



POLICY

1. Purpose

1.1 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.

1.2 This policy applies to all employees.

2. Policy Statement

2.1 Attending school is a right of the child and fundamental to attainment in learning.

2.2 Improving student attendance involves employees, students, parents, and legal guardians understanding their respective responsibilities.

2.3 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.

2.4 Schools will communicate high expectations of attendance to employees, students, parents, and legal guardians, and celebrate high and improved attendance.

2.5 Student attendance is achieved by schools by:

2.5.1 Promoting attendance as the responsibility of employees, students, parents, and legal guardians

2.5.2 Engaging with the school community on the importance of attendance

2.5.3 Celebrating and acknowledging high attendance i.e., above 95%

2.5.4 Supporting and reengaging students with attendance below 90% and celebrating and acknowledging improvement in attendance

2.5.5 Tracking, and responding to, absences as soon as practical on the day of absence according to the Procedure: Student Attendance – Responding to Student Attendance Concerns and the school's Student Attendance Roll Marking procedure

2.5.6 Recording all student absences in eMinerva as per the school's Student Attendance Roll Marking procedure

2.5.7 Regularly tracking and monitoring student attendance data, following up on all unexplained absences and patterns of non-attendance as per the Procedure: Student Attendance – Responding to Student Attendance Concerns

2.5.8 Managing unsanctioned non-attendance under the school's Student Behavior Support Plan.

3. Associated Documents

3.1 ACARA national standards for student attendance data reporting

3.2 Catholic Education Archdiocese of Brisbane Code of Conduct

3.3 Education (General Provisions) Act 2006 (Qld)



- 3.4 Education (General Provisions) Regulation 2017 (Qld)
- 3.5 Description of Attendance Categories - eMinerva
- 3.6 Procedure: Student Attendance Responding to Student Attendance Concerns
- 3.7 Procedure: Student Attendance Roll Marking (Primary)
- 3.8 Procedure: Student Attendance Roll Marking (Secondary/P-12)
- 3.9 Student Attendance – Reporting Criteria
- 3.10 Student Behaviour Support policy and procedure
- 3.11 Student Protection policy
- 3.12 Archdiocese of Brisbane Safeguarding Policy.

Document Control

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