



St Columba's
Catholic Primary School

God's Glory Always

Attendance Policy

Revised January 2019

This document builds on the work of Attendance practices developed at St. Columba's over a number of years. In 2014, the school community committed to reviewing the school's roll marking procedures and attendance procedures, resulting in the review of existing practices and consideration of BCE guidelines, best practice models and software compliant procedures, together with focussed discussion, consultation, and professional development of administration and leadership staff. The creation of this document was led by both members of the leadership and administration teams, as well as BCE support staff

Contents



Page 4	Definition
Page 4	Rationale / Statement of Intent
Page 4	School Attendance policy
Page 5-6	Attendance and roll marking procedures

Definition

For the purposes of this policy, attendance refers to the presence of students on-site, or off-site at school-based and/or school-approved activities (such as carnivals, camps, excursions, cultural and sport representative activities), on regular school days, during recognised school hours.

Rationale / Statement of Intent

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

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.

Attendance Policy

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

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.

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

Frequency of Attendance Marking	<p>Rolls must be marked twice a day <i>by class teachers</i> (not school officers):</p> <ul style="list-style-type: none">• AM rolls by 8:40am• PM rolls after second break and by 2:00pm <p>A phone call will be made to teachers if their rolls are not marked. If rolls are frequently not marked this information will be passed to the Principal or delegated Leadership Team member.</p>
Late Arrivals and Early Departures	<p>Late Arrivals A student is considered to have arrived late after 8:40am. If the student is not present in class at this time they should be marked absent 'unexplained'.</p> <p>All students who arrive late must be signed in at the office and will be given a late slip. If the student arrives in class without a late slip the teacher will send them back to the office to sign in.</p> <p>Office staff will enter the late arrival information into eMinerva.</p> <p>Early Departures A student is considered to be leaving early any time before 3:00pm.</p> <p>As with Late Arrivals, all students who leave early must be signed out at the office. Legal guardians are to present at the front office, whereby administration staff will call through to relevant class/es for the student/s to come to the office and be signed out and collected.</p> <p>Office staff will enter the early departure information into eMinerva.</p>
Unexplained absences and Irregular Attendance	<p>An unexplained absence occurs when the student is not present at school and their legal guardian does not advise the school of a reason.</p> <p>Unexplained absences and irregular attendances are to be followed up with legal guardians by teachers.</p>

	BLINK SMS service will now alert families when their child/children have not been marked present at school by 9:00am.
Notes for Absences	<p>Messages regarding the confirmed reason for a students' absence received via the office will be entered in eMinerva by office staff.</p> <p>Messages regarding the confirmed reason for a students' absence received by teachers will be entered in eMinerva by the teacher.</p>
Contacting Parents	Any lengthy or uncharacteristic unexplained absence will be followed up by a telephone call to the parent by the person responsible in a timely manner.
Relief Teachers	Relief teachers will log onto the School Portal and mark rolls in eMinerva. If this is not possible, two paper copies of a class list will be collected in the morning upon arrival, and completed and signed by the supply teacher and then sent to the office to be entered into eMinerva by 9:00am , and then again by 2:00pm . These paper copies must be archived.
System Outage	In the event of a system outage, teachers will mark a paper copy of their class roll and are responsible for entering these details into eMinerva once the system is back online.
Excursion / Activity	<p>Teachers on an excursion/activity, should take a hard copy of the roll and 'call it in' to the school office, once marked.</p> <p>Teachers will also 'call in' any early departures throughout the day, should a student leave the excursion/activity earlier than expected.</p>
Evacuation Procedures	<p>A hard copy of each class list and a pen (i.e., the <i>St. Columba's Classroom Evacuation Pack</i>, located near each classroom door) is to be taken by the teacher to the evacuation assembly point. A hard copy of each class list will be kept by the office staff and will be made available to teachers at the evacuation assembly point, if required.</p> <p>Office staff will also run a daily report listing of student absences at 9:10am to take in the event of an emergency. This can also be used by teachers to confirm student attendance at the time of the emergency.</p>