



## Assisi Catholic College Attendance Policy and Procedures

### ATTENDANCE POLICY

Assisi Catholic College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. Our college goal is that every student has an attendance rate greater than 95%.

#### **Purpose:**

The purpose of this Policy is to document obligations and procedures that must be followed to meet those obligations. It is important that students, staff and parents/caregivers have a shared understanding of the importance of regular student attendance.

#### **Obligations:**

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. 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.

#### **Responsibilities: (Legal Guardians/Carers)**

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 every day for the duration of which they are enrolled.

- Satisfactory explanation is to be given for all absences (being any time during which a student is not attending or participating in their educational program).
- Contact is made with the school prior to any planned absence. Where this is not possible, parents must provide the reason for any absences prior to 9.00 a.m. on the day of absence, or within 2 days of the student's return to school. This should take form of a medical certificate for regular illness absences or a satisfactory explanation for the absence.
- Contact Class Teacher/Year Level Co-ordinator if student absence is to be for an extended period of time (eg family reasons or illness) and request school work.
- Contact a College Guidance Counsellor or Year Level Co-ordinator if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their education.
- Provide written (signed and dated) or verbal advice prior to 9.00am if their child is required to leave school early. A Legal Guardian must be present and obtain an early departure slip to collect their child.

The classroom will be contacted for the child to leave class upon the Legal Guardian’s arrival at Student Reception.

- Contact the College either in person, by phone or email if their child arrives late after 9.30am.
- Advise the school of any change of phone number, email address or residential address to ensure College records are accurate as up-to-date data is essential in an emergency or if their child is unwell.
- Collect their child within half an hour of contact being made by the College, if their child is unwell and teacher has sent them to sick bay to be sent home.

**Responsibilities: (Students)**

- Under the Education (General Provisions) Act 2006, students must attend school each day. They must be on time and have all the necessary equipment.
- Never leave school during school hours without permission from Legal Guardians/Carers or the school and without obtaining an Early Departure Slip from Student Reception.
- Report to the office if arriving at school any time after 9.00am to obtain a late arrival slip. A Legal Guardian/Carer must be either present or advise the office via phone/email of lateness if after 9.30am.
- Ensure all missed school work is completed.

**ATTENDANCE PROCEDURES**

Class rolls, whether electronic or paper based, 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 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.

<b>Attendance Marking</b>	<p><b>Prep-Year 6 (Early Years/Junior Years – EY/JY)</b>  Attendance will be marked via eMinerva for all students each morning at 9:00am and afternoon at 2.45pm during class by class Teachers.</p> <p>The Student Receptionists will make a phone call to the class teacher by <u>9.30am</u> if the roll is not marked on time.</p> <p>Assistant Principal Administrations (APAs) for EY and JY monitor attendance rolls daily and advise Teachers of unmarked rolls.</p> <p><b>Years 7-12 (Middle Years/Senior Years – MY/SY)</b>  Attendance will be marked via eMinerva for all students each morning at 9:00am during Pastoral Care class by Pastoral Care teacher.</p> <p>Attendance will then be marked each lesson for all subject classes throughout the duration of the school day by Subject teachers.</p> <p>The Student Receptionists will make a phone call to the Pastoral Care teacher by <u>9.30am</u>, in their first lesson, if the Pastoral Care roll is not marked on time.</p>
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	<p>Assistant Principal Administrations (APAs) for MY and SY monitor attendance rolls daily and advise Teachers of unmarked rolls.</p> <p><b>Paper rolls:</b> See 'Non-marking of electronic roll' on Page 6 of this policy.</p>
<p><b>Present Categories</b></p>	<p>Students who are:</p> <ul style="list-style-type: none"> <li>- <b>In Class:</b> Will be marked <u>Present - 'In Class'</u></li> <li>- <b>Participating in activities (excursion; camps etc.):</b> Will be marked as <u>Present - 'Excursion/Camp'</u> by the Teacher responsible for the activity.</li> <li>- <b>Students representing the school on approved Sport or Art activity (ie Eisteddfod, regional sport, state sport):</b> Will be marked as <u>Present - 'Excursion/Camp'</u> by the Teacher responsible for the activity. <i>Refer to Leadership for guidance prior to changing</i></li> <li>- <b>In Sick Bay:</b> Will be marked as <u>Present - 'In Sick Bay'</u> <i>(Student must present to Sick Bay with sick card (EY/JY) or Permission to Leave Class page completed by their current class teacher in their diary (MY/SY) along with their bag, to be collected by a Legal Guardian, and have their attendance category changed to Present – 'In Sick Bay' by the Student Receptionists) Please refer to 'Unwell Students' category on last page of this policy for sick bay process</i></li> <li>- <b>Attending TAFE or work experience:</b> Will be marked as <u>Present - 'Work/Study'</u> by the VET co-ordinator <i>(this must not be amended under any circumstances by class/Pastoral teacher)</i></li> <li>- <b>Student on Internal Suspension:</b> Will be marked as <u>Present - 'Internal Suspension'</u> <i>(only to be used upon direction from Leadership)</i></li> <li>- <b>Students not required to attend (School Closures):</b> Will be marked <u>Present - 'Not required to attend - Present'</u> <i>(only to be used upon direction from Leadership)</i></li> <li>- <b>Students on Exam Block:</b> Will be marked as <u>Present - 'Exam Block - Present'</u> <i>(this can be processed as a Bulk Attendance by following Bulk Attendance Guideline)</i></li> </ul> <p>These attendance categories <b>must not</b> be changed, 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 instruction from Assisi Leadership team.</p>

