SEQTA attendance procedures for e-learning and remote working scenarios.

The following procedure-based recommendations have been developed with simplicity in mind, but should be informed by each school's attendance policies. The current functionality of the SEQTA Attendance Roll relies on very simple options to allow teachers to get to the business of teaching, rather than administering. It also recommends using the current processes of attendance administration already in place to avoid confusion and additional workloads on teachers as much as possible. The emphasis should be placed on the wellbeing of the students in all cases.

If your circumstances don't fit into the following scenarios, please contact your SRM to discuss the options for your school further.

There are **two** major scenarios that are covered, and a third possible case study:

1. All students working from home – These days should be specifically recorded by school administration officials for future reference.

2. Some students working from home (with notice from families to the school attendance officer.)

3. At risk students in either of the above circumstances.

1.) All students at home:

- Teacher marks the roll as usual. A student considered to be *present* by the teacher (eg. student seen to login to the online session/leave a comment "present" on a discussion board) is marked as *present*. Student not responding is marked as *absent*.
- Attendance officer then follows up absent students (recommend a phone call to parents in this circumstance to ensure the fastest possible resolution process) and applies appropriate resolution at high priority (100) (This may include SMS or phone call to confirm with parents). These absence resolutions should only apply to the periods marked as absent.

The above settings, because all students are working from home, can be recorded in the usual way without modification, due to the school regulating and making record of the days the students are working from home. The following step is an optional one where the school wishes the attendance data to directly indicate specific whereabouts of students. Potentially a note is added to all student's Pastoral Care record in bulk (Save to many) to identify the dates which the student is working from home

- Attendance officer then applies a specific Attendance Type (eg. "Remote learning", or "Work from home" or a currently used "Educational activity – off campus) to entire school for that day at *normal priority*. This will ensure those marked with a *resolved absent* type remain unchanged. *Note: This additional type should NOT be applied until all periods in the day have been marked by teachers to ensure teachers can continue to mark their individual period rolls.*

2.) *Some* students at home:

- Teacher marks the roll as usual. A student considered present by the teacher (eg. student seen to login to the online session/leave a comment "present" on a discussion board) is marked as *present*. Student not responding is marked as *absent*. Students physically in class marked *present*.
- Attendance officer then follows up *absent* students in usual manner using *Day by Day* screen, and other attendance management tools (recommend a phone call to parents to ensure the fastest possible resolution process) and applies appropriate resolution for the *confirmed absent periods only* at High priority (100)

- Attendance officer then selects ONLY students recorded as working from home and applies a new Attendance Type (eg. "Remote learning", or "Work from home" or a currently used "Educational activity – off campus) to the students **allowed to learn from home** for that day at *normal priority*. You could make a student group for this purpose, as students can be added continuously if more choose to work from home. This will ensure those marked with a *resolved absent* type remain unchanged. *Note: This should NOT be applied until all periods in the day have been marked by teachers to ensure teachers can continue to mark their individual period rolls.*

For a more teacher-centric process, it is possible to provide permission in the permission matrix for teachers to access and modify attendance in the SIP (Student Information Panel). Teachers can then change individual attendance solutions. For the case of three or four students this might be acceptable, but there is no way to bulk apply attendance from the SIP, it would be on a per student basis.

3.) At Risk students will need to be monitored, using the built-in attendance and pastoral care tools, by appropriate Pastoral Care leaders.

- Teacher marks the roll as usual, with the same instructions from both scenarios above.
- Pastoral Care leader uses the *Day by Day* screen to monitor the selection of At Risk students, refreshing the screen each period of the day.

- Where a student shows with a red-cross absent solution from the lesson, the Pastoral Care leader will need to follow up as per the policy created by the school. This should be done as early as possible after the absent solution has been applied by the teacher.

A few crucial points:

- The wellbeing of students is significantly more difficult to monitor in a remote teaching environment, and teachers will likely need some assistance in managing the change in interaction.
- Teachers should always be given the opportunity to apply an attendance solution for any periods they are teaching. *Thus, any bulk attendance solutions should only be applied where the attendance officer is absolutely sure of the students' whereabouts.* Ie. If the parents have advised the student is unable to

attend lessons, and/or at the END of a scheduled day and where all unresolved absences have been resolved, with either the attendance officer or the Pastoral Care leaders having followed up on those marked absent.

• The Pastoral Care notes are also a valuable tool for the teacher to use. If an appropriate pastoral care type is not already available, the school can create one for this purpose. Where a teacher is concerned about a student's welfare, a Pastoral Care note should be entered, and the student's Pastoral Care leader should be notified immediately using the *notification* selection within the note itself. Follow up should occur in line with the schools' policies and procedures.