

Attendance and General Roll Class Policy and Procedures

Background and Intent

Parent information

- Teachers record twice daily attendance in a Class Roll.
- Data from attendance rolls is used in calculating enrolment returns and school and student entitlements. Inaccurate roll data could result in fraudulent claims. Student attendance records are also used in legal matters and as official documents, details should be accurate.
- Before Day 8 in Term 1, updated rolls are issued each day, to ensure accurate effective enrolment is recorded. Students are not considered effectively enrolled until they actually attend for their first day. Late enrolments should be notified to the school in advance, verified in writing or email, and before Day 8 of Term 1, otherwise the student will effectively be unenrolled and no longer allocated a class placement.
- Various authorised EQ codes are used for noting types of absences. Overall absences and also unexplained absences are officially reported on each student's Semester report card.
- Unexplained student absences of more than 3 days, and patterns of repeated absences, are followed up, with Administration informed for consideration of the matter.
- Students are expected to proceed directly from parent/carer to school, and from school at the end of the school day, from school to parent/carer. Thus variations such as late arrivals and early departures are recorded. Students are not generally released from school attendance during school time without adult escort. For late arrivals and early departures, Parent/carers should sign students in and out, and/or provide a note explaining any variations needed.

Procedures for parent/carers

1. Explained absences should be communicated to the school via telephone (absence message bank line: 3725 5760; general line – only if absence line unavailable: 3725 5777), email (absent@jindaleess.eq.edu.au), or note to the teacher. Explanations for absences should be provided on the first day of an absence period.
2. Late arrivals and early departures by students should be signed-in and out of the provided register in Administration reception. Children are not generally permitted to leave the school grounds during the day unless all of the following requirements have been met.
 - i. A signed note requesting the early departure has been received from parents.
 - ii. The student is signed out by a parent or caregiver
 - iii. Permission has been obtained from a member of the school's Administration.
3. Students transferring and students leaving the school are unenrolled, and the school should be notified prior to departure if possible, or on the day of departure.

Staff information

Background and intent

- The class attendance roll **is an official government record and often subpoenaed as part of accumulating evidence in Family court and child protection matters, as well as used for school systemic data.** Rolls are also auditable documents. As auditable documents, colour is important.

Mark only in blue or black ink, not other colours. Do not use excessively thick or pens such as felt-tipped pens with ink that bleeds through or smudges. Make corrections with a neat line-out. Erasers and correction fluid are not to be used.

- The roll must be **up-to-date** and **accurate** on a daily basis.
- Absences are recorded by Administration on a daily basis, with information from class rolls. Thus rolls need to be returned to the office daily when completed.
- Absences at various times are analysed for types of absences, and consistent codes are used for

Procedures

Marking rolls

Term 1 only:

1. Interim rolls will be issued each day until day eight enrolments have been finalised.
2. For first Term, mark 'present' on the roll only those children who present for the first day. As other children return or are enrolled on succeeding days, mark them present from the day on which they first attended in the current year (and add their names if a new enrolment. Therefore it is not possible for your Effective Enrolment figure to be different from the present figure on the first day. Do not mark children absent from the period before they enrolled.
3. If a new pupil is attending and is not on the roll, notify Marg in the office so that the roll can be rectified.
4. There are two lines at the foot of the roll. These are Total Number Present and Teacher Initials. The teacher **MUST** complete these lines daily. A Total Number of Students will also be generated at the left-hand bottom of the roll. This does not represent the Effective Enrolment. The Effective Enrolment is calculated and recorded by the administrative office.

Terms 2, 3 and 4:

5. All children marked as LEFT on the previous Semester Roll (and who have not subsequently returned) are left OFF the roll for the current Semester.
6. If you have children who are not shown as LEFT on the previous Semester roll but whom you know for certain have left during the vacation period, please act as follows:
 - Mark the last day of the previous semester against them on the right-hand side of the previous semester roll.
 - Leave the name OFF the current semester roll.
 - Inform Marg in the office of what you have done. **THIS IS MOST IMPORTANT!**
7. All other children (whether present or absent on the first day) are effective and must be on the roll. Therefore, it is possible that the number of pupils present on that day will be less than the Effective Enrolment. The children will be listed in alphabetical order.
8. Check that any new children have the correct Religious Affiliation and Date of Birth recorded on the roll. If there are inconsistencies, please inform Marg in the office.

Absences

9. When absences occur, teachers must request a brief note to cover the absence, admin will forward an email with absence notifications if the office is informed. If you receive a notification, once entered in the roll you can delete the email.

10. The roll should be marked in the morning and again in the afternoon.
11. Ensure that you initial each day at the bottom of the roll.
12. Rolls are sent to the office EVERY AFTERNOON after marking. Student absences are recorded electronically on the School management system each day.
13. You must notify the Admin member for your year level of any absence over three days that has not been explained. Any patterns of absences must be reported to the Principal.

Marking the Roll

1. Rolls must be marked with a **black or blue pen only**.
2. Late arrivals or early departures are also to be marked. For 'Part of the Day Absences' a student is required to be absent for the morning (9.00 –12.00am) or afternoon session (12.00 – 3.00pm). A pupil is marked with the corresponding code if the absence includes attending after 9 am and before 9.30am - L, or departing after 2.30pm and before 3pm - E.
3. Correct codes to be used are listed in front of rolls (or in Pink staff information folder)
4. The morning absence is marked in the upper half of the space against the pupil's name. An Afternoon absence is marked in the lower half.
5. The relevant spaces are denoted with an 'a', or appropriate code, to show absence or reason for absence if known. Note: this may be edited after notification, so leave space to do this, and insert a note to admin to alter the electronic record when submitting the roll for daily records.
6. Return rolls to the office after marking EVERY AFTERNOON.
7. Notify the Marg in the office **immediately** you become aware that
 - a. A child is transferring or has transferred from the school.
 - b. If a child is absent for more than three consecutive days without notification.
 - c. If a child is absent on extended vacation.

DO

- a. Keep all notes from parents and advice from office (except emails) regarding attendance glued into the book provided.
- b. Keep all excursion or school activity permission notes and bundle at end of each excursion and send to Glenda O'Brien.
- c. Mark the roll every day. (use the appropriate codes)
- d. Advise the office of any unusual, unexpected or suspicious absence.

DON'T

- a. Use liquid paper or any other correction fluid
- b. Mark the roll using pencil or felt pen or other coloured pens.