

Attendance Policy and Procedures

McAuley College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances learning outcomes that enhance the development of the whole person.

Purpose:

The purpose of this document is to outline the obligations and procedures that must be followed within the College to meet government legislated and Brisbane Catholic Education (BCE) mandated obligations.

Obligations:

McAuley College has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our College to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific types of absenteeism can be implemented.

Our College, 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 its 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.

ATTENDANCE PROCEDURES

POINTS TO CONSIDER	SCHOOL DECISION
<p>Attendance Marking</p>	<p>Attendance will be marked for all students each morning during Pastoral Care class by Pastoral Care teachers. <i>This must be completed before 8:55am.</i></p> <p>Attendance will also be marked each lesson for all subject classes throughout the duration of the school day by subject teachers. It is recommended that the subject teacher marks the class roll in the first 10 minutes of the lesson.</p> <p>The College Secretary or designated School Officer will check this has been done for Pastoral Care classes each school day by 9:30am. The College Secretary or designated School Officer will periodically check that subject class rolls have been marked.</p> <p>An email will be sent by the College Secretary or designated School Officer to the Pastoral Care teacher if the Pastoral Care roll is not marked on time.</p> <p>The College Secretary or designated School Officer will send an email to the subject teacher for a subject roll if there are ongoing concerns with the marking of subject class rolls. The Deputy Principal will be included in this email.</p> <p>The Deputy Principal will be advised of unmarked and incorrectly marked rolls.</p> <p>Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p>
<p>Present Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> - in Class will be marked '<i>Present – In Class</i>' by the <u>subject teacher</u>. - with Counsellors or STIEs will be marked as '<i>Present – In-School Appointment</i>' by the <u>Counsellor</u> or <u>STIE</u>. - in Sick Bay have their attendance category changed to '<i>Present – In Sick Bay</i>' by the <u>College Secretary or designated School Officer</u>. - participating in activities (excursion; camps etc.) will be marked accordingly by the <u>teacher responsible for the activity OR prior by the College Secretary or designated School Officer</u>. - participating in Instrumental Music Lessons will be marked by the <u>Instrumental Music Teacher</u> as <i>Present – Alternative Learning Activity</i>. - attending TAFE or work experience will be marked as '<i>Present – Work/Study</i>' by the <u>relevant Middle Leader</u> <p>These attendance categories <i>must not</i> be changed, unless the student is present in class and then the category should be changed to '<i>Present – In Class</i>'.</p>

POINTS TO CONSIDER	SCHOOL DECISION
<p>Absent Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> - 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 to advise the student is unwell, will be marked 'Absent – Illness'. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family', 'Transport', etc. <p>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 (including absence category) into a log in eMinerva.</p> <p>If Legal Guardians have informed the College Secretary or designated School Officer of the absence the school officer will enter these details into a log in eMinerva.</p> <p>Pastoral Care teachers should enter any information regarding future planned absences of students by entering a Notified Absence into eMinerva.</p> <p><u>If a student is away on three consecutive days (or earlier if concerned) or displays a frequent pattern of absenteeism, the Pastoral Care teacher will contact Legal Guardians.</u></p> <p>If a student has been previously marked Present at school but they are not in class, the subject teacher is to ring College Secretary or designated School Officer and advise that the student is not present. The College Secretary or designated School Officer will inform a member of the College Leadership Team (CLT) that the student is missing. The CLT member will then attempt to locate the student who will be dealt with according to behaviour management policies.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant', 'Absent – Internal Suspension' or 'Absent – External Suspension' upon instruction from a member of the College Leadership Team.</p>
<p>Unexplained Absences</p>	<p>An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.</p> <p>An SMS message will be sent to Main Contact by approximately 10:00am each day. The Pastoral Care teacher will follow up any unexplained absences by making contact with the student's Legal Guardians.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Pastoral Care teacher receives a written explanation, or other notification, of the absence from the student's Legal Guardian they must update the absence category and enter details into eMinerva with the details.</p>

