



Aquinas College strives to create a caring, safe and rich learning environment in which every young person feels safe, valued and connected. We believe that all members of our College community are made in the image and likeness of God and therefore have a special value, dignity and worth. We encourage the positive participation of all students in our College community.

This Policy provides a focus on strategies that aim to enhance and strengthen the community of Aquinas College through establishing student, teacher and parent connectedness. We believe that all members of the College community share the responsibility to teach, foster, promote and encourage positive student behaviour.

This policy reflects and is applied in the context of our Catholic tradition and world view, as well as, the values of academic excellence, mercy, justice, faith, courage, service and compassion as identified in our College vision and mission statement.

Attendance Policy and Procedures

ATTENDANCE POLICY

Aquinas College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

Purpose:

The purpose of this document is to document obligations and procedures that must be followed to meet those obligations.

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.

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 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.



ATTENDANCE PROCEDURES

<p>Attendance Marking</p>	<p>Attendance Marking</p> <p>Attendance will be marked for all students each morning during Vertical Pastoral Care by Vertical Pastoral Care teachers. Attendance will be marked each lesson for all subject classes throughout the duration of the school day by subject teachers.</p> <p>The Student Administration Team will check this has been done for Vertical Pastoral Care (VPC) at 9.15am. The Student Administration Team will check subject classes at 11.30 am and 2.15 pm daily.</p> <p>A phone call will be made to the VPC teacher if the VPC roll is not marked on time.</p> <p>An email will be sent to the subject teacher for a subject roll not marked. The Assistant Principal- Welfare will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p> <p><i>Vertical Pastoral Care Teachers Responsibilities.</i></p> <ul style="list-style-type: none"> • Accurately mark the roll each morning. • Note ongoing or regular absence. • When a student has been unexplained for 3 days contact with the parents is made and reported to Pastoral Leader(s). • Liaise with Pastoral Leader's concerns over absence. <p><i>Pastoral Leaders Responsibilities</i></p> <ul style="list-style-type: none"> • Follow up on reports of prolonged absence. • Check on students who are regularly absent. • Monitor and act on attendance reports generated by School Officer (Pastoral). • Arrange parent interviews with students of concern. • Discuss students of concern at Care and Concern meetings. • Regularly review attendance data through BI. <p><i>Assistant Principal Welfare Responsibilities</i></p> <ul style="list-style-type: none"> • Set up attendance reporting system (with School Officer- Pastoral) • Supervise production of, mid-term and end of term reports.
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	<ul style="list-style-type: none"> • Follow up on any reports of absence after the Student Administration Office (SAO) has exhausted all options. • In conjunction with Pastoral Leaders, create and monitor list of at-risk students. • Arrange parent interviews with students of concern. In conjunction with Pastoral Leaders. <p>Class Teachers Responsibilities</p> <ul style="list-style-type: none"> • Accurately mark rolls every lesson. • Report student's absence by calling SAO (269). • Report concerns regarding prolonged student absence to Pastoral Leaders, Curriculum Leaders and Assistant Principal Welfare. • Keep a paper roll on file for system outages. <p>Curriculum Leader Responsibilities</p> <ul style="list-style-type: none"> • Liaise with Pastoral Leaders and Leadership Team over students of concern.
<p>Present Categories</p>	<p>Present Categories Students who are:</p> <ul style="list-style-type: none"> - In Class will be marked 'Present – In Class' - Attending TAFE or work experience will be marked as 'Present – Work/Study' by the VET co-ordinator - In the Behaviour Support Room (BSR) or Learning Enhancement Centre (LEC) will be marked 'Present – Alternate Learning Activity' - With Counselors will be marked as 'Present – In-School Appointment' - In Sick Bay will have their attendance category changed to 'Present – In Sick Bay' by the Student Administration Team. - Participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity <p>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'.</p> <p>Students will only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.</p>



<p>Absent Categories</p>	<p>Absent Categories Students who are:</p> <ul style="list-style-type: none"> - Not in class, and notification has <u>not</u> been received from a Legal Guardian, will be marked 'Absent – Unexplained' - Not in class and notification has been received from a Legal Guardian, will be marked 'Absent – illness, Personal/Family etc' <p>If Legal Guardians have informed the Student Administration Office (SAO) of the absence the school officer will enter these details into a log in eMinerva.</p> <p>If a student is away for three consecutive days (or earlier if concerned) the Vertical Pastoral Care teacher will contact Legal Guardians.</p> <p>If a student has been previously marked 'Present' at school but they are not in class, the subject teacher is to phone SAO (269) and advise that the student is not present. The Student Administration Office (SAO) will inform available the Assistant Principal Welfare and Pastoral Leaders that the student is missing. They will then attempt to locate the student who will be dealt with according to behaviour support policies.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership.</p>
<p>Unexplained Absences</p>	<p>Unexplained Absences 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 Contacts by approximately 9.30 am each day.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When SAO receive written explanation of the absence from the student's Legal Guardians they must update the absence category and enter details into eMinerva with the details.</p> <p>Twice each term The Assistant Principal Welfare will collate all unexplained Full Day Absences and communicate with the Legal Guardian that this is still outstanding.</p>



