



Noosaville State School Roll Marking, Student Absence and Same Day Notification of Absence Policy

Preface

Same Day Notification was introduced in Term 1 2017 and is required to be in place for all students. The safety and well-being of students are the highest priorities for the Department and the requirement reflects community expectations. Every day counts for learning and maximising student attendance at school is a priority.

Purpose

The purpose of this policy is to outline the procedures for roll marking for teachers, student absence and same day notification of unexplained absences to parents and carers.

Scope

This policy relates to attendance at school by students and the school's responsibility to notify parents and carers of any unexplained absences of students. Parents and carers also have the responsibility to notify the school of any absences from school and the reasons for these absences.

References

Roll Marking in State Schools <http://ppr.det.qld.gov.au/education/management/Pages/Roll-Marking-in-State-Schools.aspx>

Managing Student Absences and Enforcing Enrolment and Attendance in State Schools <http://ppr.det.qld.gov.au/education/management/Pages/Managing-Student-Absences-and-Enforcing-Enrolment-and-Attendance-at-State-Schools.aspx>

ID Attend/ID Web documents <http://www.idattend.com.au/>

Definitions

Same day notification refers to an SMS sent to a parent/carers' mobile phone in the instance of a child having an unexplained absence. This is the person listed first on the enrolment document.

Roll marking is the system used by staff for student attendance using ID Attend.

Rationale

Compulsory school age in *Education General Provisions) Act 2006* section 9 states that, "A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years."



Regular attendance at school is vital for every child's learning. Parents/carers have a responsibility to notify the school if and when a child is absent from school. An explanation of why a child is not attending school is also a parent/carer's responsibility. Noosaville State School has a responsibility to follow up with parents and carers on any non-attendance at school.



Procedures and Principles

1. Class teachers mark rolls using their laptops, twice a day (8.35 am and 1.15pm) using ID Attend (or paper copy for relief teachers).
2. Class teachers only mark 'P' for Present or 'UA' for Unexplained Absence on the profile photo of each child in their class.
3. ID Attend or ID Web is used for this purpose and is accessed by teachers via a shortcut on their desktop or through the OnePortal school site.
4. Supply/relief or specialist staff use a paper roll provided by the office if they are in a situation when a roll needs to be marked. This paper roll is sent back to the office for office staff just after 8.35am and again at 1.15pm for data entry.
5. Office staff mark explained absences and late arrivals as they are notified of absences or lateness.
6. Office staff look at all marked rolls at **9.30 am** each school day and then send an SMS to the parent or carer (listed number 1) if the child has an unexplained absence.
7. In the case of a parent not having an SMS system or a mobile phone, a personal phone call is made inquiring about the absence by office staff.
8. Replies to SMS texts come in via ID Attend and rolls are adjusted as they come in.
9. For unanswered SMS texts another SMS is sent after the PM roll marking.
10. If a parent gives a class teacher a reason for absence, class teachers ask the parent to complete a yellow form (provided) and send to office for processing OR direct the parent to office for them to complete a yellow form.
11. Students who are absent 3 consecutive days unexplained, Administration Officers to contact class teacher to first seek information if reason for absences are known. If reasons for absences are not known, Admin Officer to inform the Deputy Principal who phones the parent/carers and records the contact on OneSchool. Deputy Principal to email the office to report the reason for absences so that records are updated.
12. A weekly report printed off by office staff and given to the Deputy Principal to store for any actions needed.
13. Class teacher to report chronic absenteeism to the Guidance Officer for attention. Definition of chronic absenteeism - a pattern of absences over time or not attending a full week of school over time.
14. HPE Teacher to adjust the roll on ID Attend prior to the following events:
 - a. Noosa District Swimming Carnival
 - b. Noosa District Cross Country Carnival
 - c. Noosa District Athletics Carnival
15. Students attending Regional or State Sporting Teams – Parents to contact school prior to the trial/carnival to advise their child/children will be absent.
16. HOSES, Music Teachers and Lead Teachers to liaise with Class Teachers to inform of student participation in extra curricula activities such as Quest, Tournament of Minds, Concerts, Band Camps, Special Education High School Transition Program.
17. All students who arrive at school after the 8.35am bell must report to the office to obtain a late slip, which is handed to the Classroom Teacher on arrival at the classroom.
18. The school will encourage parent/carers to keep contact details up-to-date through a variety of means including:
 - ✓ School newsletter reminders;
 - ✓ Checking with parents/carers when they are visiting the school office;
 - ✓ Through the website;
 - ✓ QParent's messages;
 - ✓ If the school becomes aware that the parent/carers details have changed.



Roles and Responsibilities

Parents	Teachers	Admin Officer	Deputy Principal	Guidance Officer
Ensure full time attendance for child/children – Monday to Friday 8.30am to 2.35pm.	Mark roll (ID Attend or paper roll) twice a day – 8.35am and 1.15pm.	Mark explained absences and late arrivals as notified.	Telephone Parent/Carer for explanation of 3 consecutive days' unexplained absences. Report reason to Admin Officer to update ID Attend.	Manage chronic absenteeism – contact parents/carers to investigate and plan for improved attendance.
Report reason for absence before, during or immediately after absence. Absence line: 5440 3266	Mark 'P' for present or 'UA' for Unexplained Absence on profile photo of each child in class.	Check rolls at 9.30am then send an SMS to the parent/carer listed as number 1.	Collect weekly reports from Admin Officer.	Inform parent community through school newsletter on a regular basis.
Accompany child/children to the office to gather a late slip. Hand late slip to teacher.	When parents are reporting to teacher, provide parent a yellow form and send to the office.	In cases of a parent not having a mobile phone, a telephone call to the landline will be made.	Support Guidance Officer when working on chronic cases.	Inform Principal when formal action is required.
If requesting child/children leave school prior to 2.35pm, report to office to collect slip, hand to teacher.	Report chronic absenteeism or identified patterns of absences to Guidance Officer for attention.	Unexplained absences updated as replies to SMS texts received.		Data management – inform parent community (newsletter). Inform teachers each term.
If child/children are absent for more than 10 days (eg: holiday) seek application for exemption from Principal.	Promote daily attendance in your classroom.	An afternoon SMS is sent when the morning SMS is not responded to.		Update Policy when required.
Keep contact details up to date at the office.		Contact Teacher for students absent 3 consecutive days unexplained. If no explanation, inform the DP.		
Report absence to office for Regional and		Update ID Attend when 3 consecutive days		

State sporting trials/carnivals.		unexplained become known.		
Respond to SMS as soon as possible.		Provide a weekly report to DP.		
Always provide a reason for absence.				

Related Documents

Student Protection <http://www.cdu.edu.au/sites/default/files/school-education/docs/ins-qld-dept-education-training-employment-student-protection.pdf>

Every Day Counts <http://education.qld.gov.au/everydaycounts/>

Every Child Succeeding <http://education.qld.gov.au/corporate/about/pdfs/state-schools-strategy-2016-2020.pdf>

Health & Safety <http://education.qld.gov.au/students/placement/work/safety.html>

Policy Document Control

Title	Roll Marking and Same Day Notification of Absences
Author	Principal, AO2, Guidance Officer
Staff	Principal, BSM, Deputy, AO2, Guidance Officer, All teachers
Review Frequency	Every 2 Years
Last Review	02/11/2017
Category	Office Procedures
Location	G Drive/Office/Policies School website