

Attendance Plan

<p>BCE Policy and Procedure</p>	<p>Ensure compliance with BCE Attendance Policy and Student Attendance Roll Marking (Primary) Procedure.</p> <ul style="list-style-type: none"> • School Leadership regularly review roll marking procedures to ensure all aspects are being followed and that all role-holders are fulfilling their duties within the procedure. • The policy and procedure are both regularly reviewed with class teachers (staff meetings and staff news) to ensure they understand the policy and procedure and their responsibilities. Annual eMinerva training takes place for staff. • The school ensures that relief staff are aware of the roll marking procedures and are given appropriate access to eMinerva.
<p>Student Engagement</p>	<p>The 2024 school theme ‘Live, Love, Learn, Flourish’ focuses on the wholistic development of all students, giving them opportunities to flourish academically, physically, socially, emotionally and creatively. As part of this, additional activities and initiatives encourage student engagement in school life. These include:</p> <ul style="list-style-type: none"> • Lunchtime clubs – Origami, Creative Writing, Art and Craft, Coding • Maths Olympiad • Minecraft eSports Competitions • Creative writing and speaking clubs and competitions • Junior and Senior Performing Arts groups • STEM opportunities • Sporting opportunities – AFL, NRL, Rugby Union, Gala Sports, Bramble Bay, Netball, etc. <p>The importance of regular school attendance is promoted at school assemblies. While specific attendance awards are not used, high student attendance is often highlighted alongside other achievements that students are being recognised for through Live, Love, Learn and Principal’s Awards.</p>

	<p>At the end of each term the principal hosts a ‘Flourishing Morning Tea’ which celebrates students from each class who demonstrate excellent engagement and commitment to personal growth.</p>
<p>Parent Engagement</p>	<p>Parent education about the importance of school attendance occurs regularly throughout the year. The BCE Attendance Matters resources are utilised and communicated to parent through:</p> <ul style="list-style-type: none"> • Parent Partnership Evenings • Newsletter articles • Class Newsletters • Email • Social Media • Street Sign and posters around the school grounds <p>In accordance with the BCE Student Attendance Roll Marking (Primary) Procedure, class teachers contact parents for pastoral conversations when students are away for three consecutive days (or earlier if concerned). The BCE procedure, Student Attendance – Responding to Student Attendance Concerns, is used to respond to attendance issues. The Leadership Team and Learning Support Team, including Guidance Counsellor, are consulted and provide further support as required. If necessary, the BCE Student Attendance Improvement Plan will be used as a guide to put supports in place.</p>
<p>Wellbeing</p>	<p>A proactive approach is taken to support student wellbeing. Whole-school initiatives include:</p> <ul style="list-style-type: none"> • Daily Christian Meditation • Term 2 Wellbeing Program • Resources to support social/emotional teaching within classrooms, including ‘Friendology’ and ‘Grow Your Mind’ • A purposeful and authentic approach to embedding Personal and Social Capability across curriculum learning areas • A Pastoral Care parent program that supports the wellbeing of students and families across each year level

	<p>Additional support is provided for specific student wellbeing concerns, including:</p> <ul style="list-style-type: none">• Pastoral support through the school office and leadership team (e.g., uniform, lunch, etc.)• Additional, regular check-ins with leadership or learning support• Referral to Guidance Counsellor for support• Small group social/emotional teaching and supports• BCEO support as required (e.g., Participation Officer – Aboriginal and Torres Strait Islander Education)
Data Analysis and Tracking	<p>Student attendance is monitored closely. This includes:</p> <ul style="list-style-type: none">• Twice-daily monitoring of class roll-marking• Attendance monitored weekly using the Business Intelligence tool• Regular monitoring of late arrivals (Leadership Team to support class teachers to engage with families around these concerns).• Reporting and recording of attendance data in annual reviews• Review of any attendance concerns and current attendance data at weekly leadership team meetings• Records on Engage of any student attendance supports (including parent communication, meetings, strategies, etc.)