<p>Late Arrivals</p>	<p>Late Arrivals A student is considered to have arrived late any time after VPC at 8.50am.</p> <p>All students arriving late will sign in at the Student Administration Office (SAO) and will be given a late slip. This slip needs to be presented to the teacher when arriving in class. If the student does not have a late slip they are to be sent to SAO to sign in.</p> <p>If Vertical Pastoral Care teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will inform parents and also inform relevant Pastoral Leaders.</p> <p>An SMS message will be sent to Main Contacts advising their student has arrived late to school.</p>
<p>Early Departures</p>	<p>Early Departures A student is considered to be leaving early any time before 3.00pm, or 2.45pm on Thursday. All students leaving early will provide a note from a Legal Guardian in their diary to their Pastoral Leader. The Pastoral Leader will sign that they have sighted this note. Parents may also communicate early departure via attendance@aquinas.qld.edu.au Text message on students' phone will not be accepted.</p>
<p>SMS Messages</p>	<p>SMS Messages <u>Unexplained Absences:</u> An SMS message will be sent to students' Main Contact at 9.30am each day advising of any 'Unexplained' absences.</p> <p><u>Late Arrivals:</u> An SMS message will be sent to students' Main Contact advising of students who have arrived late.</p> <p>Any incorrect messages caused by incorrect roll-marking will be made known to the Assistant Principal Welfare. The teacher will follow up by telephoning the student's Legal Guardians.</p>
<p>Non-Marking of Electronic Roll</p>	<p>Non-Marking of Electronic Roll If the school computer system is offline hard copies of all Vertical Pastoral Care rolls will be provided by the Student Administration Office (SAO). Subject rolls will not need to be marked. Once the system is online SAO will mark the rolls 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 Assistant Principal Welfare.</p>



<p>Activities</p>	<p>Activities An activity will be entered into eMinerva for students attending excursions, camps and other school-based activities.</p> <p>Curriculum Leaders and teachers are responsible for setting up 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 must not be changed, unless the student is present at school and then the category should be changed to ‘Present – In Class’.</p>
<p>Attendance Marking and eMinerva Training</p>	<p>Attendance Marking and eMinerva Training 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>
<p>Relief Staff</p>	<p>Relief 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.</p> <p>College teaching staff conducting supervision will mark attendance in eMinerva for the class they are supervising.</p>
<p>Part-time Students</p>	<p>Part-time Students Part time students will sign in and out of SAO on arrival or departure as per arrangements made.</p>
<p>Mobile Attendance Application</p>	<p>Mobile Attendance Application Teaching staff wishing to use this application can access it by using the URL https://staffportal.bne.catholic.edu.au/mawa by entering their BCE Username</p>



	<p>and Password. <i>The User Guide – Mobile Attendance Application should be read prior to use.</i></p>
Other	<p>Other Students on exam block will be set up on an activity and Marked Present Exam Block. Students who attain an attendance rate of 100% through a term will be presented with attendance principals awards at full college assemblies. Students who attain between 95-100% attendance through a term will receive merit certificates.</p>



Attendance Roll Marking and Responsibilities (Summary)

VPC Teacher	<ul style="list-style-type: none">• Accurately mark the roll each morning.• Note ongoing or regular absence• Note ongoing or regular late to VPC.• Follow up on weekly report of unexplained absence with students in their VPC.• When a student has been unexplained for 3 days contact with the parents is made and reported to Pastoral Leader (PL).• When a student has been late on a regular or ongoing basis contact with the parents is made and reported to Pastoral Leader.• Keep a record of late arrivals.• Liaise with PL's concerns over Absence or lateness.• Keep a paper roll on file for system outages.
Pastoral Leaders and Head of Junior and Head of Senior School	<ul style="list-style-type: none">• Follow up on reports of prolonged absence or late to school.• Check on students that are regularly absent/late from VPC.• Monitor the mid-term and end of term reports to parents.• Arrange parent interviews with students of concern.• When a student has been unexplained for 3 days contact with the parents/carers is made.
Assistant Principal Welfare (APW)	<ul style="list-style-type: none">• Set up the attendance reporting system with the Students Administration Office (SAO).• Supervise the production of weekly, mid-term and end of term reports.• Follow up on any reports of absence after SAO has exhausted all options.• In conjunction with PL's and Counselors', create and monitor list of at-risk students.• In conjunction with PL's, arrange parent interviews with students of concern.
Class Teacher	<ul style="list-style-type: none">• Accurately mark rolls every lesson.• Report students who are absent from class by calling SAO (269)• Report concerns about prolonged student absence to Pastoral Leaders and Curriculum Leaders.• Keep a paper roll on file for system outages.
Curriculum Leaders/Program Leaders	<ul style="list-style-type: none">• Organise or delegate creation of activities for excursions.• Ensure that activity rolls are accurately marked.• Liaise with Pastoral Leaders and Leadership Team over students of concern.• Alert Assistant Principals of students of concern.
SAO	<ul style="list-style-type: none">• Record late arrivals at 9am.• Run a daily report at 9:15am and correct entries.• Report late arrival to PL's.• Send SMS messages to parent community, regarding unexplained absence, before 9.30am.• Monitor truancy.• Report issues that cannot be resolved (e.g. students marked present but not in class) to PL's and APW.• Create weekly, mid-term and end of term reports and letters with the APW.• Record and correct rolls after reply from daily, mid and end of term reports. Report to APW any non-replies.