

## Policy and Procedure Register updates – Summary of changes to:

### Roll marking in state schools procedure

<b>1. Reason for new/updated policy or procedure</b> ( <i>select all that apply</i> )		
<input type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>This procedure underwent a routine cyclical review to ensure content is relevant and current, and to incorporate findings from the <i>Student Attendance Management Internal Audit Report (2022)</i>.</p> <p>The changes aim to clearly articulate, and ensure a consistent understanding of, the responsibilities of roll marking by assigned officers and also of principals and regions with respect to monitoring roll marking processes.</p>		
<b>2. Summary of changes</b>		
<p>Changes to the procedure:</p> <ul style="list-style-type: none"> <li>• Purpose and Overview: <ul style="list-style-type: none"> <li>○ Sharpened to focus on the importance of roll marking.</li> <li>○ Key roll marking expectations included in the Overview to highlight obligations.</li> </ul> </li> <li>• Responsibilities: <ul style="list-style-type: none"> <li>○ Enhanced guidance provided about school officers' obligations in relation to roll marking.</li> <li>○ Clearer focus of Regional Director/delegate's obligations in monitoring roll marking.</li> </ul> </li> <li>• Process: <ul style="list-style-type: none"> <li>○ New workflow diagram.</li> <li>○ Some same day student absence notification information removed that duplicated information in the <i>Managing student absences and enforcing enrolment and attendance at state schools</i> procedure.</li> <li>○ Added information about publishing (on the school's website) the school's expectations about how they should be notified of a student absence, late arrival or early departure.</li> <li>○ Added process information about managing inconsistent class absences.</li> <li>○ 'Monitor practices' subheading added to clearly identify actions for principals and regions.</li> </ul> </li> <li>• Definitions: <ul style="list-style-type: none"> <li>○ Removed definitions for terms no longer referenced in the procedure.</li> <li>○ Definition of new term 'Language services' added.</li> </ul> </li> </ul> <p>Changes to Supporting information and resources:</p> <ul style="list-style-type: none"> <li>• Table 2 - Absence reason codes for reasonable and unreasonable excuses: <ul style="list-style-type: none"> <li>○ In the Description for the absence codes 'Holiday' and 'Illness and medical appointments' replaced the text 'an exemption is available' with 'an exemption may be considered'.</li> <li>○ 'Sorry Business' – enhanced wording.</li> <li>○ 'Other' absence code – wording strengthened to reinforce when it is appropriate to use this absence code.</li> </ul> </li> </ul>		

<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, select the type of change: <i>(select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title.</b>	<b>Summary of change</b>	<b>Page #</b>
N/A	-	-
<b>4. Communication and support for implementation</b>		
Routine internal communication channels – OneSchool homepage; OnePortal News, DoE News, DDG SSS email to RDs.		
<b>For further assistance, please contact:</b> Your <a href="#">closest regional office</a> .		