<p><b>Absent Categories</b></p>	<p>At Assisi Catholic College, both EY/JY and MY/SY Student Absent processes are the same. Students who are not in class, and notification has not been received from a Legal Guardian, the student will be marked 'Absent – Unexplained'. If notification has been received from a Legal Guardian to advise the student is unwell, the student will be marked 'Absent – Illness'. (Other absence reasons will be marked accordingly e.g. 'Appointment', Personal/Family'). See full explanations below 'Absent Categories Explained' on page 4 of this policy.</p> <p>When marking the roll, if Teachers have received written information from Legal Guardians directly regarding a student's absence from school, they should enter the details (including absence category) into a log in eMinerva.</p> <p>If Student Receptionists have been informed by the Legal Guardians of the absence, the Student Receptionists will enter these details into a log in eMinerva.</p> <p><u>Should a future planned absence come through Student Reception: -</u></p> <ul style="list-style-type: none"> <li>• Student Receptionists will update the records accordingly on eMinerva. Written notes from the Legal Guardian will be filed on the Student file.</li> <li>• If a student is away on <u>three consecutive days</u> (or earlier if concerned) the Pastoral Care and Class teachers will contact Legal Guardians and Pastoral Team Leaders,.</li> <li>• *Extended/Holiday leave will require Head of Campus /Principal approval.</li> </ul> <p style="padding-left: 40px;">If request received via phone, Student Receptionist will provide Parent Portal information for access of form.</p> <p style="padding-left: 40px;">Once received and approved, Student Receptionist will be informed of the relevant dates and record the name of the Parent who notified the college of the leave into eMinerva.</p> <p style="padding-left: 40px;">Principal's Secretary will inform Classroom Teacher or Year Level Co-ordinator.</p> <p><b>*Extended leave is for a period of more than 10 consecutive school days and an Exemption Form needs to be completed by a Legal Guardian. *Holiday leave during term time which is less than 11 days requires Head of Campus/Principal approval.</b></p> <ul style="list-style-type: none"> <li>• If a student has been previously marked Present at school but they are not in class, the class/subject teacher is to send an 'All Staff' email seeking whereabouts of a Student. If no</li> </ul>
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	<p>response, teacher is to contact Student Receptionists and advise that the student is not present. The Student Receptionists will inform available staff members (APA for EY/JY or Year Level Co-ordinator for MY/SY) that the student is missing. An attempt will then be made to locate the student who will be dealt with according to behaviour support policies if applicable.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from Assisi Leadership team.</p> <p>Before Student Receptionists send out the SMS message for absentees see 'SMS Messages' on page 6 of this policy.</p>
<p><b>Absent Categories explained</b></p>	<p><b>Students who are:</b></p> <ul style="list-style-type: none"> <li>- <b>Absent – <u>No contact</u> by Legal Guardian to Assisi via telephone, email or In Person:</b> Will be marked <u>Absent - 'Unexplained'</u> <i>NB: Unexplained is the default category for absentees at Assisi.</i></li> <li>- <b>Absent – <u>Contact</u> by Legal Guardian to Assisi via telephone, email or In Person without reason given:</b> Will be marked <u>Absent - 'Personal/Family'</u></li> </ul> <p><b>Below are therefore explained but still marked as absent.</b></p> <ul style="list-style-type: none"> <li>- <b>Absent because of illness:</b> Will be marked <u>Absent - 'Illness'</u></li> <li>- <b>Because of a personal appointment e.g. Medical, Dental, Work:</b> Will be marked <u>Absent - 'Appointment'</u></li> <li>- <b>Personal or family reasons e.g. family holidays:</b> Will be marked <u>Absent - 'Personal/Family'</u></li> <li>- <b>Transport issues e.g. Bus breakdowns, traffic:</b> Will be marked <u>Absent - 'Transport'</u></li> <li>- <b>Absent but reason known to Leadership Team:</b> Will be marked <u>Absent - 'Confidential'</u></li> <li>- <b>Truancing has been established by the school:</b> Will be marked <u>Absent - 'Truant'</u></li> <li>- <b>Student suspended from school:</b> Will be marked <u>Absent - 'Suspended from School'</u></li> <li>- <b>Attendance not required due to school closure, Part-time or students non-school time:</b> Will be marked <u>Absent - 'Not Required to Attend - Absent'</u></li> </ul>

