Student Attendance Roll Marking (Secondary & P-12)

Brisbane Catholic Education
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PROCEDURE

1. Purpose

1.1 The purpose of this procedure is to describe Xavier Catholic College's approach to the consistent roll marking and management of student attendance to meet legislative requirements and sector standards

2. Roles and Responsibilities

Role	Responsibilities
Principal	• 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 • engage with families to build an understanding of the importance of informing the school on student absences as soon as possible to ensure student safety • monitor attendance weekly using the Business Intelligence tool • monitor non-attendance and re-engage students in partnership with parents/legal guardians • ensure compliance of data entry in alignment with eMinerva (BCE's IT system) requirements • ensure staff are made aware of the BCE Student Attendance policy, the Responding to Student Attendance Concerns procedure and this procedure • ensure staff understand the definition of retrospective roll-marking • ensure a copy of this procedure is provided to relief staff (i.e., published on school portal) • record and report attendance data in annual reviews • ensure relief staff are entered into WSS timesheets in order to gain access to eMinerva or are added to the eMinerva exception list • ensure eMinerva training is part of the induction process for new staff • ensure staff complete eMinerva training annually.
Teachers (or delegate) with roll-marking responsibilities	• ensure rolls are marked and data is entered into eMinerva in an accurate and timely manner, at least twice per day, specifically at the beginning of the day and after second break • follow up on eMinerva notifications of unexplained absences • inform Principal or delegate of any unexplained absence • inform Principal of more than three consecutive days of absence with an explanation or if a pattern of explained non-attendance

Role	Responsibilities
	becomes evident. • do not mark the roll retrospectively i.e. after students have left the session.
Administration staff	• inform Principal or delegate of morning and afternoon unmarked rolls on the same day as roll marking • inform Principal or delegate of any student absent from school without explanation and ensure same day follow up and reporting to parent/legal guardians on the day of the absence using ParentSMS in a timely manner to allow for a response • where there is no response to the ParentSMS notification of unexplained absence by midday, make at least one phone call to an alternative emergency contact, prior to the end of the school day. • continue to follow up each day until the absence is explained and refer to Principal or delegate

3. Requirements

3.1 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)."

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 legal guardian 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, legal guardians 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. Where a pattern of irregular attendance is identified, schools follow the PROCEDURE: Student Attendance - Responding to Student Attendance Concerns.

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. Rolls are not to be marked retrospectively i.e. after students have left the session.

Student attendance level

Students, parents/legal guardians, 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.

3.2 Procedure

Activity	Requirement
Attendance Marking	• Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers • All effort will be made to account for all students as soon as practicable in the session • 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 on time • The Principal or delegate will be advised of unmarked and incorrectly marked PC rolls • Incorrectly marked rolls will be corrected by the teacher responsible for the class.
Present Categories in eMinerva	• Students who are: o in class will be marked 'Present – In Class' o attending TAFE or work experience will be marked as 'Present – Work/Study' by the VET coordinator o in an alternate learning activity will be marked 'Present – Alternate Learning Activity' o with Guidance Counsellors will be marked as 'Present – In-School Appointment' o in sick bay will have their attendance category changed to 'Present – In Sick Bay' by the Student Services School Officer o participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity

Activity	Requirement
	• 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 College Leadership.

Absent Categories in eMinerva	• Students who are:
	  ○ not in class, and notification has not been received from a parent/legal guardian, will be marked 'Absent – Unexplained'
	  ○ not in class, and notification has been received from a parent/legal guardian, will 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 will enter the details (including absence category) into a log in eMinerva
	• If the parent/ legal guardian has informed the Student Services office of the absence, the school officer will enter these details into a log in eMinerva
	• Student Services officer should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva
	• If a student is away for more than three consecutive days of explained absence (or earlier if concerned) the Pastoral Care teacher or delegated staff member will contact the parent/legal guardian for a pastoral conversation
	• Any student absent from school without explanation requires same day reporting to parents/legal guardians 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 Student Services and advise that the student is not present. The Student Services officer will then inform available staff members (preferably Pastoral Care team members) within Dean of Pastoral Care 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 College Leadership.

