KELVIN GROVE STATE COLLEGE

ATTENDANCE POLICY

INCLUDING
ROLL MARKING PROCEDURES

Effective January 2014
ATTENDANCE POLICY

Junior School

**Teacher Responsibilities**
- Teacher must use ID attend to mark class rolls at roll 9.00 and 2.00pm each day
- A supply teacher will be provided with a paper roll to be marked and returned to admin office

**Attendance Officer (Lauri Meiklejohn)**
- Check marked rolls via ID Attend at 2.30pm - run marked report and contact staff with unmarked rolls (refer to Head of Department as needed)
- Run Weekly report from ID attend – AO to run every Monday for the preceding week.
- Report is printed class by class to show – explained, unexplained absences and late for school (approved/not approved)

**HOD/HOC Responsibilities**
- Prep, Year One and Year 2 class lists given to HOC for initial review and dissemination to class teachers
- Year 3, Year 4 and Year 5 class lists provided to HOD for initial review and dissemination to class teachers
- Any attendance anomalies identified and noted by relevant class teacher and returned to HOD/HOC.

**Further Follow up - Class Teacher**
- Responsible for making contact with families when a student has been absent for 3 or more consecutive days
- Continued absence (4+ days) is to be referred to HOC (Prep to Year 2) or HOD (Yr3-Yr5)

**Further Follow up - HOD/HOC**
- Makes contact with family to follow up with teacher referral
- Manages distribution of letters to be sent home requesting explanation for ‘unexplained absences’
- Unexplained absences letter – is on proforma and will be run off by the AO by Wednesday each week for HOD/HOC to sign before being posted home
- Continued non-attendance will require the HOD/HOC to manage distribution of ‘form 4’ – Failure to attend (s.178.2(2)) or Form 5’ absence notification for continued absence

**Junior School Principal**
- Agenda item at line management meetings to ensure process being followed
- Regular parent reminders given by Principal through school newsletters
Middle School

### Daily Process

**Teacher**
- Teacher to mark rolls for each lesson on ID attend
- Supply teacher to mark paper roll as given and return to Student Services
- Supervising teachers from Kelvin Grove on internal relief to use ID attend (search for class)

**Attendance Officer [Ms Robyn Nesbitt]**
- Upload OneSchool Timetable updates to ID attend with CDP
- Process marked rolls via ID Attend - run marked report and contact staff with unmarked rolls [refer to College Deputy Principal as needed – CDP to notify Teacher and their HoD of roll marking concerns]
- Send SMS of all students absent Period 1 by midday
- Receive and process absence explanations on ID Attend
- email copy of absence report to all staff by 2.30pm

**Follow up for absences**

**Teacher**
- When marking the roll each lesson ID attend will show if a student was present in the previous lesson – If missing from your class - email Middle School Administration – Linda Greitschus for Years 6 and 8 / Michael Loftus for Years 7 and 9

**Attendance Officer [Ms Robyn Nesbitt]**
- Absence report printed from ID attend weekly (Friday) – given to Year Coordinators ; Head of Department ; Middle School Deputy Principal
- Adjust attendance records from parent/guardian explanation received
- Upload ID Attend data to OneSchool

**Year Coordinators**
- Receive weekly (Friday) absence printed report detailing ‘explained’ ‘unexplained’ ‘whole day’ and ‘period’ absences
- Follow up each student with ‘unexplained’ ‘whole day’ and ‘period’ absences receive notes and provide notes to attendance officer
- Detention given to student for period truancy (2 detentions per period)

**Middle School Deputy Principal**
- Meet with Year Coordinators each Monday
  - Any student without explanation of whole day or period absences from the previous week whilst being dealt with by the Year Coordinator are now the responsibility of the Middle School Deputy Principal
  - Review weekly attendance report to establish patterns of explained or unexplained whole day and period absence.
- Record contact with parent / guardian on OneSchool
- Manage distribution of ‘form 4 – Failure to attend (s.178.2(2)) or Form 5’ absence notification for continued absence

**Middle School Principal**
- Agenda item at line management meetings to ensure process being followed
Senior School

Daily Process

Teacher
- Teacher to mark rolls for each lesson on ID attend
- Supply teacher to mark paper roll as given and return to Student Services
- Supervising teachers from Kelvin Grove on internal relief to use ID attend (search for class)

Attendance Officer [Ms Robyn Nesbitt]
- Upload OneSchool Timetable updates to ID attend with CDP
- Process marked rolls via ID Attend - run marked report and contact staff with unmarked rolls [refer to College Deputy Principal as needed – CDP to notify Teacher and their HoD of roll marking concerns]
- Send SMS of all students absent Period 1 by midday
- Receive and process absence explanations on ID Attend
- email copy of absence report to all staff by 2.30pm

Follow up for absences

Teacher
- Period Truancy
  i. If a student truanting (identified on ID attend) – teacher to follow up and issue detention to student [detention books with Heads of Department] – carbon copy to student services.
  ii. If a second offence - teacher to issue detention and contact home with contact recorded on OneSchool
  iii. On 3rd offence teacher to refer to Head of Department – Head of Department to contact home and record on OneSchool (Yr 11 and 12 refer to course Credit Policy)
  iv. 4th offence teacher to refer to Senior School Deputy Principal

Attendance Officer [Ms Robyn Nesbitt]
- Absence report printed from ID attend weekly (Friday) – given to Year Coordinators ; Head of Department and HoD International School ; Senior School Deputy Principal
- Adjust attendance records from parent/guardian explanation received
- Upload ID Attend data to OneSchool