POINTS TO CONSIDER	SCHOOL DECISION
Unexplained Absences cont ...	Students who are consistently or regularly absent with adequate explanation will be dealt with according to the <i>Procedure for Absenteeism and Lateness</i> in Appendix One.
Late Arrivals	<p>A student is considered to have arrived late any time after the 8:40am bell.</p> <p>All students arriving late will sign in at the College Reception and will be given a late slip that will be affixed to the page of their school diary. 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 College Reception to sign in.</p> <p><u>If Pastoral Care 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.</u></p> <p>An SMS message will be sent to the Main Contact advising that the student has arrived late to school.</p> <p>Students who persistently arrive late to school without an adequate explanation will be dealt with under the <i>Procedures for Absenteeism and Lateness</i> in Appendix One.</p>
Early Departures	<p>A student is considered to be leaving early any time before 2:55pm. All students leaving early must notify the College by:</p> <ul style="list-style-type: none"> • a note in their student diary from their Legal Guardian, which the Pastoral Care teacher must sign; OR • the Legal Guardian contacts the College Office to request an early departure. In this instance the College Office will notify the student of the need for an early departure by ringing the classroom teacher directly or organising notification in the student's diary. •
SMS Messages	<p>Unexplained Absences: An SMS message will be sent to students' Main Contact by 10:00am each day advising of any 'Unexplained' absences.</p> <p>Late Arrivals: An SMS message will be sent to students' Main Contact advising that the student has arrived late.</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 Main Contact.</p>
Non-Marking of Electronic Roll	<p>Emergencies</p> <p>If the school computer system is offline hard copies of all Pastoral Care rolls will be provided by the College Secretary or designated School Officer. Subject rolls will not need to be marked. Once the system is online the Pastoral Care teacher will mark the roll in eMinerva. This may be done the next day if necessary.</p>

POINTS TO CONSIDER	SCHOOL DECISION
Non-Marking of Electronic Roll cont ...	<p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by Pastoral Care teachers. Pastoral Care teachers will advise the Pastoral Care Coordinator or Communications Officer of any unexplained absentees.</p> <p>During a lockdown, the electronic rolls will not be marked. However, teachers will record students present in the room and any known absences.</p>
Activities	<p>An activity will be entered into eMinerva for students attending excursions, camps and other school-based activities by the teacher responsible for activity or by the designated School Officer.</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 staff member responsible for the event, e.g. Present – Work Study; Present - Excursion. This attendance category will inherit through the rest of the student's timetable for the day.</p> <p>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'.</p>
Attendance Marking Training	<p>School leadership 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 staff folders.</p> <p>School leadership will provide attendance marking training to teaching staff annually.</p>
Relief Staff	<p>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.</p> <p>College teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.</p>
Part-time Students	<i>Not Applicable at this time</i>
<p>Mobile Attendance Application</p> <p>This application can be used for recording attendance on a mobile device. School leadership discretion prior to usage is advised.</p>	<p>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. The User Guide – Mobile Attendance Application must be read prior to use.</p>

