

BELRIDGE SECONDARY COLLEGE



ATTENDANCE Whole-School Processes

LATE

Students are considered 'Late to Class' when their teacher deems a reasonable time has passed since the beginning of the lesson (*It is recommended that teachers use the 5-minute transition times built into the timetable for this*)

SINGLE-PERIOD ABSENCE

A student with an absent period recorded on Compass that is inconsistent with the rest of their day's attendance

Humanities & Social Sci... 8HASS4	For... FM8...	T & E - Home Economics 8 8HEC14	Science 8 8SCI6	Y8 FRENCH 8FREN1
Period 2 Present (/)	Form Prese... (/)	Period 3 NP Unexplained (U)	Period 4 Present (/)	Period 5 Present (/)

UNACCEPTABLE ABSENCE

When a student is absent for a reason that is not considered acceptable by the Principal (or delegate)

TRUANT

When a student is deemed to be absent from a lesson intentionally for an unacceptable reason

SPECIAL CONSIDERATIONS

- If a student arrives more than 15 minutes late to class, they should be marked Late and reported to Student Services as this may constitute a Truancy
- If a student arrives late with a reasonable explanation of their whereabouts (e.g. a written note or a cover note on Compass), attendance should be amended to 'present' with a note added for their arrival time. This includes meetings with Support staff, music lessons etc. (see below)

Marking attendance

PERIOD 1

- Teachers to mark the roll by 9:00a.m.
- Students arriving to school before 9:00a.m. will proceed directly to P1 class where teachers will mark them accordingly
- Students arriving after 9:00a.m. will sign in through Student Services and receive a late slip. Teachers receive the slip, check that the receipted time matches their arrival and then mark the student LATE on Compass (*Student Services Sign-in does not override class attendance rolls unless the roll has not been marked*)

PERIODS 2-5

- Teachers to mark the roll in the first 15 minutes

COLLAPSED CLASSES

Collapsing a class takes place when no students are present for that session. This occurs during Events of School Activities (e.g. Exams, Excursions Sports Carnivals etc.)

Although these events provide cover for student attendance, rolls will remain unmarked until the teacher saves them. This should be completed as soon as practical by the teacher.

UNMARKED / AMENDMENTS TO ROLLS

Teachers who miss a roll will be alerted via their Compass Homepage. They will also be able to access 'suggested roll changes' which are suggested by Compass based on attendance data



Welcome back, Chadd!

Belridge Secondary College

Some of your rolls might need updating

Students may have checked in late since you marked a roll. Please [click here](#) to view the suggested changes.

There are 4 Chronicle Entries requiring your approval

Please [click here](#) to view and approve.

You have 114 unmarked rolls (3 from today)

Please [click here](#) to view and mark these rolls.

Suggested Roll Changes		
<input type="checkbox"/>	Activity Name	Date/Time
<input type="checkbox"/>	GEMDTM1	20/05 - 11:35 AM > 20/05 - 12:35 PM
Aidan arrived at 12:28. Accept to make him LATE or dismiss to leave him NOT PRESENT.		
<div> <div>Page 1 of 1</div> <div>Items 20</div> </div>		

Automated Text Messages Home

PERIOD 1 (9:30a.m.)

- LATE text sent for students marked LATE by the teacher P1
- ABSENT text sent for students marked ABSENT by the teacher P1
- No messages will be sent if the teacher fails to complete their roll by 9:30a.m.

PERIODS 2-5 (3:15p.m.)

- ABSENT text sent when a student is marked ABSENT by the teacher across the day
- Any unmarked rolls will not generate a text message

Excursions / Activities

EXCURSIONS / INCURSIONS

- Lead staff member to complete Excursion / Incursion Process which, once approved, sets up attendance
- Any last-minute amendments that will impact attendance are to be sent directly to the HoSS Team and 'cc' SS Admin (Rena)

SCHOOL ACTIVITIES

- Any activity that will impact a student's attendance must be communicated directly to the Administration Officer (Rena) in Student Services. These include special activities that take a student out of class such as exams.
- To mark a roll for a school activity, search any students name that is involved and click on their 'Attendance' tab. You will be able to then click on the activity to mark the roll. *(Please Note: School Activities use 'intelligent rolls' which means, if the roll is not marked, it will save all students as present.)*