Head of Department International School
- Identify International students with unexplained period and whole day absences with EQI policy adhered to. Record of contact made on OneSchool

Senior School Deputy Principal
- Meet with Year Coordinators each Monday
  1. Review weekly attendance report to establish patterns of explained or unexplained whole day and period absence.
- Identify students with 3+ days of unexplained absence or 4+ period truancy with college letter advising of absence (whole day and/or period) and requesting explanation mailed
- Manage distribution of ‘form 4 – Failure to attend (s.178.2(2)) or Form 5’ absence notification for continued absence for student in Year 10
- Manage process of Cancellation of Enrolment for students in Years 11 and 12
- Inform attendance officer of any updates to attendance records as result of parent/guardian contact

Senior School Principal
- Agenda item at line management meetings to ensure process being followed
1. **An ID ATTEND electronic roll is to be marked two times each day**—refer to the appendix for a step by step instruction list for accessing and marking your roll electronically.

2. Timelines for roll marking are as follows:  
   - Please ensure rolls are marked at 9.15am and again at 2.00pm

3. **LATE ARRIVALS to CLASS**  
   If a student arrives at your class after you have submitted your roll, they are to be directed to the junior school office where the adjustment will be made.

4. **For all supervisions** – use the ‘find class’ function available on ID Attend which will enable you to log on as yourself yet mark the roll of the class you are supervising.

5. In the event of an emergency evacuation, paper rolls will be continued as per the college Lockdown and Evacuation Procedure.

6. If a student is sent to the office during your lesson – you will have already indicated that they are present – there is no need to change your record.

7. If a student is not in your class, you must mark them absent. The office will follow up the attendance of any student seeing Administration, Guidance or other support personnel.

8. **Process to be used if the system isn’t operating.**  
   i) Please keep a paper copy of your class rolls from OneSchool  
   ii) Student services will notify by email / staffrooms if the network/system is down  
   iii) You will need to notate a copy of students absent and we will advise when they system is operating for these to be entered
1. An ID ATTEND electronic roll is to be marked for each lesson of the school day – refer to the appendix for a step by step instruction list for accessing and marking your roll electronically.

2. Timelines for roll marking are as follows:
   - Please ensure Period 1 rolls are marked at the very beginning of the lesson

3. LATE ARRIVALS to CLASS
   **For Period 1 all year levels:** If a student arrives at your class after you have submitted your roll, and they do not have an arrival slip from student services, they are to be directed to student services where the adjustment will be made and the student issued with an arrival slip. Do not make this adjustment on your ID Attend roll.
   **For Period 2 Yr 11 and 12 Senior Start students only** (i.e. if a student is late to your Period 2 class and indicates that this is the first lesson of their day) If a student in this category arrives at your class after you have submitted your roll, and they do not have an arrival slip from student services, they are to be directed to student services where the adjustment will be made and the student issued with an arrival slip. Do not make this adjustment on your ID Attend roll.
   **For period 2 (Yrs 6-10) and period 3, 4, 5 (all Yr levels)** please adjust your ID Attend roll.

4. **For all supervisions** – use the ‘find class’ function available on ID Attend which will enable you to log on as yourself yet mark the roll of the class you are supervising.

5. In the event of an emergency evacuation, paper rolls will be continued as per the college Lockdown and Evacuation Procedure.

6. If a student is sent to the BSR during your lesson – you will have already indicated that they are present – there is no need to change your record.

7. If a student is not in your class, you must mark them absent. Student services will follow up the attendance of any student seeing Administration, Guidance or other support personnel.

8. You will be able to see if a student is truanting your class (as you can see their attendance for the day), for the middle school please immediately email Linda Greitschus for Years 6 and 8 and Mike Loftus for Years 7 and 9. Senior School students are to be issued a truancy detention from their classroom teacher – detention booklets are with Year Coordinators and Heads of Department. Detention slip duplicates are to be given to Chris R in Student Services.

9. Process to be used if the system isn’t operating.
   i) Please keep a paper copy of your class rolls from OneSchool
   ii) Student services will notify by email / staffrooms if the network/system is down
   iii) You will need to notate a copy of students absent and we will advise when they system is operating for these to be entered
**ID ATTEND ROLL MARKING**

Use the shortcut on the Kelvin Grove State College Intranet page
- ID Attend (Server) for PC Users
- ID Attend (Web based) for Mac and Mobile device users

**TO MARK YOUR ROLL**

1. Double click on the relevant words as above - you will then see an ‘ID Attend’ runtime screen – select OK if prompted

![](image1)

2. **ID Attend LOGIN SCREEN**

An individual teacher logs on using their EQ ID and logon as if logging onto their own C4T

Example:
- **Username:** “efost2”
- **Password:** “this will be your EQ password”

![](image2)

4. To select class to mark
- After logging in the next screen will default to your teacher code, current day and classes scheduled for you on that day. Your name and class.

To mark your roll, double click on your class eg: HPE091C and this will take you to a screen with the images of your students

5. To mark roll
- Left click on the student photo – this will change to green P or red UA for 'Unauthorised Attendance'
6. To mark roll (continued)

- The legend will identify other codes (for example if the student has visited Student Services and has signed out this will show as a separate code – if unsure of the code on the student photo – open the legend).

- Check the number of absences at the bottom of screen.
- Left click 'Save' at the bottom of screen.
- Once you have selected 'Save' you can close the window.

IMPORTANT
You must 'Save' even if all students are present so Student Services know the roll has been marked.

The roll can be changed at any stage by simply navigating back to the class, making changes and 'saving' the roll again. Please refer to roll marking procedures on page 1 for processes involving late students.