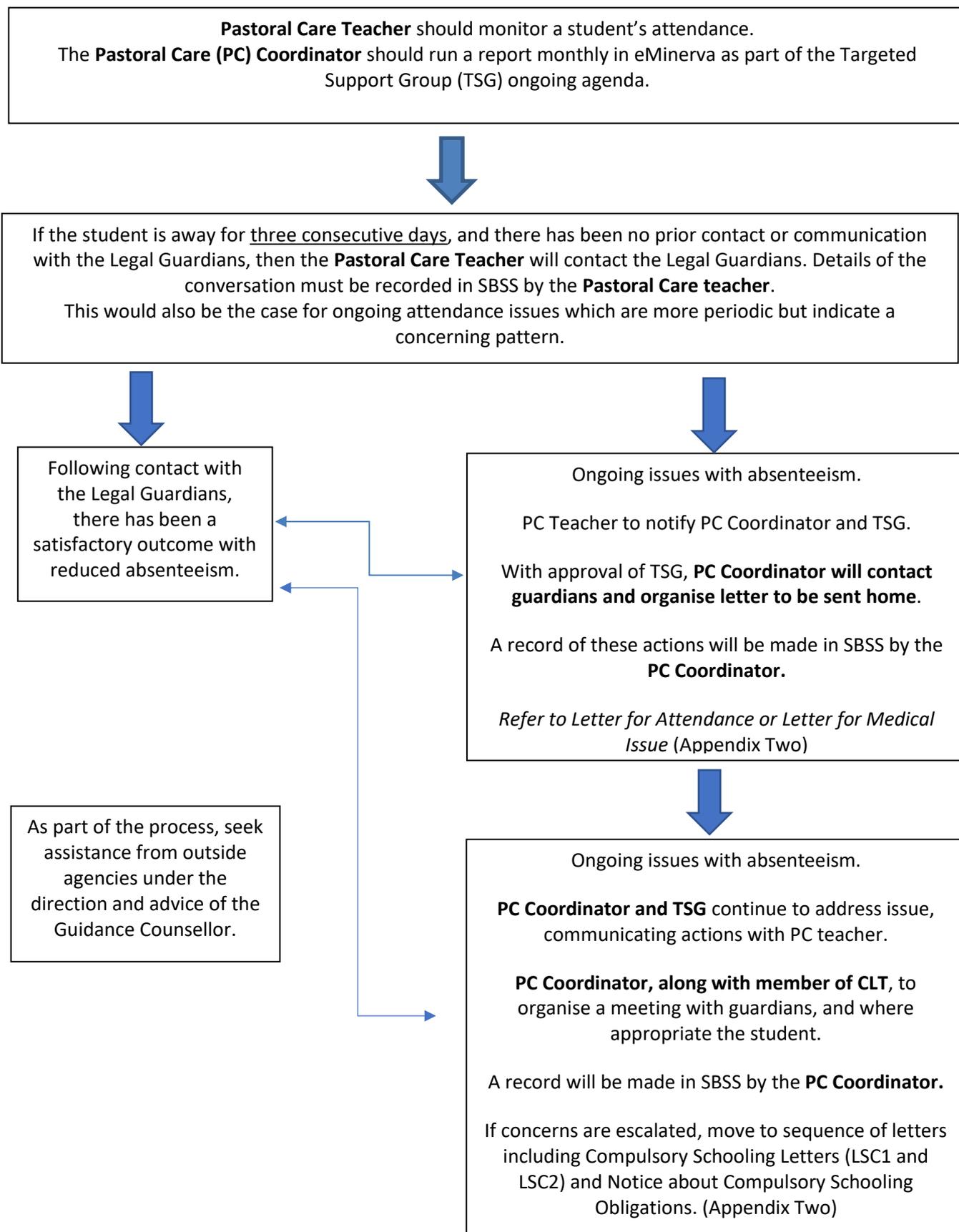
Other Documentation which may support Attendance Marking at your school:

(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

Appendix One – Procedure for Absenteeism and Lateness by a student



Appendix Two: Letters to parents regarding Absenteeism

1. Pastoral Letter - Attendance

{Insert date}

{Insert name of parent/carer}

{Insert address}

Dear {insert name of parent/carer}

I am writing to you with regards to {insert student's name} attendance at school in recent weeks. Our school records indicate that {insert student's name} has been absent for {insert number of days} days out of the {insert number of weeks in term} weeks of Term {insert term 1,2,3 or 4}.

Experience shows that intervening early and providing support to students and their families is the most effective way to address absences from school. I would very much like to meet with you and discuss how we can work together to address any factors that may be impacting on {insert student's name} attendance.

The evidence shows that strong connections with school and regular school attendance is directly linked to positive academic, social and personal development for children and young people. We greatly value these connections at {insert school's name}.

