



Girraween Primary School Attendance: Role Marking Policy

Background:

It is important for attendance records to be accurate and placed into SAMS in a timely manner for the legal, reporting and operational requirements of the Department of Education (DoE). For more information, including the purposes of collecting this data, visit the DoE website pages Recording Student Attendance [Policy](#) and [Guidelines](#).

Rationale:

In line with DoE policy, it is the responsibility of the school to monitor attendance and to take action where students are not attending. All absences need to be explained. For some students, absences are explained but are still problematic and too frequent, so additional action needs to be taken to educate the parents on the importance of regular attendance (see Patterns of Absence in Attachment 1).

Aims:

Schools are funded based on the attendance of students. We are aiming to achieve at least 94% attendance at Girraween. When students are at school, they maximise their learning potential and are more likely to achieve targeted learning goals.

Implementation:

Rolls are to be marked twice daily on SAMS within 15 minutes of commencing morning and afternoon sessions (Source: Every Child Every Day PowerPoint Presentation on portal).

In cases where specialist teachers have classes at these times, class and specialist teachers are to negotiate how this will be actioned. Options include:

- class teacher marks roll in presence of specialist teacher
- specialist teacher logs on to class teacher's laptop and marks roll
- specialist teacher uses own laptop to mark roll
- specialist teacher completes hard copy roll and sends to admin staff for entry in SAMS
- relief teachers mark the roll on a paper copy provided by admin staff and send completed roll back to admin staff for entry in SAMS.

Procedure:

The guidelines for recording and following up absences are detailed in the Girraween Primary School Attendance Policy, Attachment 1.

Evaluation:

Reviewed by School Council: 2017
Next review: 2020