



## ATTENDANCE POLICY

### Context

St Teresa's Catholic College is a 7-12 secondary co-educational College conducted by Brisbane Catholic Education for the Roman Catholic Archdiocese of Brisbane. As an educational institution it has the responsibility for the holistic education of the students who are enrolled. In partnership with parents/legal guardians, the College ensures that students feel safe and welcome into the learning community. One of the critical factors in ensuring that a student can improve academically is through their attendance at school. St Teresa's Catholic College monitors and records student daily attendance as required by the Office of Non-State Schooling. Attendance figures for each year level are published in the College's annual report to the community.

### Rationale

A wealth of educational research demonstrates that maintaining student levels of attendance, and managing non-attendance strategically, is critical to improving learning outcomes in schools. St Teresa's Catholic College works with the parents/legal guardians of students in the College to ensure consistent school attendance. Further, we make use of systems to monitor the attendance of students at the beginning of each day and in every lesson. These provisions support our teachers in meeting the professional requirements to ensure the wellbeing of every student and to promote the learning of every student. St Teresa's Catholic College recognise that 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. In our strategic monitoring of attendance, the College responds when irregular attendance of students is found. This response involves investigation of the underlying causes of absenteeism and, where appropriate, involves the full engagement of parents/legal guardians. As a College we support all practices that ensure students attendance with a clear focus on improving the learning and life outcomes of every student.

### Policy

St Teresa's Catholic College, in partnership with the parents/legal guardians of each student, ensure that accurate attendance records are maintained. The processes for managing student attendance are clearly defined and explained to all across the College community (outlined in the procedures). In promoting learning growth and supporting the wellbeing of every student, staff members at St Teresa's Catholic College take responsibility for monitoring and identifying irregular attendance of their students, and acting in line with the College strategy to intervene for improved attendance.

St Teresa's Catholic College recognise that parents/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. Further, class rolls 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 our College's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. The learning growth and wellbeing of our students underpins all actions.

## Attendance Management Procedures

All staff are to use eMinerva, the School and Student Administration System, in their student attendance management practices. Teachers are to update accurate student attendance in every lesson, including House Group in the morning. Our College attendance monitoring strategies, described later in these procedures, will focus on the records stored in eMinerva as the source for accurate attendance data.

### Attendance Marking Procedures

<p><b>Attendance Marking</b></p>	<p>During House Group lesson, every HG Leader marks the roll in eMinerva by 8:20 a.m.</p> <p>Accurate attendance is marked in every lesson by every classroom teacher, including double lessons.</p> <p>The Student Administration Secretary will check this has been done for House Group classes at 8:30 a.m. The Student Administration Secretary will check subject classes at 11.30 a.m. and 2.15 p.m. daily.</p> <ul style="list-style-type: none"> <li>- The Student Administration Secretary will phone any House Group Leader if the House Group roll is not marked on time.</li> <li>- The Student Administration Secretary will send an email to the subject teacher for any subject roll not marked.</li> <li>- The Deputy Principal will be advised of unmarked and incorrectly marked rolls and monitor the rectifying of incorrectly marked rolls will be by the teacher responsible.</li> </ul>
<p><b>'Present' Categories</b></p>	<p>Students who are:</p> <ul style="list-style-type: none"> <li>- in class, in front of the teacher, will be marked <b>'Present – In Class'</b></li> <li>- attending TAFE or work experience will be marked as <b>'Present – Work/Study'</b> by the Student Administration Secretary</li> <li>- in Learning Services will be marked <b>'Present – Alternate Learning Activity'</b></li> <li>- with Counsellors will be marked as <b>'Present – In-School Appointment'</b></li> <li>- in Sick Bay have their attendance category changed to <b>'Present – In Sick Bay'</b> by the Student Administration Secretary</li> <li>- participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</li> <li>- attending instrumental music lessons will be marked <b>'Present – Alternate Learning Activity'</b> by the instrumental teacher</li> </ul> <p>These attendance categories <b>must not be changed</b>, unless the student is present in class and then the category should be changed to 'Present – In Class'.</p> <p>Students will only be marked as 'Present – Not Required to Attend' upon <u>instruction from College Leadership</u>.</p>

