

GOOD SHEPHERD PRIMARY SCHOOL



STUDENT ATTENDANCE PROCEDURE

Purpose

School attendance rolls are legal documents and can be used by the courts as evidence. Therefore, it is essential that rolls are clearly and correctly completed. Under the Education Act the ACT Government has issued methods of marking the rolls.

Guidelines

This document provides guidelines for the use of electronic attendance recording for staff at Good Shepherd Primary AMAROO ACT.

The guidelines relate to the adoption of the Civica Education Suite Student Care application ('Student Care') as the principal electronic attendance record for schools.

Student Care application is browser-based and will work with most contemporary operating systems and web browsers with full sized screens.

Note that Internet Explorer 9 (and earlier) is not supported, and that Google Chrome, Mozilla Firefox and Safari are currently recommended for the application.

Access to attendance records and student information

All authorised staff with access to a school's attendance record are able to view and update *any* attendance record in the school. Student Care maintains a record of the last user to update a record.

Access to other student information can be restricted to specific application users, but if a user of the application has access to this student information, they can access the information about any student in the school.

Student Information / Privacy

Student Care can present a significant amount of student information to teachers (as entered in Maze), some of which may be considered sensitive (including attendance information itself).

It is therefore essential that staff using Student Care for attendance adopt appropriate measures to ensure students or other unauthorised individuals do not have access to the logged-in application.

In addition to good technology practices, measures may include:

- logging out of the application or locking the device when not in use;
- taking special care not to have the screen of the device presented on a large display; and
- close supervision of the device when it is being used by students particularly if the application may be logged in.

Relief / Non-regular teaching staff procedures

Student Care requires a login (using CEO ACGNET domain credentials) that are linked explicitly to each school.

Relief teachers will be required to complete the attendance record using a printed roll list. These will be available in the class relief information folder or through the front office.

The class teacher will then transfer this information to Student Care upon their return to school.

If there is a need for relief teachers to have longer access of Student Care a decision will be made at the discretion of the School Principal.

Attendance Processes

Recording attendance / absence

Class rolls must be marked twice each day; by 9.30 am and again shortly after 2.00 pm. Student Care is configured for primary schools to record attendance at a morning and afternoon session ('AM/PM').

Login using your current email logon (ACGNET\FirstName.Surname and Password)
<https://ces.cg.catholic.edu.au/Account/Login>

Managing absence from school during the day

If a student is absent during the day, the parent/carer will complete the sign in/out book at the Front Office. The tear off slip will be given to the class teacher prior to the student leaving the school premises. The teacher will enter the time of arrival/departure in student attendance records and file the slip in the class absence note folder.

Recording and accessing attendance information without access to Student Care

While it is expected that most attendance recording will take place in the school setting where there is appropriate device and network access, there are a number of situations where this may not be the case including evacuation/lockdown, excursions, carnivals and technology outages.

In these situations, schools should maintain a stock of roll class student lists to be used when Student Care is unavailable, with the attendance information entered into Student Care as soon as practical once access is available.

Roll class student lists can be generated in Student Care, by selecting a teaching group 'Students' page and selecting the print icon.

A printed class list is to be kept in each class. Copies are also available in the class relief folder.

Specialist teachers have copies of all class lists in their evacuation packs.

Refer to Emergency Evacuation and lockdown procedures

Management of Records

Regular Hard Copy Record

In order to meet attendance record-keeping requirements for the ACT and the CEO, a hard copy of the electronic record is to be generated on a regular basis.

Currently the report to generate is: **Weekly Attendance by Teaching Group**

The printed attendance reports are to be signed and dated by the class teacher. These are considered the legal record of attendance and must be stored and managed in line with relevant record-keeping requirements.

The Assistant Principal must endorse this hard copy, certifying its accuracy.

If corrections or updates are required to the data (eg: late explanations or genuine errors) these changes should be annotated and initialled on the hard copy as well as updated in Student Care.

This printed copy will be generated for periods 2 weeks earlier, as this should provide sufficient time for the school to receive explanations for prior absences and enter them into Student Care. This will minimise the number of manual corrections to the

paper record required for parental explanations received after an absence. Eg: At the end of Week 4 the attendance reports for Weeks 1 and 2 will be printed. All absences for this period should be accounted for. At the end of Week 6 the attendance reports for Weeks 3 and 4 will be printed etc.

These hard copies are stored in folders in the Assistant Principal's office during the year. A class summary of student attendance is also stored with the weekly attendance summary.

Currently the report to generate is: **Attendance summary by class**. This report will be printed and filed by the Assistant Principal.

Term Student Record

An electronic copy of the attendance record of individual students should be generated at the end of each school term and saved in the exec drive file/Student attendance data/relevant year.

