all students
- It provides opportunities to work collaboratively to develop strategies and interventions which seek to improve poor attendance of students who fall below acceptable levels of risk

Levels of Risk for Student Attendance

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| Regular Attendance | Student attendance falls between 94% and 100% | No more than 12 days absent for the year (3 per term) |
| Indicated Risk | Student attendance falls between 85% and 93% | No more than 30 days absent for the year (7.5 per term) |
| Moderate Risk | Student attendance falls between 75% and 84% | No more than 50 days absent per year (12.5 days per term) |
| Severe Risk | Student attendance falls below 75% | |

Process for Monitoring Student Attendance

1. If a student is away for three consecutive days (or earlier if concerned) the class teacher will contact the family or carer.
2. Classroom Teachers to monitor class rolls regularly and make contact with parents where absence of their child has been marked unexplained and no explanation has been received within the week of that absence. When explanation is received, classroom teachers can update the roll.
3. Leadership Team, with the support of the Guidance Counsellor, review student attendance twice per term.
 - a. Identify students whose absenteeism data require following up by the classroom teacher
 - i. Classroom Teacher make contact with parent informally to highlight concern about growing number of days absent. Liaise with member of Leadership Team as necessary. All attempts to make contact (successful and unsuccessful should be documented)
 - b. Identify students whose absenteeism data require immediate attention by the Leadership Team
 - i. Prep – Year 2 Principal
 - ii. Year 3 and 4 APRE
 - iii. Year 5 and 6 APA
4. For regular or persistent and unexplained absences or absences where the reason is considered unsatisfactory, a member of the Leadership Team will co-ordinate a meeting with parents and members of the student support team (Classroom Teacher, STIE, Guidance Counsellor)
5. An Attendance Improvement Plan will be created to include specific short-term attendance targets and a variety of strategies to support a successful outcome. (It is recommended that the Attendance Improvement Plan will run for three weeks at a time.
6. Leadership Team to monitor daily attendance of student with an Attendance Improvement Plan.
 - a. Provide affirming feedback if necessary to the student and parent.
 - b. Make contact with the parent if the student is not present throughout three-week period.
7. If attendance is still not satisfactory upon review, Principal co-ordinates another meeting with Student Support Team.

Please note: consideration of whether an adjustment to the student’s educational program or a flexible arrangement is appropriate. If reasonable cause to suspect non-attendance is associated with risk of harm to the child, the Principal will contact Department of Communities (Child Safety Services).

8. Following further review and if there is no improvement to the attendance of the student, the Principal sends written notice under s178(2) and takes reasonable steps to meet with the parent outside the Student Support Team. Advice is provided that if attendance does not begin to improve, the Principal refers to Brisbane Catholic Education Employee Relations for referral to the Director of Non-State Schooling.

It should be noted that where the attendance improves for a student, it should be celebrated and affirmed.

5. References and Definitions

5.1 References

- Attendance – Description of Attendance Categories
- Attendance – How to Mark Bulk Attendance Late Arrival or Early Departure
- Attendance – Accessing Another Teacher’s Roll
- Attendance – How to Manage Unexplained Absences
- Security – Relief Staff
- Attendance - How to Mark Attendance (Teaching and Administration Staff)
- Student Attendance policy.

5.2 Definition

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| Unexplained Absence | An unexplained absence occurs when the student is not present at school and the parent / legal guardian does not contact the school. |
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