Student Attendance Policy and Data Entry Procedures

Purpose

It is important that a student attend school from the very first day of a school year and maintain a routine attendance. The purpose of this policy is to outline how the College will manage student attendance and inform parents/carers of their obligations.

Scope

This policy applies to all parents/carers, teachers and reception staff.

Responsibilities

At Chinchilla Christian College we undertake to:

- Monitor student attendance daily.
- Notify parents/carers of any unexplained absence(s)
- Discuss attendance with students and families to offer support if needed.

Parents/carers of enrolled students undertake to:

- Ensure their child attends each school day and seek support if required.
- Provide a satisfactory explanation for all absences, late arrivals or early departures.
- Provide a medical certificate when requested by the College. Please also refer to 'if absences are unplanned' below.
- Contact the Registrar prior to any 'planned' absence of four or more days as State law requires school approval for extended periods of absence.

Enrolled students undertake to:

- Attend school on time each day, dressed in the correct uniform and with all the required equipment.
- Obtain College and parental authorisation if you need to leave school before the end of the school day.

Daily attendance check

Where a family has not updated the College with a reason for the child's absence, an SMS is generated by Edumate, our student management system, alerting the primary contact to the absence.

How families can communicate absence reasons:

If absences are pre-planned

- Less than four days away: Contact the College by phone, email, SMS or use the EduApp

    ☐ (07) 4668 9777   ☐ admin@chinchillacc.qld.edu.au   ☐ SMS: 0429 558 100

- Four or more consecutive days away: Contact the College by phone, email, SMS or use the EduApp. Approval for absence to be given by the Principal. Depending on the length of time, you may be required to complete a Long Term Absence form or an Application for Exemption from School form. Please also refer to "what to do if planning a holiday" below.

    ☐ (07) 4668 9777   ☐ admin@chinchillacc.qld.edu.au   ☐ SMS: 0429 558 100

<u>If absences are unplanned</u>

Families are asked to provide explanation of the absence to maintain accurate records and demonstrate intention towards regular attendance. To communicate absences, families can either:

- Contact the College by phone, email, SMS or use the EduApp
- Reply to the automatic SMS message with a response message
- Provide a medical certificate for 2 or more consecutive days of absence (senior students must provide a medical certificate for each day of absence during exam block)

<u>What to do if you are planning a holiday</u>

Our *Enrolment Contract* states under the *Communication* section that families undertake to:

- Make arrangements with the College if you are planning a holiday or other event where the student will be away from the College for more than four school days.

Therefore, if families are planning a holiday for more than four consecutive days, we ask that an email or phone call be made to the College as early as possible to commence the approval procedure. Once approval is gained, this also allows the school to support continuity of learning to be made. This may include provision of topical work or less structured project relating to the holiday, depending on the situation.

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1.0	13 October 2022	Nathan McDonald	13 October 2022	4 years	October 2026

Attendance Data Entry Procedures

The Attendance Data entry procedure is the daily record keeping of student attendance across the College. Reception staff are involved in this procedure. Teachers are responsible for correct roll marking and Reception staff are responsible for the absentee data entry. Parents/carers are required to verify absentees in a timely manner to assist the College in confirming that students are accounted for.

Reception staff are responsible for:

- Entering attendance data promptly and accurately
- Checking roll marking for errors
- Liaising with teachers to confirm attendance potential errors
- Encourage parents/carers to follow the Attendance Procedure
- Completing [Attendance Training](#)
- Understand and follow this procedure

Daily Schedule

8:00am   Commence recording absences from phone calls, emails and parent/carer verbal responses (walk into Reception) on the CCC Late/Away Form

8:30am   Commence entering all absentee reasons from emails. admin@chinichillacc.qld.edu.au

8:50am   Sign in late students

9:00am   Check that all Class/Home Class Rolls and Event rolls are marked. Follow up with teachers if unmarked.

Confirm and mark TAFE/traineeships Rolls

Run Edumate report, Attendance Overview – NONE Status Check, to check for students with a status of "None" and contact staff to confirm

Confirm EduApp verifications

9:20am   Run potential roll marking errors and confirm and correct errors with teachers

9:25am   Check that all absentees have been actioned in Edumate

9:30am   Send SMS

9:45am   Commence entering SMS and phone call responses

11:30am   Generate Edumate Unexplained Call List. Use "Daily Absences – SMS Follow Up Report". Call Primary families first and enter absentee reasons into Edumate. Enter Telephone Message onto Telephone register for unanswered calls. Record that a message was left in relation to an unverified absence.

