

## Holy Spirit School Bray Park

### ATTENDANCE POLICY

*Holy Spirit School recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. 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. 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

<b>Frequency of Attendance Marking</b>	<p>Rolls <u>must</u> be marked twice a day:</p> <ul style="list-style-type: none"><li>• <b>AM</b> rolls by 8.35 am. Please do not mark Rolls until 8.35am to allow for students arriving late. If your class has a Specialist lesson at 8.30am, the Specialist teacher will mark the Roll. If, when marking the Roll, there is already an absence/presence mark recorded next to the student's name, please do not re-mark.</li><li>• <b>PM</b> rolls after second break and by 2.15pm.</li></ul> <p>A phone call will be made by School Administration Staff to teachers if their rolls are not marked. This is a legal directive from BCE. If rolls are frequently not marked, this information will be passed to the Principal by a member of the School Administration Staff.</p>
<b>Present Categories</b>	<p><b>Present Categories</b></p> <p>Students who are:</p> <ul style="list-style-type: none"><li>- in Class will be marked 'Present – In Class'</li><li>- with Counsellors will be marked as 'Present – In-School Appointment'</li><li>- participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity</li></ul> <p>These attendance categories <u>must not</u> 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><b>Absent Categories</b></p>	<p><b>Absent Categories</b></p> <p>Students who are:</p> <ul style="list-style-type: none"> <li>- not in class, and notification has <u>not</u> been received from a Legal Guardian, will be marked 'Absent – Unexplained'</li> <li>- not in class and notification has been received from a Legal Guardian advising the student is unwell, will be marked 'Absent – Illness'. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family'.</li> </ul> <p>When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from school, they should enter the details into a log in eMinerva.</p> <p>If Legal Guardians have informed the school office of the absence the school officer will enter these details into a log in eMinerva.</p> <p>Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva.</p> <p>Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from School Leadership.</p>
<p><b>Late Arrivals and Early Departures</b></p>	<p><b>Late Arrivals</b></p> <p>A student is considered to have arrived late after 8.35am. 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><b>Early Departures</b></p> <p>A student is considered to be leaving early any time before 2.55 pm. As with Late Arrivals, all students who leave early must be signed out at the office.</p> <p>Office staff will enter the early departure information into eMinerva. The parent/guardian collecting the student will hand the departure slip to the teacher upon collection from the classroom. Do not send students to the Office.</p>
<p><b>Unexplained Absences and Irregular Attendance</b></p>	<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><b>Unexplained absences and irregular attendances are to be followed up with legal guardians by teachers by telephone or letter.</b></p>

<p><b>Notes for Absences</b></p>	<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>
<p><b>SMS</b></p>	<p>SMS messages are sent at 9.30am.</p>
<p><b>Attendance Marking Training</b></p>	<p><b>Attendance Marking Training</b></p> <p>School leadership will provide attendance marking training to teaching staff annually.</p> <p>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><b>Relief Teachers</b></p>	<p>Relief teachers will log onto the School Portal and mark Rolls in eMinerva. A worksheet detailing "How to Access Another Teacher's eMinerva Attendance" will be included in the Relief Teacher Folder.</p> <p>If this is not possible a paper copy of a class list will be completed and signed by the relief teacher and then sent to the office to be entered into eMinerva. This paper copy must be archived.</p>
<p><b>System Outage</b></p>	<p>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.</p>
<p><b>Activities / Excursions</b></p>	<p><b>Activities</b></p> <p>An activity will be entered into eMinerva for students attending excursions, camps and other school based activities.</p> <p>Activities will be marked by the staff member responsible for the event, e.g. Present – Sports/Arts; Present - Excursion. This attendance category will inherit through the rest of the student's timetable for the day.</p> <p>These attendance categories <u>must not</u> be changed, unless the student is present at school and then the category should be changed to 'Present – In Class'.</p>

**Evacuation Procedures**

A **laminated hard copy** of each class list and a whiteboard marker 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.

Office staff will also run a daily report listing of student absences at 9.15am 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.