



Attendance Policy

October 2017

To be reviewed December 2019

Policy:

The Attendance Policy is written to ensure the safety of all students by knowing their whereabouts on any school day. Parents, teachers and staff will be aware of their responsibilities in marking rolls and maintaining accurate attendance records.

Rationale:

In working with teachers, students and parents to ensure the consistent and reliable marking of student attendance, the priorities for the College are:

- ❖ Ensuring the College knows the whereabouts of all students on a school day.
- ❖ Ensuring the safety of students and the effective management of a large and complex College community.
- ❖ Ensuring the accurate documentation and maintenance of student attendance records.

Expectation:

Frequency of Attendance Marking

Attendance will be marked for all year levels/all students each morning during Pastoral Care Class and for each lesson for all subject classes for the duration of the school day.

The Student Services School Officer will check this has been done for Pastoral Care classes at 9.15am. A phone call will be made to the Pastoral Care teacher if the Pastoral Care roll is not marked. A School Officer will check for subject classes at 11.30 am and 2.15 pm daily. An email will be sent to the teacher for a subject roll not marked. There is an expectation that rolls are marked accurately each day.

Bell Times, Late Arrivals and Early Departures

A student is considered to have arrived late any time after the 8.28 am bell. If the student is not present at this time they should be marked absent. If a student is late to school they are to present to Student Services to sign in and provide a note signed by their caregiver explaining their absence to the Student Services officer. A late slip will be provided by the Student Services Officer. If late arrival is unexplained, the student will complete a plan in the Reflection Room to address late arrival. The student will then attend class presenting their late slip. If a student arrives late to Pastoral Care class and has not collected a late slip they

will be sent to the Student Services Office to sign in. If a student will be late to class because they were with a teacher/at an activity, they should request a note from the teacher to explain their whereabouts. If no note is provided, a Reflection Room referral should be made as per the Student Behaviour Support Plan. If Pastoral Care teachers observe a student has made a habit of arriving late or is late for three consecutive days to Pastoral Care class, they will contact home as per the policy for absentee students in this document.

A student is considered to be leaving early if they depart any time before 2.44 pm. All students leaving early will provide a note of explanation in their diary to their Pastoral Care teacher during morning Pastoral Care class. The Pastoral Care teacher will sign to indicate that they have sighted this note. Only students who have notes signed by their Pastoral Care teacher or whose parent has made a phone call to the Student Services Officer will be given permission to sign out of the Student Services office. If a note has not been signed, the student will need to obtain a signature from an available member of the College Pastoral Team or College Leadership Team before being allowed to sign out of the College.

Absentees

A student can only be marked present when their teacher sights them. A school based activity should be entered into the attendance system before the event so this appears next to the student's name as 'Present' with a category explanation such as 'Excursion/Camp'. Students who are in the Reflection Room or Learning Enrichment Centre will be marked as 'Alternate Learning Activity'. The staff member in the Reflection Room will update the roll as a student enters the room. The class teacher will mark the student as Present, 'Alternate Learning Activity' if they have a scheduled Learning Support Session. If the student does not attend the session, the LEC staff will phone the class teacher within the first five minutes of the lesson. If a student is with Counsellors the roll will be marked as 'In-School Appointment' by the Student Services Officer. Teachers are not required to collect notes explaining absenteeism if parents/guardians have informed the school over the phone of their daughter/ward's absence. The Pastoral Care teacher should enter into eMinerva any information given about future planned absences of students. If a student is away for three days in a week (or earlier if concerned) the Pastoral Care teacher will contact parents/guardians. Similarly, if student attendance for the year falls below 90%, the Pastoral Care teacher will contact parents/guardians in the first instance. Ongoing absenteeism will be referred to the Pastoral Leader.

If a student has been marked present at school but they are not in class the teacher is to ring Student Services and advise that the student is not present. The Student Services officer will inform available staff members (preferably Pastoral Care team members) within Student Services that the student is missing. They will then attempt to locate the student who will be dealt with through the Student Behaviour Support policies.

Unexplained Absences

An unexplained absence occurs when the student is not present at school and a parent/caregiver does not contact the school. An SMS message will be sent to the main contact by approximately 10 am each day. The Pastoral Care teacher will follow up any unexplained absences by making contact with the student's parents/caregivers.

Non Marking of Electronic Roll

If a roll is not marked, there will be a phone call or email to the teacher to remind them to mark the roll. If rolls are frequently not marked then this information will be passed to the Assistant Principal – Administration (APA). If the school computer system is offline there will be backup printed copies of all Pastoral Care rolls that can be used. These will be provided by the School Officer Student Services. Classroom teachers should keep a paper copy of their own rolls to mark in the event that eMinerva is not

operational. Once the system is online teachers will mark the rolls 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 the APA.

Staff Training

Staff will have training when they initially start using the system and also when changes are made to the system. The APA will organise/provide the training.

The APA will organise for a copy of the Attendance Policy to be saved in the Principal to Staff folder (P2S) and for all staff to be aware of where it is located. The Deputy Principal (DP) or a staff member delegated by the DP will provide training to supply staff. There will be a copy of the Attendance Policy in the Supply Teachers' Handbook and a hard copy available on request.

Other Issues

- Part time students will sign in and out of Student Services on arrival or departure as per arrangements made.
- During exam block students will go to Pastoral Care class to have their attendance marked if they have a morning exam/assessment. For afternoon exams they will sign in via the Student Services Office. Students will sign out for both sessions at the Student Services Office.
- Attendance will not be marked when school is closed.
- In the event of a fire, paper copies of rolls will be taken to the evacuation area and marked by the Pastoral Care teacher. The Pastoral Care teacher will advise the Pastoral Leader of any unexplained absentees. The roll should be marked at the start of each lesson or a hard copy roll marked if a lockdown is in progress. This will be referred to during a lockdown procedure to ensure all students in attendance are present or accounted for.
- Supply staff will be logged onto the school portal by the Curriculum Support Officer each morning so that they will be able to mark the roll for each class that they are supervising. Normal teaching staff conducting a supervision will mark the roll on the portal by entering the appropriate teacher code.
- At times paper rolls may be given to supply staff for Pastoral Care class. The supply staff will ensure this roll is sent to the office by 9am and the data will be entered by Student Services staff.