I look forward to meeting with you to discuss ways that we can support you and {insert student's name} and improve his/ her attendance and connection with {insert school's name}. Please contact me through the school secretaries to arrange a suitable time to meet.

Yours sincerely

{Name}

{Position}

2. Pastoral Letter – Attendance re-medical issues

{Insert date}

{Insert name of parent/carer}
{Insert address}

Dear {insert name of parent/carer}

I am writing to you with regards to {insert student's name} attendance at school in recent weeks. Our school records indicate that {insert student's name} has been absent for {insert number of days} days out of the {insert number of weeks in term} weeks of Term {insert term 1,2,3 or 4}.

Experience shows that intervening early and providing support to students and their families is the most effective way to address absences from school. I would very much like to meet with you and discuss how we can work together to address any factors that may be impacting on {insert student's name} attendance.

The evidence shows that strong connections with school and regular school attendance is directly linked to positive academic, social and personal development for children and young people. We greatly value these connections at {insert school's name}.

I look forward to meeting with you to discuss ways that we can support you and {insert student's name} and improve his/ her attendance and connection with {insert school's name}. Please contact me through the school secretaries to arrange a suitable time to meet.

Yours sincerely

{Name}
{Position}

3. Compulsory Schooling – Attendance at School (L-CS1)

{Insert date}

{Insert name of parent/carer}

{Insert address}

Dear {insert name of parent/carer}

Compulsory schooling – attendance at school

I am writing to inform you of my concern regarding {insert child's name}'s continued absences from school. In particular, {insert child's name} has failed to attend school on the following occasions in the past {week/month/term}:

{insert dates and times (if relevant) when the child has been absent}

Due to these absences, {insert child's name} has missed a substantial amount of school work. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. If {insert child's name} misses the introduction or the reinforcement of these concepts and skills, {he/she} is likely to have gaps in {his/her} learning.

If there are circumstances that make it difficult for {insert child's name} to attend every day, please contact me so we can work together to ensure {insert child's name} attends when required or an alternative option can be put in place for your child, if appropriate.

You may be aware that in Queensland, the law requires parents to ensure their compulsory school aged child is enrolled at school, and attends school for the educational program on every school day. Compulsory school age starts when a child is at least 6 years of age, and finishes when the child turns 16 years of age or completes year 10 whichever is sooner. I have attached a copy of the relevant provision of the *Education (General Provisions) Act 2006* (s176).

As your child was born on {insert birth date} {and has not finished Year 10}, {he/she} is of compulsory school age.

We will continue to monitor {insert child's name}'s attendance, and hope that by bringing this matter to your attention, no further action will be required.

Please complete and return the tear-off section below to acknowledge your receipt of this letter.

Yours sincerely

Principal
McAuley College, Beaudesert
Enc. S176 *Education (General Provisions) Act 2006*

On _____ I received notification of {insert child's name}'s absences from school.

I would like to discuss this matter with school staff.

I can be contacted on telephone _____ to make an appointment

Parent/carer signature

Date

Privacy Notice

McAuley College, Beaudesert is collecting this information to ensure that you have received this notice. It will be used by to demonstrate that you have been notified of your obligations under s.176 of the *Education (General Provisions) Act 2006* (the Act) and to document the attempts to assist you to comply with these obligations.

4. Compulsory Schooling – Attendance at School (L CS2)

{Insert date}

{Insert name of parent/carer}

{Insert address}

Dear {insert name of parent/carer}

Compulsory schooling – attendance at school

I refer to my letter dated {insert date} regarding {insert child's name}'s absence from school.

We have continued to monitor {insert child's name}'s attendances, and {he/she} has been absent {insert number of times} times in the past {insert number of weeks}. {Insert child's name} was absent on:

{insert dates and times of absence in the specified number of weeks}

{Insert either:} There has been no improvement in {insert child's name}'s attendance.