<p><b>Unexplained Absences</b></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 the Legal Guardian by approximately <u>midday</u> each day.</p> <p><b><u>EY/JY</u></b> Please see “Attendance Marking” above.</p> <p><b><u>MY/SY</u></b> Please see “Attendance Marking” above.</p>
<p><b>Late Arrivals</b></p>	<p>A student is considered to have arrived late any time after at 9:00am. All students arriving before 9:30 are to sign in to ALLE (computer screen) and have a late slip printed by the Student Receptionists. (*See below for after 9:30am arrivals)</p> <p>Student Receptionists are asked to ensure the following is correct before approving and printing off the slip</p> <p style="padding-left: 40px;">ALLE has been completed correctly: i.e</p> <p style="padding-left: 40px;">1 – As a ‘Late Arrival’</p> <p style="padding-left: 40px;">2 – Reason is selected: (Appointment, Illness, Personal, Family, Transport.)</p> <p>* After 9:30 am Students must have the following:</p> <p><b><u>EY/JY</u></b> A parent (In Person) to Student Reception / Telephone call / Email / Written note advising the reason for being late.</p> <p><b><u>MY/SY</u></b> A parent (In Person) to Student Reception / Telephone call / Email / Written note / Diary note advising the reason for being late.</p> <p>The late slip is to be presented to Pastoral Care and/or Class teacher.</p> <p>A revision of late students is conducted monthly by Class Teacher (EY/JY) and Year Level Co-ordinator (MY/SY).</p>
<p><b>Early Departures</b></p>	<p>A student is considered to be leaving early any time before 3:30pm. Legal Guardians are to provide written advice via note or email to the Class Teacher / Lesson Teacher to allow teachers to prepare for the student’s departure at the required time.</p> <p>Only Legal Guardians are to collect their child(ren) early unless prior notice has been given via note/email or phone call to Student Reception to advise the name and relationship of the person collecting. This information is recorded for college records.</p>

	<p>Only upon the Legal Guardian’s arrival at reception will the Student Receptionists notify Class Teacher / Lesson Teacher to dismiss the student.</p> <p>Students will then report to Student Reception for signing out with the Legal Guardian. A student is not to leave class unless the Legal Guardian is at Student Reception and contact with the class is made by receptionists.</p> <p><u>Note to Parents:</u> Please allow 10 minutes prior to leaving the college with your child for the teacher(s) to be notified, and your child to make their way to the office.</p> <p>If a student attends Student Reception for an early departure during class time yet the school has had no prior notification, the Student Receptionists will ensure the student returns to class and contact is made with the Legal Guardian. Only upon Legal Guardian presenting to the Office will the student be released.</p> <p>Regular Early Departure: The need to leave college early on a regular weekly/fortnightly basis may arise and the request via written request to the college will be considered for approval by Assisi Leadership team and/or APA. Once requests are approved, parents will be notified of same via email and copies will be filed on the Student file. Student Receptionists will keep an electronic daily record of approved requests for easy reference.</p> <p>If the Student Receptionists are in doubt about the validity of the information and/or dates they are to contact the Legal Guardian for verification.</p>
<p><b>SMS Messages</b></p>	<p>An SMS message will be sent to students’ Legal Guardian by <u>noon each day</u> advising of any ‘Unexplained’ absences.</p> <p>Note: If a Student is not present in Pastoral Care Class but is in attendance in Period 1 – it is possible that the Legal Guardian may receive an SMS. To alleviate this the Student Receptionists will double check eMinerva for students who may be in attendance in Period 1 by cross-referencing with each other any discrepancies identified.</p>
<p><b>Non-Marking of Electronic Roll</b></p>	<p>Roll marking is a legal obligation. Only Teachers are to mark a roll with the child in front of them. Rolls at Assisi are marked electronically using the eMinerva program. Teachers who are unable to access eMinerva electronically have access to a website available on any Smart phone using the following URL <a href="https://staffportal.bne.catholic.edu.au/mawa">https://staffportal.bne.catholic.edu.au/mawa</a> and entering their own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.</p>

