AL-TAQWA COLLEGE
STUDENT ATTENDANCE POLICY 2018

RATIONALE

School attendance is a vital contributor to student success and achieving performance targets. The school satisfies its duty of care and responsibilities by monitoring the attendance of students at school or during all school activities. System requirements also includes statistical record keeping of student attendance.   Student attendance is considered to be "at risk" if it falls below 80% (F-9) and 90% (Yr 10-VCE/VCAL) over a term for each subject.

AIMS

- To ensure at any given moment during class the school can account for the presence or absence of all enrolled students.
- To ensure accuracy when completing schools census and other school performance measures.
- To ensure the safety of all students in emergency situations.
- To locate a student's whereabouts with confidence and efficiency.
- To ensure students attend school every day unless they are unable to due to illness.
- Advise parents/guardians promptly of unexplained absences.

TARGET AUDIENCE

Principal, Deputy Heads, Teachers, Registrar, Enrolment Officers, Secretaries, parents and students, IT Manager, Daily Organiser, Bus Coordinator, Nurses, OHS, Compliance Officer and Timetable Coordinators

IMPLEMENTATION

Student attendance must be measured twice per day in primary schools and in every class in secondary schools. Explanations of absences must be recorded as part of the attendance process. The school will advise parents/guardians promptly of unexplained absences, including for post-compulsory aged students. Parents are to contact the school on the days their child is not attending and are required to provide the school with a reason for their child's absence upon their return to school, in which case further investigation will determine the reason for absence and action will be taken accordingly. Parents who on occasion require their child to be picked up from school early must adhere to strict guidelines as mentioned in the procedure. The below procedure must be performed on every school day.

Marking the Roll

1. All **primary** homeroom teachers are to take their students' attendance manually using the class attendance register following the symbols found in the class register. Only **blue ballpoint pens** are to be used for marking attendance and for recording student details. Please see legend below. Primary teachers are required to write on their whiteboard the total number of students present in their class for the day over the total class enrolment. They are also required to write a list of students who are absent on the board as well. This list will be used for emergency purposes. This needs to be done in the morning and afternoon.

2. In **primary**, all student attendance must be entered into Synergetic by the classroom teacher within 10 minutes into homeroom and within 10 minutes of prayer time for Foundation – Gr 2 and within the first 10 minutes in period 5 for Gr 3-6 (or once all students have been accounted for). In **secondary**, the student attendance must be submitted within 10 minutes of each homeroom/period (or once all students have been accounted for). Please see Appendix 1 for Attendance Codes.

3. In cases where the teacher could not access Synergetic (including CRT Teachers), they must send their class attendance register to the Secretary within 15 minutes from the commencement of each class.

4. If a student is late to school, the student must register their lateness and receive a late pass off the computer register located in the front office. If the bus is late, the secretaries are to meet students at the bus terminal. Secretaries monitor that students obtain a Late Bus Pass. Students to give the late pass to their classroom teacher.

5. Every school day at **10:00 am** (for primary) or **10:15 am** (for secondary) secretaries are to send sms to parents whose children have an unexplained absence. This sms is automatically registered in synergetic. Heads will be advised if the teacher fails to submit their roll on time and on a regular basis via Synergetic.

6. If the parent does not contact the school via sms/call, then the secretary should update the status to '***unknown absence from school'.***

7. If a student is marked as an 'unknown absent' for two consecutive days, the secretaries will then need to send an sms (as per above). If there is no response from parents by **10:30 am (primary) or 10:45 am (secondary).** Then secretaries will be required to attempt to contact parents. Outcome of the call is to be recorded in synergetic. If parents have not responded within 5 days, then the secretaries will need to advise the school registrar.

Absence from School

1. When a student returns to school, they need to give their homeroom teacher a signed note/diary entry explaining their absence which must be signed by their parents. It is encouraged that parents submit any medical certificates where applicable.
2. For students who are planning extended leave, please refer to the Holiday Leave Policy.
3. If a parent calls the school's absenteeism line, it will be forwarded to the registrar who will distribute the message via email to the appropriate secretary.
4. Where a student's attendance falls below 90% (Foundation-Yr 9) and 95% (Yr 10-VCE) a parent/teacher/counsellor meeting will be held to assist the return to regular attendance. VCE students must attend 90% of their class to avoid a fail. Outcome/communications must be recorded in Synergetic by the home teacher (as per the Low Attendance Policy).

