



BCE Student Attendance Policy

POLICY

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

VISION

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and marginalised.

PURPOSE

This policy document is aligned with the Vision Statement for Catholic Education above. Its purpose is to document obligations and the procedures that must be followed to meet those obligations, in order to assist Catholic school and office communities to:

- be responsible in decision-making
- gain the greatest benefit from the possible educational opportunities to be obtained through the participation; and
- avoid activities which are inconsistent with the Vision Statement and ethos of Catholic Education in the Archdiocese of Brisbane.

This policy document is to be used in conjunction with the supporting documents that have been produced for both school and office implementation.

OBLIGATIONS

Schools have a responsibility to record student attendance and respond to instances of irregular attendance. Attendance improvement can be developed within the supportive environment of a dynamic, Christ-centred community that exists within Brisbane Catholic Education (BCE) Schools. It is important for schools to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Schools, and by virtue of their employment, 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. While parents should be reminded of their legal obligations under the Education (General Provisions) Act, the wellbeing of the student should be central. It is widely recognised that attendance problems are best managed by early identification and intervention.

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.

It is expected that Brisbane Catholic Education entities will become familiar with the policy and associated supporting documents and comply with them.

MANDATORY PROCEDURES

Principals, or their delegates, are to ensure the following procedures are followed:

1. Student attendance and absence information must be marked in the BCE School and Student Administration system for all students regardless of visa conditions. This includes late arrivals and early departures.
2. Attendance marking is to be undertaken at least twice daily, at the start of each day and prior to the beginning of an afternoon session.
3. The school timetable must be set up and maintained in the BCE School and Student Administration system, in order for accurate attendance marking to proceed.
4. Class attendance is to be marked by teachers only.
5. Attendance must be verified daily for all students including those absent or present in class, on excursion, or at a school based activity. Unexplained absences and irregular attendances are to be regularly followed up with legal guardians.
6. Relevant school policies and procedures are to be developed locally and communicated to all staff, including relief staff. They should outline local processes for attendance marking and monitoring, provide strategies for encouraging good attendance and establish structures that support school staff in addressing issues of student non-attendance.
7. A local School Attendance Policy is to be published, based on relevant school policies and procedures and the BCE Student Attendance Policy.
8. A school based Business Continuity Plan should be developed to identify local procedures, which will ensure continued operations in the event of a system outage.

SUPPORTING DOCUMENTS

Guidelines to Improve Student Attendance (*Learning and Teaching Portal*)

BCE Attendance Policy Framework – Primary (*Information Services Portal*)

BCE Attendance Policy Framework – Secondary, P-12 (*Information Services Portal*)

Description of Attendance Categories – eMinerva (*Information Services Portal*)

Student Attendance – Reporting Criteria (*Information Services Portal*)

ACARA National Standards for Student Attendance Data Reporting (*ACARA website*)

Business Continuity Plan Template (*Information Services Portal*)