<p><b>'Absent' Categories</b></p>	<p>Students who are:</p> <ul style="list-style-type: none"> <li>- not in class, and notification has not been received from a legal guardian, will be marked <b>'Absent – Unexplained'</b></li> <li>- not in class and notification has been received from <u>a legal guardian</u> to advise the student is unwell, will be marked <b>'Absent – Illness'</b>. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family'.</li> </ul> <p>When marking the roll, if teachers have received <b>written information</b> from legal guardians regarding a student's absence from school, they will enter the details (including absence category) into a log in eMinerva.</p> <p>If legal guardians have informed the Student Administration Office of the absence the Student Administration Secretary will enter these details into a log in eMinerva.</p> <p>House Group Leaders should enter any information regarding future planned absences of students by entering a <b>'Notified Absence'</b> into eMinerva.</p> <p><b><u>If a student is away on three consecutive days (or earlier if concerned) the House Group Leader will contact legal guardians.</u></b></p> <p><b><u>If a student has been previously marked 'Present' at school but they are not in class, the subject teacher is to ring Student Administration immediately and advise that the student is not present.</u></b></p> <p>The Student Administration Secretary will inform available staff members (preferably the Head of House) that the student is missing. They will then attempt to locate the student following guidelines according to student management procedures.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' <u>upon instruction from College Leadership.</u></p>
<p><b>Unexplained Absences</b></p>	<p>An unexplained absence occurs when the student is not present and the legal guardian has not made contact with the school.</p> <p>An SMS message will be sent to the 'Main Contact' by approximately 9:30 a.m. each day. <u>The House Group Leader will monitor and follow up any unexplained absences by making contact with the student's parents/legal guardians as required.</u></p> <p>Past unexplained absences are indicated by the red 'Unexplained Absence Alert' icon on class rolls. <u>When the House Group Leader receives written explanation of the absence from the student's legal guardian, they must update the absence category and enter associated details into eMinerva.</u></p>

<p><b>Late Arrivals</b></p>	<p><b>A student is considered to have arrived late any time after the 8.05 a.m. bell or they have not checked into their House Group class.</b></p> <p>All students arriving late will sign in at the Front Administration Office. The Student Services Officer will update eMinerva accordingly.</p> <p><u>If House Group Leaders observe a student has made a habit of arriving late or is late for <b>three consecutive days</b>, they will contact the student’s legal guardian as per the policy for absentee students in this document.</u></p>
<p><b>Early Departures</b></p>	<p>A student is considered to be leaving early if they depart the College any time before 2.20 p.m. All students leaving early will provide a note from a legal guardian and present this to their classroom teacher/Student Administration when leaving. Alternatively the parent can give permission via the Parent Portal. (or via email if not possible to access Parent Portal).</p> <p>Only students who have notes or portal notification will be given permission to sign out at the College Administration office.</p> <p><b><u>Verbal notification is not an acceptable form of notification for an early departure.</u></b></p>
<p><b>SMS Messages</b></p>	<p><u>Unexplained Absences:</u> An SMS message will be sent to students’ ‘Main Contact’ on or before 9.30am each day advising of any ‘Unexplained’ absences.</p> <p>Any incorrect messages caused by incorrect roll-marking will be made known to the Deputy Principal. The teacher will follow up by telephoning the student’s legal guardians.</p>
<p><b>Emergencies / Outages</b></p>	<p><b>Emergencies</b></p> <p>If the school computer system is offline, hard copies of all House Group rolls will be provided by the Student Administration Secretary. Subject rolls will not be marked. Once the system is online the House Group Leader will mark the roll in eMinerva by transcribing the printed version. This may be done the next day if necessary.</p> <p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by House Group Leaders. House Group Leaders will advise the Head of House of any unexplained absentees.</p>
<p><b>Activities</b> (Excursions / Camps / Events)</p>	<p><u>An activity will be entered into eMinerva by the Student Administration Secretary for students attending excursions, camps and other school-based activities. <b>All activities must be notified to the Student Administration Office at least three days in advance of the activity.</b></u></p>