All Day   Maintain Sign-in/Out for Students for partial absences

12:00pm   Print and Email Daily Absence Report and send to Principal

12:00pm   Email Leadership for any Senior Student Absences and reasons

12:30pm   Send follow up SMS to all unverified absences. *Urgent: Student absence is still unverified. Please reply to SMS immediately to confirm the student is in your care.*

2:30pm   Check absences and sign/in out have been recorded correctly by reviewing the Absence Reasons Register

3:30pm   Follow-up any unverified absences with phone calls

<u>Weekly Overview</u>

Check attendance report to ensure that the College has 0% unexplained for each day

Follow the attendance procedure for 3-5 consecutive days. Inform leadership of any unexplained absences for 3-5 consecutive days.

Once a fortnight check and 'Approve Attendance'. The attendance approval locks attendance data as per auditing requirements.

<u>Data Entry Guide</u>

Sign In/Late:

When entering reasons for late sign in use the Comment box to enter one of the options from the first column and after the **:** add more details if provided. *See examples in table below.* Use the correct Reason option for the reason provided.

Late Note:	Reason Options	Example
Transport:	Leave - Other (other details in notes)	Car issues (excludes public bus being late)
Appointment:	Leave - Appointment	Dentist or doctor's appointment *Appointment: Dentist*
Family Reasons:	Leave - Family Reasons	Undisclosed family issues, bereavement *Family Reasons: Mum had an appointment*
Parent Work:	Leave - Other (other details in notes)	Mother/father was working
Sport/Music	Other In School (not reportable) (Do not need verification)	Representative sport (not just at training); SHEP/AHEP or Band performing at Eisteddfod (Note: Event will be created if more than one student attending)
Traineeships:	TAFE/Offsite Course (Do not need Verification)	Approved study at another location: TAFE, study
Other:	Leave - Other (other details in notes)	Natural disaster/event outside of student/carer's control
Student services:	Leave - Other (other details in notes)	At student services or with teacher/staff, issues with locker, timetable
Sick:	Sick, Sick - Medical Appointment	Student not feeling well before school or attending a medical appointment due to being unwell, then attending school.
Traffic:	Leave - Other (other details in notes)	General traffic or road accidents.

Uniform:	Leave - Other (other details in notes)	Uniform shop, lost/looking for item, general uniform issues
No reason:	Late/Sign-in – Reason Pending	Unexplained absence to be followed up with parent/carer
Family late:	Leave - Other (other details in notes) or Leave - Family Business	Dropping sibling off at kindy, other siblings, general family disorganisation
Slept in:	Leave - Other (other details in notes)	Student overslept
Lessons:	Leave - Other (other details in notes)	Driving lessons or extracurricular
Senior:	Senior Approved Late Start (Do not need verification)	During exam block

Absence:

For all Absentee reasons, please use the Comment box to enter how the reason was provided and enter all information given. Eg Copy and paste the full SMS message.

Absence Reason:	Reason Options	Example
SMS Text Message:	Use Reason provided on message. Sick, Leave - Family Business etc	Parent/Carer submits SMS via text message or a response to absentee SMS from the College *Message Text: John Smith was sick today*
Absentee Submission via App	Use Reason provided on message. Sick, Leave - Family Business etc	*Absentee Submission - Car is still at mechanic trying to find help for Thursday and Friday*
Parent Absentee Call:	Use Reason provided when called. Sick, Leave - Family Business etc	Parents/Carers calling with absence reasons or Reception called due to unverified absence. *Absentee Call - Student has hayfever*
Email:	Use Reason provided on message. Sick, Leave - Family Business etc	Email from parent to admin@chinchillacc.qld.edu.au *Email: Hi there John Smith is still unwell and will not be attending school today. Kind regards Jenny Smith*
COVID-19	Flexible Learning - COVID (Do not need notification)	Only use if the College is closed for isolating purposes as advised by the government and the College is providing on-line learning.
Suspensions	Suspensions (Do not need verification) In School Suspensions (nonreportable) (Do not need verification)	External only Internal only

Senior Approved Study	Senior Approved Study (Do not need verification)	Senior students on exam block, and do not have an exam
Traineeships	TAFE/Offsite Course	Students not on campus, participating in Traineeship

Sign out/Early Departure:

For all early departures, please use the Comment box to enter who collected the student or how permission was provided to the College for the early departure, Eg SMS from Mum for Senior student to leave early for appointment. If the parent collects the student or has given permission remember to choose the correct absence verification otherwise carers will have to verify again.

Early Departure:	Reason Options	Example
Study:	Senior Approved Early Departure	Exam Block. Approved early departure (Thursday) *Study: Thursday Senior Sign out*
Collected by:	Use Reason provided by collecting parent/carer. Leave (Other), Appointment, Family Business etc	Mum, Dad. Reason *Collected by: Mum. Due to flooding.*
Sick (sick bay)	Sick, Sick Medical Appointment	Mum, Dad, Reason *Collected by: Mum from Sick-Bay. Vomiting.*
Sport/Music	Other In School (not reportable) (Do not need verification)	Representative sport (not just at training); SHEP/AHEP or Band performing at Eisteddfod (Note: Event will be created if more than one student attending)