

## **POLICY: Student Attendance**

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### **1. PURPOSE**

The purpose of this policy is to describe Brisbane Catholic Education's (BCE) approach to improving student attendance through the consistent management of attendance and non-attendance to meet legislative requirements and education standards.

This policy must be read in conjunction with: Student Behaviour Support policy and procedure; Student Protection policy; Student Wellbeing policy; Student Attendance procedure; the school's Student Attendance procedure; and Catholic Education Archdiocese of Brisbane Code of Conduct.

### **2. RATIONALE**

Attending school is a right of the child and fundamental to attainment in learning. Improving student attendance involves employees, students, parents, and guardians understanding their respective responsibilities.

### **3. POLICY STATEMENT**

BCE is committed to student attendance being a priority in schools through consistent practices of roll-marking, monitoring and proactive follow-up of student non-attendance. Schools will communicate high expectations of attendance to employees, students, parents, and guardians, and celebrate high attendance.

### **4. PRINCIPLES**

Student attendance is achieved by schools by:

- promoting attendance as the responsibility of employees, students, parents, and guardians
- engaging with the school community on the importance of attendance
- celebrating and acknowledging high attendance i.e., above 95%
- supporting and reengaging students with attendance below 90%
- tracking, and responding to, same day absences as soon as practical on the day
- recording all student absences in eMinerva
- regularly tracking and monitoring student attendance data, following up on all on unexplained absences
- managing non-attendance under the school's Student Behavior Support Plan.

### **5. REFERENCES**

- ACARA national standards for student attendance data reporting
- Catholic Education Archdiocese of Brisbane Code of Conduct
- Education (General Provisions) Act 2006 (Qld), Ch. 9 Part 1, 3, 4; Ch. 10 Parts 1- 5, s. 426
- Education (General Provisions) Regulation 2017 (Qld), Part 4
- Description of Attendance Categories – eMinerva
- Student Attendance procedure
- Student Attendance – Reporting Criteria
- Student Behaviour Support policy and procedure