



POLICY: Student Attendance

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

- Student Protection policy.