Dashboard

Schedule

Personnel

Attendance

Analytics

Insights

Communications

Attendance

Summary

Notes

Unexplained

Arrival/Departure

Enrolments

Full Record

Daily Activities & Attendance

Currently Viewing: < 03/06/2025 >

7:00 am

8:00 am

9:00 am

10:00 am

Educational Activity exams

10 Science ATAR
10SATAT1

10 Humanities and Social ...
10HASS2

Period Zero

Period 1
Edu Activity
(E)

Period 2
Edu Activity
(E)

Annual Summary

Whole-school Attendance Interventions

Late to Class

	Classroom Teacher	Student Services
1st Late to class	<ul style="list-style-type: none">• Record Late on Roll• Address with the student• Notify Student Services if there are any factors that impact punctuality	<ul style="list-style-type: none">• Follow up with family regarding any extenuating circumstances
2nd Late to class	<ul style="list-style-type: none">• Record Late on Roll• Issue sanction if appropriate	
3rd Late to class	<ul style="list-style-type: none">• Record Late on Roll• Notify relevant 2IC via email	<ul style="list-style-type: none">• Student Services Detention issued with parent notification
Repetitive Lates	<ul style="list-style-type: none">• Record Late on Roll	<ul style="list-style-type: none">• Loss of Good Standing• Student Services to address behaviour and impose sanctions where appropriate
Truancy	<ul style="list-style-type: none">• Provide missed work to Student Services if convenient	<ul style="list-style-type: none">• Loss of Good Standing• Issue After-School Detention
Single-Period Absence	<ul style="list-style-type: none">• Ensure rolls are accurate	<ul style="list-style-type: none">• Follow up single Us to ascertain whereabouts
Whole-day Absence		<ul style="list-style-type: none">• Follow up with support from Form Teachers to clear attendance

Student Services Attendance Interventions

Chronic Attendance Concerns

	Action	Who
Unexplained Absence over 3 days	<ul style="list-style-type: none">• Contact home via phone call• Record on Compass	<ul style="list-style-type: none">• SSO (via Digest)
Attendance below 90%	<ul style="list-style-type: none">• Contact home• Record on Compass	<ul style="list-style-type: none">• 2IC
Attendance below 80%	<ul style="list-style-type: none">• Contact home via phone call• Record Attendance Intervention Form via Compass• Attempt to hold parent meeting to discuss• Raise at House Attendance Meeting (2 x Term)	<ul style="list-style-type: none">• HoSS / 2IC / SSO
Attendance below 60%	<ul style="list-style-type: none">• Contact home via phone call• Record / Update Attendance Intervention Form via Compass• Attempt to hold parent meeting to formulate IAP and record on TAG File• Raise at House Attendance Meeting (2 x Term)• Home-Visit• Specialist Referrals	<ul style="list-style-type: none">• HoSS / 2IC / SSO

Student Services Communications Home

DoE LETTERS

- SSO to send Letters in Week 5 after House Attendance meeting
- <80% Attendance (year-long)
 - *Evidence of Intervention on Compass and HoSS approval required before sending

NOTIFICATION TO PARENTS OF ATTENDANCE RATE

- SSO to send in Week 4 & 9 to all parents
- Year-long data

ABSENCE SUMMARY EMAIL

- SSO to send in Week 4 & 9
- SS Admin Officer to amend previous email's absences to X code (SSO to provide list)

POSITIVE INCENTIVE PROGRAM (PIP)

- PIP Points and email notification for students who improve their attendance over time
- 99/100% Attendance Certificates

Attendance Operational Timeline

Week	Focus / Initiative	Staff Allocation / Responsibility
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4&9 FOCUS WEEKs	<ul style="list-style-type: none"> • House Attendance Meetings • Emails / Letters home • Assembly focus on attendance • Late Lockout • Term-to-date 90+ awards in Form (PIP Points) • Facebook Post on Attendance • Ice Cream Van 	<ul style="list-style-type: none"> • SSO / 2IC / HoSS • SSO • 2IC / HoSS • 2IC / HoSS • 2IC / Form Teachers • Communications Officer • Executive / HoSS
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