Unexplained Absences	• A notification will be sent to the student's parent/legal guardian on the same day once an unexplained absence has been identified. The teacher or delegated staff member will follow up any unexplained absences by contacting the

Activity	Requirement
	student's parent/legal guardian via ParentSMS in a timely manner to allow the follow up of non-response on the same day of absence. • If confirmation of the notification of an unexplained absence by the parent/legal guardian has not been received by midday, at least one follow up phone call must be made to an alternative emergency contact listed on eMinerva prior to the end of the school day. • If there is no response from the parent/legal guardian or emergency contact, schools must continue to follow up with the parent/legal guardian each day until the unexplained absence is explained even if the student has returned to school. • If a child protection order is in place, then the Child Safety Officer should 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 Pastoral Care teacher receives written explanation of the absence from the student's legal guardian, they will update the absence category and enter details into eMinerva.
Late Arrivals	• A student is considered to have arrived late any time after the 8.45 am bell • Parent/legal guardians will be notified of any unexplained late arrival • All students arriving late will sign in at the Student Services office and will be given a late slip. 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 Student Services office to sign in • An SMS message will be sent to the student's parent/legal guardian advising their child has arrived late to school if not accompanied by their parent/legal guardian • 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 parent/legal guardian as per this procedure.
Early Departures	• A student is considered to be leaving early any time before 2.45pm. All students leaving early will require communication from their parent/legal guardian provided to the school. This may be in-person, a written note, email or phone call. Such communication will be recorded by the teacher or school office and provided to the school office/teacher when signing out. Secondary students leaving early will provide a note from the legal guardian if leaving independently.

Activity	Requirement
	• Only students who have formal communication provided to the school from the parent/legal guardian will be given permission to sign out of the office. • Primary students are only permitted to leave with their parent/legal guardian or another adult nominated by that student's parent/legal guardian. • An SMS message will be sent after school finishes advising Main Contacts their student has signed out of the College early if not accompanied by the parent/legal guardian.
SMS Messages	• Unexplained Absences: An SMS message will be sent to the student's parent/legal guardian on the same day once an unexplained absence has been identified. Such communication will be in a timely manner to allow the follow up of non-response on the same day of absence if there is no response to the initial text message • If there is no response from the SMS message at least one phone call to an alternative emergency contact number in the eMinerva contact list must be made prior to the end of the school day • Unexplained Late Arrivals: An SMS message will be sent to a student's legal guardian advising of students who have arrived late • Early Departures: An SMS message will be sent to a student's parent/legal guardian advising of students who have left early unaccompanied by their parent/legal guardian. • Any incorrect messages caused by incorrect roll-marking will be made known to the Principal or delegate. The teacher will follow up by telephoning the student's legal guardian.
Non-Marking of Electronic Roll	• If the school computer system is offline, hard copies of all Pastoral Care rolls will be provided by the School Officer Student Services. Subject rolls will not need to be marked. Once the system is online the Pastoral Care teacher will 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 the Principal or delegate • 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 Headcount officer of any unexplained absentees • During a lockdown, the roll will not be marked.
Activities	• An activity will be entered into eMinerva for students attending excursions, camps, and other school-based activities

Activity	Requirement
	• 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 • 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	• 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 in accordance with this procedure • Teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.
Part-time Students	• Part time students will sign in and out of the school office on arrival or departure as per arrangements made.
Mobile Attendance Application	• Teaching staff 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 should be read prior to use.
Exam Block	• Students on exam block will sign in and out via the Library.

4. Compliance Monitoring

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct. Compliance with this procedure will be monitored by:

Role	Compliance responsibilities
Senior ICT Engagement Officer	• co-ordinates training and provides resources for relevant staff in regard to their roll marking obligations and processes • on request, provides reports of anomalies in roll marking practices to Senior Manager – Student Diversity & Wellbeing.
Senior Manager – Student Diversity & Wellbeing	• monitors attendance reports in Power BI and escalates concerns to the relevant Senior Leader - School Performance • provides system attendance data summary to Education Excellence Executive and Senior Leaders - School Performance each term • report non-compliance with this procedure to the Head of School Progress and Performance for consideration and remedial action.

5. Associated Documents

5.1 Procedure: Student Attendance - Responding to Student Attendance Concerns
5.2 Attendance – Description of Attendance Categories
5.3 Attendance – How to Bulk Late Arrival or Early Departure
5.4 Attendance – Accessing Another Teacher's Roll
5.5 Attendance – How to Manage Unexplained Absences
5.6 Security – Relief Staff
5.7 Attendance - How to Mark Attendance (Teaching and Administration Staff)
5.8 Student Attendance policy.

6. Definitions

Retrospective roll-marking	Retrospective roll-marking is marking the roll where students are not physically in the session, in front of the person marking the roll. All effort will be made to account for all students as soon as practicable within the session.
Unexplained Absence	An unexplained absence occurs when the student is not present at school and the parent/legal guardian does not contact the school.

Document Control

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