

Student Attendance Procedure

Primary

St Francis Xavier Primary School recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

1. Purpose

The purpose of this procedure is to describe St Francis Xavier School 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. 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 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, 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.

2.2 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 in alignment with eMinerva requirements • Ensure staff are made aware of the BCE Student Attendance policy and this procedure and ensure a copy of this procedure is provided to relief staff published on School Portal/ Website. • 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 and annual training for existing staff
Staff 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 • Any student absent from school without explanation requires same day follow up and reporting to families and carers on the day of the absence • Follow up on eMinerva notifications of unexplained absences • Inform Principal of unexplained or 3+ days of absence

3. Procedure

Activity	School procedures
Attendance Marking	<ul style="list-style-type: none"> • Attendance will be marked for all students each morning and afternoon by the class teachers • The APA will check this has been done for classes in the morning and afternoon • The APA will phone the teacher if the class roll is not marked on time • The APA will send an email to the teacher for a class roll not marked • Incorrectly marked rolls will 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 will be marked 'Present – In Class' ○ in an alternate learning activity will be marked 'Present – Alternate Learning Activity' ○ with Guidance Counsellors will be marked as 'Present – In-School Appointment' ○ in sick bay will have their attendance category changed to 'Present – In Sick Bay' by the office personnel ○ participating in activities (excursion; camps etc.) will be marked accordingly 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

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 family or carer, will be marked 'Absent – Unexplained' ○ not in class, and notification has been received from a family or carer, will be marked 'Absent – Explained' • When marking the roll, if teachers have received written information from the family or carer regarding a student's absence from school, the teacher will enter the details (including absence category) into a log in eMinerva • If the family or carer have informed the office of the 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 e-Minerva • If a student is away for three consecutive days (or earlier if concerned) the class teacher will contact the family or carer • Any student absent from school without explanation requires same day follow up and reporting to families and carers 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 is to ring the office and advise that the student is not present. Office personnel will then inform school leadership that the student is missing. They will then attempt to locate the student who will be dealt with according to the school's Student Behaviour Support Plan • Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from school leadership
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Unexplained Absences	<ul style="list-style-type: none"> • A notification will be sent to the student's family or carer by approximately 10am each day. The class teacher will follow up any unexplained absences by contacting the student's family or carer • 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 family or carer they will update the absence category and enter details into eMinerva with the details
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Late Arrivals	<ul style="list-style-type: none"> • A student is considered to have arrived late any time after the 8.35am bell • Parents and Caregivers are encouraged to bring their child to the office if they arrive after the commencement of school (8.35am) and electronically sign them in using the barcode scanner. Our office staff will be on hand initially to assist. Students will then be given a receipt to hand to their teacher advising them that they have been marked present. Similarly, should you be collecting your child early from school, you will need to use the system to record their departure. Parents who proceed directly to classrooms will be re-directed by teachers to contact staff in the main office for a receipt to be issued. • If the child presents late to the office without a legal guardian, an SMS message will be sent to the student's family or carer advising their child has arrived late to school • Good record keeping is paramount in ensuring the safety of our children, in particular in the event of emergency evacuations or lockdowns. Your support of this routine is greatly appreciated and helps us to ensure everyone is safe at our school. • If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact a member of the leadership team who will contact the student's legal guardian. • If they do not have a late slip, they are to be sent to the office to sign in
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Activity	School procedures
Early Departures	<ul style="list-style-type: none"> A student is considered to be leaving early any time before 2.55pm. A parent or legal guardian is required to sign out the student.
SMS Messages	<ul style="list-style-type: none"> Unexplained Absences: An SMS message will be sent to the student's family or carer at 10am each day advising of any 'Unexplained' absences Late Arrivals and Early Departures: An SMS message will be sent to a student's family or carer advising of students who have arrived late Any incorrect messages caused by incorrect roll-marking will be made known to the APA/APRE/Principal. The teacher will follow up by telephoning the student's family or carer
Non-Marking of Electronic Roll	<ul style="list-style-type: none"> If the school computer system is offline, hard copies of all class rolls will be provided by the office. Once the system is online the class teacher will mark the roll so that the records are correct. This may be done the next day if necessary. Only administrators can amend marked rolls in consultation with the leadership team In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by class teachers. Class teachers will advise the leadership team of any unexplained absentees During a lockdown the roll will be marked to determine if any child is missing/additional in your classroom. The front office needs to be advised of any child missing/additional in your classroom/area.
Activities	<ul style="list-style-type: none"> An activity will be entered into eMinerva for students attending excursions, camps and other school-based activities The activity will be marked by the staff member responsible for the event, e.g. 'Present – Excursion'. This attendance category will 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 should be changed to 'Present – In Class'
Relief and supervising staff	<ul style="list-style-type: none"> 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.
Mobile Attendance Application	<ul style="list-style-type: none"> Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa and entering their BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use

4. Performance

The school will perform a high-level check of this procedure annually and a detailed review at least every two years.

5. References and Definitions

5.1 References

- [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
- Attendance - How to Mark Attendance (Teaching and Administration Staff)

5.2 Definition

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the family or carer does not contact the school
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