



## Student Attendance

**Policy:** High levels of student attendance are vital in ensuring that their educational needs are met. Student's who are absent miss out on aspects of their education. Students who are regularly absent often find it difficult to keep up with the work required.

Al-Taqwa College encourages parents to ensure that their children attend school unless they are unable due to illness. The school also encourages adherence to the hours of attendance, as students arriving late or leaving early are not only missing out on valuable class time, but are also disruptive to the rest of the class.

**Scope:** All staff, parents and students

**References:** Education and Training Reform Act 2006  
 Education and Training Reform Regulations 2007  
 Migration Act 1958  
 Health Records Act 2001  
 Privacy Act 1988  
 National Privacy Principles

WHO	KEY STEPS	CLARIFICATION
Parent's	Attendance Requirements	<ul style="list-style-type: none"> <li>▪ A child over the age of 6 and under the age of 17 must be enrolled at school</li> <li>▪ While enrolled at school a child must be in attendance for all days that the school is open unless any of the following exceptions apply:               <ul style="list-style-type: none"> <li>▪ Illness, accident or unavoidable cause</li> <li>▪ Absent from Victoria</li> <li>▪ Participating in other education or training</li> <li>▪ Currently suspended or expelled</li> <li>▪ Child disobedience and not the fault of the parent</li> <li>▪ Attending a religious event</li> </ul> </li> <li>▪ If a student is absent for any other reason, or is not enrolled in a school, parents may be fined one penalty unit for each day that they are not in compliance</li> </ul>

Teacher's	Marking attendance	<ul style="list-style-type: none"> <li>▪ All homeroom teachers are responsible for marking attendance at the commencement of each school day</li> <li>▪ Teacher's are responsible for ensuring that all attendance records are returned to the Coordinators office by 9:30am each morning</li> <li>▪ Teacher's must collect attendance records from the Coordinators office prior to the end of the day, and must mark attendance again prior to students leaving in the afternoon</li> <li>▪ Attendance records must be returned to the Coordinators office by 3:30pm</li> </ul>
Parents	Advising of absences	<ul style="list-style-type: none"> <li>▪ Al-Taqwa College asks that all parents notify the school if their child is going to be absent for the day</li> <li>▪ If the family is going to be absent from the school for an extended period of one month or more, due to a vacation, the parents must complete a <u>Request for Student Holidays</u> form at least 4 weeks prior, and this leave must be approved by The Principal</li> <li>▪ A hard copy of this form is kept in the Current Student file</li> <li>▪ Form is scanned and saved in student file in TASS</li> <li>▪ Attendance record is updated in TASS by Registrar</li> <li>▪ An email is sent to all relevant departments, accounts are to be finalized prior to leave being taken</li> </ul>
Primary & Secondary Secretaries	Following up absences	<ul style="list-style-type: none"> <li>▪ If a phone call has not been received, the secretary must attempt to contact the parents</li> <li>▪ Students who are absent are entered into the TASS system, along with a notation of the outcome of any contacts/ attempted contacts</li> <li>▪ Any items which are not clearly marked on the attendance record must be followed up with the teacher immediately</li> <li>▪ If attendance records are continually difficult to read, the Coordinator must be advised</li> <li>▪ If a child has been absent for 3 consecutive days, or if the secretary is advised by parents that they have withdrawn the student from the school, the Enrollment Officer must be advised immediately</li> </ul>

Overseas Students	Attendance for Overseas Students	<ul style="list-style-type: none"> <li>▪ Legislation provides for the automatic cancellation of a student visa if the student fails to meet attendance or academic requirements as set out in visa condition 8202.</li> <li>▪ A student will be in breach of condition 8202 where they have attended less than 80% of the scheduled contact hours for the course.</li> </ul>
Primary & Secondary Secretaries	Late arrival	<ul style="list-style-type: none"> <li>▪ If a student arrives after attendance has been taken, they must report to the Coordinators Office</li> <li>▪ The secretary will provide the student with a late pass and make a note in the TASS system</li> <li>▪ The secretary will ensure that the student is marked as present on the roll, amending the roll to reflect this where necessary</li> <li>▪ If a child will be arriving late for school it is the responsibility of the parent to advise the school</li> <li>▪ The school reserves the right to send children home if they arrive late for school without a valid reason</li> </ul>
Primary & Secondary Secretaries	Early dismissal	<ul style="list-style-type: none"> <li>▪ Students must not leave school early unless it is to attend a medical appointment, or in the case of a family emergency</li> <li>▪ When a student is required to leave early from school the parent must attend the front office</li> <li>▪ The front office staff will advise the Secretary that the student is required to leave early</li> <li>▪ The secretary will walk with the student to the front office for collection by the parent</li> <li>▪ The secretary will ensure that the parent completes an early dismissal form</li> <li>▪ At the end of each day the secretary is responsible for checking the end of day attendance against the attendance at the beginning of the day. They must ensure that there is an early dismissal pass for any student who has left early, and follow up any discrepancies</li> </ul>
Primary & Secondary Secretaries/ Enrolment Officer	Physical Head Count	<ul style="list-style-type: none"> <li>▪ Each month the secretary and the enrollment officer must conduct a physical head count of the students in the school</li> <li>▪ At this time they will check the students in attendance, and ensure the reason for any absence is explained</li> <li>▪ The physical head count will include students who are on temporary absence</li> <li>▪ The physical head count will assist us in ensuring that we have accurate records of the students currently enrolled at the school</li> </ul>

<p>Enrolment Officer/ Parents/ Guardians</p>	<p>Student withdrawal</p>	<ul style="list-style-type: none"> <li>▪ When a parent decides to withdraw a student from the school they must complete an exit form and submit to the Registrar</li> <li>▪ An exit interview will be arranged with the Principal or a delegate</li> <li>▪ One terms notice must be given or one terms fees in lieu of notice. If adequate notice is not provided, outstanding fees will be charged or deducted from the bond</li> <li>▪ Hard copy of exit form is kept in the students file</li> <li>▪ Form is scanned and saved in students file in TASS</li> <li>▪ Student file is updated in TASS by the Registrar</li> <li>▪ Registrar will inform transport and accounts receivable for finalization of accounts</li> <li>▪ Hard copy student file will be transferred to archive</li> </ul>
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