OR: While there has been some improvement in {insert child's name}'s attendance, this is still not satisfactory.

I wish to work with you to ensure {insert child's name} has the best education possible. I would like to meet with you to discuss how we can improve {insert child's name}'s attendance. We may be able to discuss whether a transition plan is appropriate to suit {insert child's name}'s needs at this point in time. To this end, I have scheduled a meeting with you for:

Date: {insert date}

Time: {insert time}

Place: {insert place}

If this is unsuitable for you, please contact the office on {insert telephone number} to reschedule the meeting.

If you choose not to discuss the situation with us, this will be noted in {insert child's name}'s file.

I remind you that in Queensland the law requires parents to ensure their compulsory school age child attends school for every school day of their educational program. If your child fails to attend school and you do not have a reasonable excuse for their non-attendance, you risk prosecution under section 176 of the Education (General Provisions) Act 2006.

Please complete and return the tear-off section below to acknowledge your receipt of this letter.

Yours sincerely

Principal
McAuley College, Beaudesert

On _____ I received notification of {insert child's name}'s absences from school.

I am confirming the appointment on {insert date, time and place}.

I can be contacted on telephone _____ to make an alternative appointment.

Parent/carer signature

Date

Privacy Notice

McAuley College, Beaudesert is collecting this information to ensure that you have received this notice. It will be used by to demonstrate that you have been notified of your obligations under s.176 of the *Education (General Provisions) Act 2006* (the Act) and to document the attempts to assist you to comply with these obligations.

5. Notice about Compulsory Schooling Obligation – Failure to Attend (L – CS3)

{Insert date}

{Insert name of parent/carer}

{Insert address}

Dear {insert name of parent/carer}

NOTICE ABOUT COMPULSORY SCHOOLING OBLIGATION – FAILURE TO ATTEND

Section 178(2) of the *Education (General Provisions) Act 2006*

I refer to my letters dated {insert date of letter L-CS1 and L-CS2} {and your subsequent discussions with (insert contact officer)}.

As you are now aware, s.176 of the *Education (General Provisions) Act 2006* (the Act) provides that each parent of a child of compulsory school age has the dual obligation to:

1. ensure their child is enrolled at a school; and
2. ensure their child attends the school on every school day, for the educational program in which the child is enrolled.

“Compulsory school age” is defined by section 9 of the Act to start when a child is at least 6 years of age and finish when the child turns 16 years of age or completes Year 10, whichever is sooner. As your child was born on {insert birth date} {and has not finished Year 10}, {he/she} is of compulsory school age.

Your child {insert child's name} is still not attending school regularly as required by the law in Queensland. The school has, on a number of occasions, attempted to support you in ensuring {insert child's name} attends school.

I am authorised to report this to the Director of Non-State Schooling who may take formal steps under s.178 of the Act which may lead to prosecution of parents in breach of their obligation. In my role as principal of a non-state school, I am issuing you with this written notice under section 178(2) of the Act.

However, I want to support you to meet your obligations, as it is in {insert child's name}'s best interest to regularly attend school. To this end, I have scheduled another meeting at {insert place} on {insert date} at {insert time} which I would like you to attend. I have arranged that {insert participants} will attend the meeting with us. You are welcome to bring with you support persons, if you desire. If this time or place is unsuitable to you, please advise of a reasonable alternative time or place which will suit you.

The purpose of the meeting is to discuss with you the compulsory schooling obligation and the potential for you to be prosecuted for breaching it. In addition, I wish to offer support to help you to comply with your obligation. We can discuss the options open to you for your child, including whether any alterations to your child's educational program or flexible arrangement could be put in place for your child at this point in time.

I recommend that you contact {insert contact officer and phone number} should you wish to discuss the meeting, or to seek further assistance with ensuring your child's attendance at school.

Yours sincerely

{Name}

Principal

Enc. (s176 and s178 *Education (General Provisions) Act 2006*)