

ST MARK'S
ATTENDANCE POLICY



AREA	SCHOOL DECISION
<p>Frequency How often must teachers mark a roll?</p>	Rolls are to be marked twice a day.
<p>Timing What time will the rolls need to be marked by?</p>	AM sessions will be marked by 9.00am. The PM sessions will be marked at 11.30.
<p>Late Arrivals</p>	<p>Any arrival after 8.45 am is considered 'late'.</p> <p>A late arrival student is required to go to the office and be signed in via the ALLE Attendance Receipting System which enters details straight into eMinerva. They are to collect a late slip to give to the teacher. No student will be accepted into class without that slip.</p>
<p>Early Departure</p>	Students are to leave via the office and be signed out by their legal guardian/caregiver, again using the ALLE Attendance Reporting System, thus updating eMinerva data. No parent is to be allowed to take students directly from the classroom.
<p>Notes for absences</p>	Class teachers will update attendance categories that explain absences on receipt of notes /emails or other advice from legal guardians.
<p>Non-marking of electronic roll</p>	<p>Admin staff to follow up and advise Principal (or an alternative senior staff member.)</p> <p>System Outage: Teachers are responsible for entering attendance into eMinerva once the system is back online.</p>
<p>Supply / Relief Teachers</p>	Relief staff will log onto the School Portal and mark rolls in eMinerva. If this is not possible, a hard copy of a class list, found in the relief folder, will be completed and signed by supply teacher then sent to the office to be entered into eMinerva. This hard copy will then be archived.
<p>Evacuation Procedures</p>	<p>A hard copy of each class list, kept with the evacuation procedure, is to be taken by the teacher to the evacuation assembly point. A hard copy of each class list will be kept by the office staff and will be made available to teachers at the evacuation assembly point, if required).</p> <p>Office staff will also run a daily report listing student absences at 9.15am to take in the event of an emergency. This can also be used by teachers to confirm student attendance at the time of the emergency.</p>