	<p>A yellow alert will appear next to the student’s name on class rolls to indicate the student has a timetable clash. The activity will be marked by the Student Administration Secretary, e.g. <b>Present – Work Study; Present - Excursion</b>. This attendance category will inherit through the rest of the student’s timetable for the day.</p> <p><b>These attendance categories <u>must not be changed</u>, unless the student is present at school (in front of the teacher taking the roll) and then the category should be changed to ‘Present – In Class’.</b></p>
<p><b>In-School Activities</b> (Instrumental Music / Other Activities were students are out of class for a short time)</p>	<p>Occasionally, you will have students in your class where they have in-school, short term appointments such as Instrumental Music lessons. When this occurs, the student is to be directed to Student Administration to check in with the administrator before their lesson. <b><u>Teachers, please leave eMinerva unchanged</u></b>. The Student Administration Secretary will change the roll to reflect the Alternative Learning arrangement for this short time.</p> <p>At the conclusion of the appointment, the student is to return to the Student Administration Secretary who will adjust the roll to present and return the student to their class.</p> <p><b><u>Should teachers have any queries concerning the whereabouts of such students, please contact Student Administration immediately.</u></b></p>
<p><b>Relief Teachers</b></p>	<p><b>Relief teachers will follow this policy and its associated procedures.</b></p> <p>They 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.</p> <p>College teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.</p>
<p><b>Examination Blocks</b></p>	<p><b><u>At the beginning of each examination, the examination organizer/ supervisor will immediately take a roll of students present and send this to the Student Administration Secretary who will update records.</u></b></p> <p>Students attending formal Supervised Study will sign in and sign in records will be sent by the teacher supervising to the Student Administration Secretary at the beginning of first block, the beginning of the block after lunch periods and at the end of the day.</p>
<p><b>Ongoing Training</b></p>	<p>The College Leadership Team will ensure all staff receive a written copy of the Attendance Policy and Procedures document and will review this document annually.</p>

	<p>A copy of the Attendance Policy and Procedures document will be included in relief teacher support materials.</p> <p>The College Leadership Team will provide student attendance management training to teaching staff annually and ensure all new staff are inducted into the policy and procedures outlined.</p>
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## Attendance Monitoring Procedures

<p><b>All Teaching Staff, Every Lesson</b></p>	<p>It is the professional and legal responsibility of every teacher in every lesson to monitor the attendance of students in their class.</p> <p><b>If there is a student who has been present but is no longer present and the roll has no explained reason, <u>the subject teacher is to ring Student Administration immediately and advise that the student is not present.</u></b> The Student Administration Secretary will inform available staff members (preferably Head of House) that the student is missing. They will then attempt to locate the student following guidelines according to student management procedures.</p>
<p><b>House Group Leaders</b></p>	<p><b>A critical function of the House Group Leader in managing and maintaining the wellbeing of the students in their HG class, is to monitor and manage attendance at school.</b></p> <p>The functions of House Group Leaders in doing this are:</p> <ul style="list-style-type: none"> <li>- Ensuring an accurate record of attendance is recorded by 8:20 a.m. every day.</li> <li>- When marking the roll, if the House Group Leader has received written information from legal guardians regarding a student’s absence from school, they should enter the details (including absence category) into a log in eMinerva.</li> <li>- Entering any information regarding future planned absences of students by entering a <b>‘Notified Absence’</b> into e-Minerva.</li> <li>- <b><u>Contacting the legal guardians of a student if a student is away on three consecutive days (or earlier if concerned).</u></b></li> <li>- <b>Informing the Head of House if frequent or regular patterns of student absence are recognised.</b></li> <li>- <b><u>Updating the absence category and entering details into eMinerva when receiving written explanation of past absence from the student’s legal guardians</u></b></li> </ul>

<p><b>Heads of House</b></p>	<p>Heads of House, in leading learning and wellbeing initiatives for their House support their House teams in monitoring student attendance.</p> <p>They monitor attendance holistically for their House and monitor variations in attendance for individual students. House Group Leaders liaise with HOHs when they recognise irregular attendance patterns. Should completed House Group Leader interventions not rectify issues, the Head of House will investigate deeper and enact processes engaging further support for students and legal guardians.</p> <p>Heads of House will inform the Assistant Principal - Student Development of endemic patterns of irregular attendance.</p>
<p><b>College Leadership Team</b></p>	<p>The College Leadership Team will monitor student attendance holistically. They will provide strategic guidance with a focus on maintaining full attendance for healthy students.</p> <p>The CLT will review the practices and procedures underpinning management of student attendance. They will ensure clarity of understanding of the attendance policy annually.</p> <p>The College Leadership Team will provide student attendance management training to teaching staff annually and ensure all new staff are inducted into the policy and procedures outlined.</p>

Dare the Dream