This will be administered by the Assistant Principal. Currently the report to generate is: **Student Attendance Summary**

Inspection of Records

In the event that records are required for inspection by an authorised person (including ACT Dept of Ed, designated CEO staff), or records are subpoenaed by a court, attendance data may be provided in a number of ways:

- Provision of copies of printed records
- Direct access to Student Care user interface
- Copies of Student Care data

Notification of absence

Collection and Storage of Absence Notes:

Children who are brought to school late or are collected early are signed in/out at the front office. The sign in/out white slip is to be recorded on the student absence records to show time of arrival/departure. This white slip is to be kept in the class roll plastic envelope folder. This constitutes a reasonable explanation as there is a parent/guardian signature, and therefore no other written note of explanation is necessary.

Parents may elect to use the Good Shepherd School app 'Skoolbag' to communicate reasons for absence. These will be emailed by the front office to the necessary class teacher. Class teachers have responsibility for printing these records. These are to be signed and stored as per procedure.

Parents may send notification directly to the classroom teacher via email. This can be printed and signed by the classroom teacher as a record of absence.

If a phone call is received by the front office explaining a student absence relevant details are to be documented, signed and dated by the person taking the call and can also be used as an acceptable record of absence.

When a child returns after an absence and no note is forthcoming, a reminder note is to be sent home. These can be generated from the Student Care system. If this is not received a follow up reminder note and/or email/phone call should be used to obtain reason for absence.

Teachers are to document the attempts undertaken to receive suitable explanations for student absence either in the notes section of the individual student (eg: reminder note sent home 14/3; second note 20/3) or on a recording sheet which is stored in the student absence file.

A pattern of unsatisfactory attendance, without a written, satisfactory explanation from parents, should be reported to the Assistant Principal. Each case will be treated on its merits taking into account past and continuing patterns to determine any follow-up.

All notes detailing dates and reasons for absence are to be signed and dated by the class teacher. Absence notes need to include the child's name, date of absence and parent/guardian signature.

Absence notes are to be kept in the class student absence folder and handed to the Assistant Principal for archiving at the **end of the school year**.

Excursion notes are to be kept separate from other notes. These should be destroyed by the class teacher after the excursion.

At the conclusion of each year the hard copy of the attendance records will be archived by the Assistant Principal.

Appendix 1a – Proposed Attendance Codes (ACT)

CODE	REASON	NOTES
@	Unexplained	The school is yet to receive an explanation for the absence.
A	Absent without approval	The school has not received an explanation for the absence within a satisfactory time. This should only be entered after the class teacher has sent home a reminder note, followed by either an email/phone call and there has been no explanation forthcoming. A record of measures taken is to be recorded in the notes section on the day/s absent.
C	Cancelled Class	The school cancels a timetabled class.
D	Exemption Certificate	Exemption Certificate issued by the Director-General or delegate for ACT resident students or the CEO for NSW resident students, releasing the child or young person from their participation obligations for a specified period.
E	Excursion	Attending any excursion organised by the school. E is to be used for students attending events where a Good Shepherd teacher is present and marks a roll at the beginning and end of the activity. Events may include an overnight camp, chess competition or a district sporting event. The teacher who attended the event must give a copy of the completed roll to each student's class teacher. This record is to be kept in the class absence folder.
I	Absence at an alternative sanctioned program	I is to be used for students attending an approved school event at which a Good Shepherd teacher is not present and written confirmation is received that the student did attend the scheduled event. Events marked in this way may include 'Musicorp' workshops or A.C.T. and National level sports events, Gateways enrichment programs etc
L	Absent with parental approval	The school has received an explanation for the absence other than illness.
P	Partial attendance – Late	Children who arrive after the class has left the morning assembly area qualify for this. These children are required to be signed into the school at the front office and will give their class teacher a white sign in slip to signify this. These sign in slips are to be kept in the individual student sleeve of the class absence note folder. If a child arrives at school after 11:00 and up till 1:00 they are considered absent for the morning session, which requires a written letter of explanation.
Pd	Partial attendance – Early Departure	Children who leave after 2:00 and up till 3:00 pm qualify for partial absence. If a child leaves school between 1:00 and up till 2:00pm they are considered absent for the afternoon session, which requires a written letter of explanation.
S	Illness	Absence due to an illness, injury or other medical condition.
Z	Suspended	This is a process of withdrawing students from school if their behaviour contravenes the school's established Student Management and Welfare Policy and Procedures.

Reference:

<https://intranet.cg.catholic.edu.au/informationssystem/studentattendance/Shared%20Documents/CES%20-%20Electronic%20Roll%20Marking%20Summary%20Sheet.pdf>



Absentee Notice

My child _____ was absent on the following

date/s: _____

for the following reason:

Parent/Guardian signature

Date