	<p>In the rare circumstance that access to eMinerva through PC or mobile by Teachers is not available a manual roll can be requested from the Student Receptionists. Upon marking the manual roll it should be signed and dated by the teacher and returned to the Student Receptionists for input. This manual roll will then be archived.</p> <p><u>During a lockdown the roll will not be electronically marked.</u></p> <p><b><u>EY/JY</u></b>  Emergencies  If the school computer system is offline hard copies of all class rolls will be provided by the Administration Assistant. Once the system is online the class teacher will mark the roll in eMinerva. 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 by the Administration Assistant to be marked by class teachers. Class teachers will advise the HOC of any unexplained absentees.</p> <p><b><u>MY/SY</u></b>  Emergencies  If the school computer system is offline hard copies of all Pastoral Care rolls will provided by the Administration Assistant. 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> <p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area by the Administration Assistant to be marked by Pastoral Care teachers. Pastoral Care teachers will advise the HOC of any unexplained absentees.</p>
<b>Activities</b>	<p>An activity will be entered into eMinerva for students attending excursions, camps and other school based activities.</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 <b>must not</b> be changed, unless the student is present at school and then the category should be changed to ‘Present – In Class’.</p>



	<p><b><u>EY/JY</u></b> Student Receptionists to see the APA before making any amendments.</p> <p><b><u>MY/SY</u></b> Student Receptionists to see the APA before making any amendments.</p> <p>If in doubt the Student Receptionists should check with the Administration Assistant. The Administration Assistant adds all activity(s) onto Student attendance records in eMinerva with excursion/incursion/VET/Study details prior to the activity(s).</p>
<b>Monitoring of Student Attendance</b>	<p>Student attendance will be consistently monitored by College Leadership and Teaching staff as per Page 4 – Absent Categories – of this policy.</p> <p>Students with an attendance rate less than 85% will be addressed and appropriate support processes will be enacted by Leadership team members and Pastoral Team Leaders, the Counsellor(s) and other support staff where necessary. Parents play an important role in this process.</p>
<b>Celebration of Student Attendance</b>	<p>The College goal is that every student has an attendance rate greater than 95%.</p> <p>There is a strong correlation between attendance and student attainment. At Assisi Catholic College we celebrate and recognise those students who attain 100% attendance or greater than the college attendance goal through the College assemblies, family team meetings, pastoral care and awards ceremonies.</p>
<b>Attendance Marking Training</b>	<p>The Assisi Leadership team will ensure all staff receive an electronic 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 information.</p> <p>The Assisi Leadership team will provide attendance marking training to Teaching staff annually.</p>
<b>Relief Staff</b>	<p>Relief staff will sign in and out of Main Reception on arrival or departure as per arrangements made.</p> <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>Relief staff who are unable to access eMinerva electronically have access to a website available on any Smart phone using the following URL <a href="https://staffportal.bne.catholic.edu.au/mawa">https://staffportal.bne.catholic.edu.au/mawa</a> and entering their own BCE Username and Password.</p> <p>Assisi Teaching staff conducting a supervision will mark attendance in eMinerva for the class they are supervising.</p>
<b>Part-time Students</b>	Part time students will sign in and out of the Student Reception on arrival or departure as per arrangements made.
<b>Mobile Attendance Application</b>	<p>Teaching staff wishing to use this application can access it by using the URL <a href="https://staffportal.bne.catholic.edu.au/mawa">https://staffportal.bne.catholic.edu.au/mawa</a> and entering their own BCE Username and Password. The User Guide – Mobile Attendance Application should be read prior to use.</p> <p>This application is particularly useful/helpful when a PC or Laptop is not available.</p>
<b>Unwell Students</b>	<p>If a student is not well enough to be in class to learn, it is the expectation that students sent to sick bay will be sent home.</p> <p>The teacher is to send the student, along with their school bag, down to student reception to be collected by a Legal Guardian (or other person whom the Legal Guardian has given verbal consent at the time).</p> <p>It is the Legal Guardian(s) responsibility to ensure their contact details are up-to-date with the college so contact can be made in this instance.</p> <p>Unwell students must be collected from sick bay within half an hour of the College’s contact with the Legal Guardian(s).</p>
<b>Other</b>	Students on exam block will sign in and out via Student Reception on paper rolls provided.