



Attendance Policy

Each parent of a child who is of compulsory school age must ensure that the child attends school on every day for the educational program unless parents have a reasonable explanation such as they are being home-schooled.

St Kieran's has an effective process for monitoring compulsory school attendance. This procedure outlines the process for recording student attendance and absence using eMinerva.

Roll Marking

Teachers are to mark the roll for the children in their class at 8.45am and 2.00 pm each day. This includes specialist teachers who hold lessons indoors.

Inability to mark electronic roll

If a teacher is unable to mark an electronic copy of the roll due to technical difficulties (e.g. the school computer network is down), they are to complete a paper copy of the roll and send it to the school office signed and dated, at the normal designated times. Office staff will enter the paper copy of the roll into eMinerva as soon as the technical difficulties are rectified.

Relief teachers

Relief teachers will be provided with a guest log-in so they may log on to the school network in order to complete the class roll.

Students who arrive late to school

If students arrive between 8.30am and 8.45am the class teacher is to enter the child into eMinerva when the child arrives at school. If a student arrives after 8.45am, they are regarded as being **LATE**. They must report to the school office where they will be presented with a late slip and the office staff will enter the child into eMinerva as "arrived late". The child will then take the late slip to their teacher.

Students who leave early

Any child who leaves school before 2.55pm will be considered to have left school early. As such, they will report to the office as they depart the school where the office staff will record their early departure through e-Minerva. The parent/guardian will also sign the child out at this time.



Students attending other lessons/learning activities

Students attending other lessons/activities on campus (e.g. instrumental lessons) are to be marked “Present –Attending alternative learning activity” if the teacher knows that the student is present at school at that time, although they are not sitting in front of them presently.

For students attending excursions, camps, representative school sport, etc the teacher will mark the student as “Present – attending alternative learning activity”. The teacher is to enter any notes about the activity into e-Minerva.

Student absences

If a child is absent, the parent/guardian should make contact with the school, either through a phone call to the school, making contact with the class teacher in writing or by speaking with them in person, or through the parent notification email process on the parent portal. If a class teacher is notified of a student absence, they are responsible for entering the notified absence, and associated notes, into e-Minerva. If office staff receive notification of a student’s absence through a phone call or email from the parent portal, they will enter the notification of absence and associated notes.

Unauthorised Absences

Parents of unauthorised absences, i.e. where notification has not been given, will receive notification either through a phone call or SMS of their child’s absence by office staff by 9.45am.

Responsibilities

Principals

- Assign role marking responsibilities to teachers.
- Assign entry of student’s attendances and absences to teachers and where appropriate office staff.
- If unexplained absence is recorded for more than 2 days within 1 week, Leadership to follow up with parents.
- Ensure that relief teachers are provide with the facilities to take rolls for relevant classes.
- Ensure that processes for ensuring student attendance and absence are followed.
- Communicate the process to parents to be used when notifying the school of their child’s absence.
- Ensure that teachers fulfil their responsibility to mark roles.

Teachers

- Record whether a student is present or absent at a designated roll making session



- Ensure there are not blank cells in a completed roll.
- Ensure the roll is marked by 8.35am and 11.35am each day.
- Record reasons as to why students are absent in a timely manner on E Minerva.
- Any hard copy notes relating to the students absence or future absence are to be forwarded to the school office to be kept in student file.
- If absence is unexplained for up to 2 days within 1 week teacher must follow this up with parent.
- Ensure the process for Roll marking is followed.

Parents

- Ensure their children arrive at school or commence their education program on time every day.
- Avoid their children missing school, unless they are unwell or for medical appointments, so that their child has the best opportunity to learn.
- Keep students at home when they are ill.
- Contact the school regarding absences either by a medical certificate, a written explanation note, a verbal explanation to the school through either a phone call or a visit to the office.
- Minimum of 2 weeks' notice to be given to the teacher in order to collate any school work required to be completed by the student while on holiday during school time.

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