Early Dismissal

1. When parents arrive to pick up their child early from school, the front office staff will advise the secretary.
2. The secretary will advise the teacher that the student will be leaving early. The student will be sent to the front office with a duty monitor if deemed necessary.
3. The student will sign out at the front office terminal to obtain an Early Dismissal pass. Parents/guardians need to sign this and pass and forward it to the front office. If the student is not being picked up by the parent/guardian, then the front office/secretaries will contact the parents to confirm the early dismissal.   The early dismissal pass will be given to the relevant secretary to retain.
4. Once the Early Dismissal has been issued, Synergetic will automatically override the student's attendance from present to early dismissal. The classroom teacher needs to record this as 'absent from class'.
5. The school encourages parents to:
    1. Contact the front office when they plan to pick up a student early from school.
    2. Avoid picking their child up during Mosque time (especially the Jummah Prayers on Fridays).
    3. Avoid picking up their child after 2:30pm and
    4. Attempt to make appointments outside of school hours.

Sick Bay

1. If a student is unwell during classtime, the teacher is to issue the student a sick pass and will have another student to accompany them to the sick bay. If it is an emergency then the teacher needs to contact the school Nurse and send a reliable student to the School Nurse as well.

2. The nurses will enter the student's arrival and departure time in Synergetic. Synergetic will automatically record the child as attending sick bay.

3. If the student is unwell, the nurse will contact the parent/guardian to pick up the child. The child will be issued a sick bay note by the nurse. Please refer to the early dismissal point.

Camps/Excursions

1. On the day of the camp/excursion, the classroom/homeroom teachers are to provide the secretary a list of students who will be attending the camp/excursion. The secretary will enter this into synergetic.

2. Staff are to mark the student(s) as 'Absent Excursion/Camp/Incursions' etc as per the secretaries note on synergetic.

3. Teachers must do a Head Count every time the students board the bus and prior to the departure of the school or venue. This includes any stops between the school and final destination.

Structured Work Placement & Work Experience attendance

1. Attendance and punctuality in SWL & Work Experience is recorded via an Al-Taqwa Logbook.
2. The logbook must be dated and signed by the supervisor or acting supervisor on site at the end of each day the students has worked/attended.
3. If a student cannot attend a day of SWL or Work Experience, the supervisor and the VCAL/VET/Careers coordinator must be notified prior to the commencement of the day's work.
4. Logbooks are checked and assessed as part of the VCAL/VET curriculum on a regular basis. (For more information please refer to the ' Al Taqwa Work Experience policy'
5. Attendance will be monitored as well from the school where parent contact may take place in the event of low Attendance. This may be through letters being sent home and conducting parent meetings.
6. During VET & work experience days, students are marked as being in a school approved activity. If students are absent from their respective school approved activities, the VCAL VET coordinator is notified which is then also relayed to the 'school secretary' or 'attendance monitor who will change the roll accordingly.

External RTO/ VET attendance policy

1. Attendance of every student enrolled into a VET external to the college is recorded by the delivering RTO.
2. The attendance rates are emailed to the VCAL/VET coordinator at the end of every class/session. (weekly basis)
3. The delivering RTO's are held accountable to receive attendance rates and communicate any issues to Al Taqwa. The delivering RTO is also responsible in determining whether a student of our college may satisfy the requirements of the VET subjects in regards to 'Attendance'.
4. Attendance will be monitored as well from the school where parent contact may take place in the event of low Attendance. This may be through letters being sent home and conducting parent meetings.
5. During VET & work experience days, students are marked as being in a school approved

In case of an Emergency

All staff are to follow the Emergency Evacuation procedure. All primary teachers who are conducting the class must take their manual attendance roll with them to the evacuation site. All secondary teachers who are conducting a class are to take their laptops with them to the evacuation site.

RESOURCES

Education and Training Reform Act 2006 Act No 24/2006. Attendance Procedure Overview. Late to School Policy and Late to Class Policy, Truancy Prevention Policy, Staff and Student Handbooks, School Bus Policy, Holiday Leave Policy, Evacuation Procedure, School Roll Systems (Synergetic and Manual), Late Pass, Late Bus Pass and Early Dismissal Pass, Low Attendance Policy.

APPENDICES

Appendix 1

Attendance Codes (Manual)

Present (**/**-am)

Present (****-pm)

Absent (**0**)

Late (**L** within the **0**)

All these to be done only in blue ink and no wipeout allowed as it is a legal document.

Attendance Codes Synergetic (Automatic)

Home/Classroom teachers will only need to use the following codes:

1. Present	2. Late to Class
3. Absent (with Reason)	4. Unknown Absent (if reason is not known)