



# Student Attendance Policy

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## 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 Behaviour Support Plan.

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