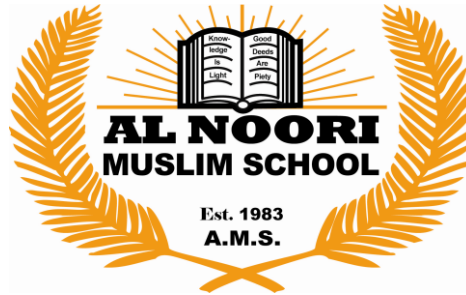


AL NOORI MUSLIM SCHOOL



K-6 Attendance Policy

Year 2016

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1 Background Information

In NSW, students must attend school regularly. Students of compulsory age (6 – 17) are required to attend school every day unless they are sick or have another good reason for being absent. Older students are required to attend school regularly to meet course requirements.

Parents are required to explain their children’s absences within seven days of the occurrence of an absence. Failure to explain an absence within this time will be recorded as an unexplained/unjustified absence on the student’s record.

Schools will inform parents if a student is absent from school without explanation. Parents who have difficulty in ensuring the regular attendance of their children at school should contact the Principal.

The school follows the Department Of Education Policies and Procedures in regards to student attendance.

The register of enrolments will be retained for a minimum period of five (5) years.

The register of daily attendance will be retained for a minimum of seven (7) years.

Section 22 of the Education Act 1990 requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school and to attend that school whenever instruction is provided, or to be registered with the Board of Studies for homeschooling.

Section 1.2 – All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Section 25 of the Education Act 1990 – The minister may grant a certificate exempting a child from the requirement of this Part that the child be enrolled at and attend a government school or registered non-government school or be registered for and receive home schooling, if the Minister is satisfied that the conditions exist which make it necessary or desirable that such a certificate should be granted.

Section 25 of the Education Act 1990 – the Minister has delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

2 Documenting Attendance

2.1 Class rolls

Class rolls are the schools' and teachers' records of student attendance. **Class rolls are legal documents.** They are to remain in the attendance folder on teachers' desk at all times. They are to be marked daily according to the new codes introduced in 2015 see attachment 8.

Some of these codes include but are not limited to:

- No Correction fluid
- Use of black pen only
- A lower case 'a' is to be placed in the relevant box for absent students
- Teacher must initial the bottom daily

Teachers uncertain of correct completion of class rolls are to discuss the roll marking procedure with their coordinator.

Class rolls are collected by a senior teacher or the grade coordinator throughout the year according to the schedule outlined below. These dates are usually entered into the annual term planners and inserted in the staff weekly outline as reminders.

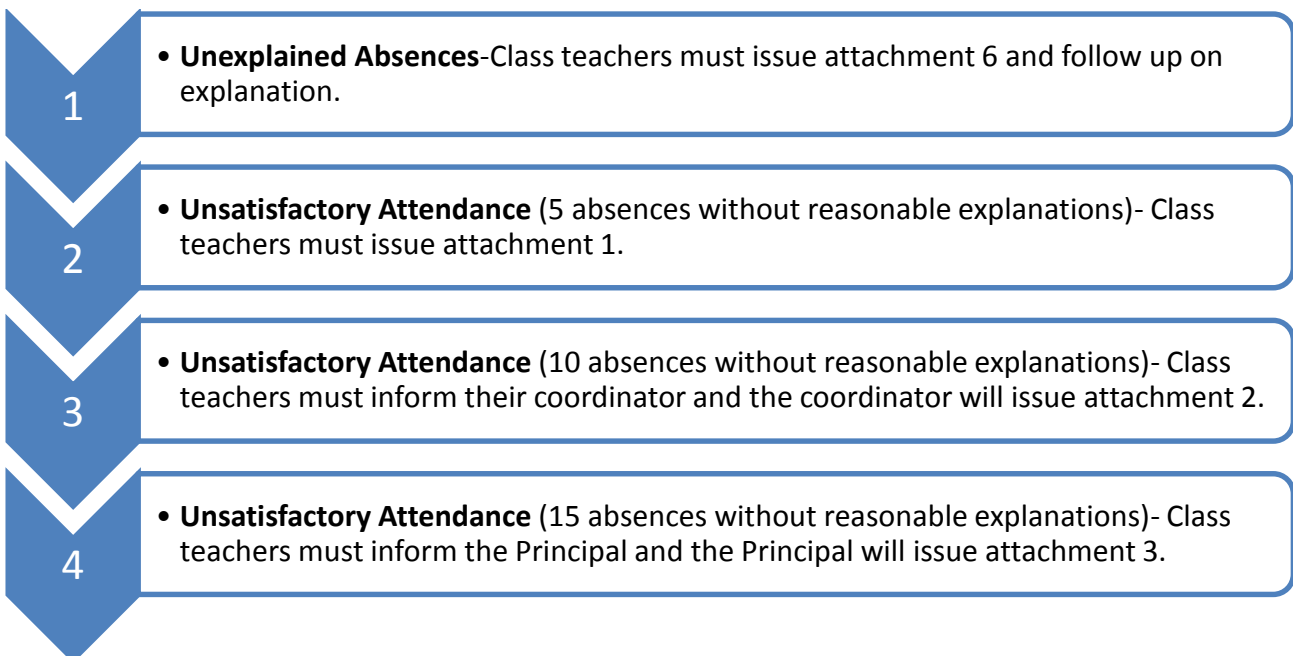
Term	Week	Task
1	1	Staff meeting Presentation and distribution of class rolls
	1-4	Details such as date of birth, register numbers and contact details to be entered into class rolls notes page, information is provided to class teachers by administrative staff.
	5-6	Collection of class rolls and feedback
	9	Collection of class rolls and feedback
2/3	9	Collection of class rolls
4	2-6	Collection of class rolls and final feedback
	Last week	Submission of class rolls

Please note class rolls and attendance records may be collected and checked at any other time.

2.2 Absent Students

Class rolls are to be marked and signed by the class teachers daily. Absent students are to be marked with a lower case 'a'. Class teachers must ensure that a note is to be provided by the student's carer upon returning to school.

- i. Class teachers must report absence on a daily basis to admin by 11:30am, attachment 7 to be filled right after the roll is marked and **the teacher is to take attachment 7 to admin each day.** Admin will make a courtesy phone call to parents and return slips into pigeon holes each day. Slips are to be retained by class teachers in class attendance folders.
- ii. Students with unexplained absences are to be provided with *Unexplained Absence Proforma* for parents to complete Attachment 6, this must be prepared and sent by the class teacher. Where absences remain unexplained; class teachers must report this to their coordinators to investigate.
- iii. Unsatisfactory Attendance – parents of students with unsatisfactory attendance (exceeding 5 days in a given term without reasonable explanations) are provided with Attachment 1 outlining that the student is not meeting the school requirements. This must be completed and signed by the class teacher and coordinator. For continued unsatisfactory attendance the Deputy Principal and/or Coordinator will arrange a meeting with the parents. Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence.
- iv. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.
- v. The student file will also include the date of enrolment and, where appropriate, the date of leaving the school and the student's destination.

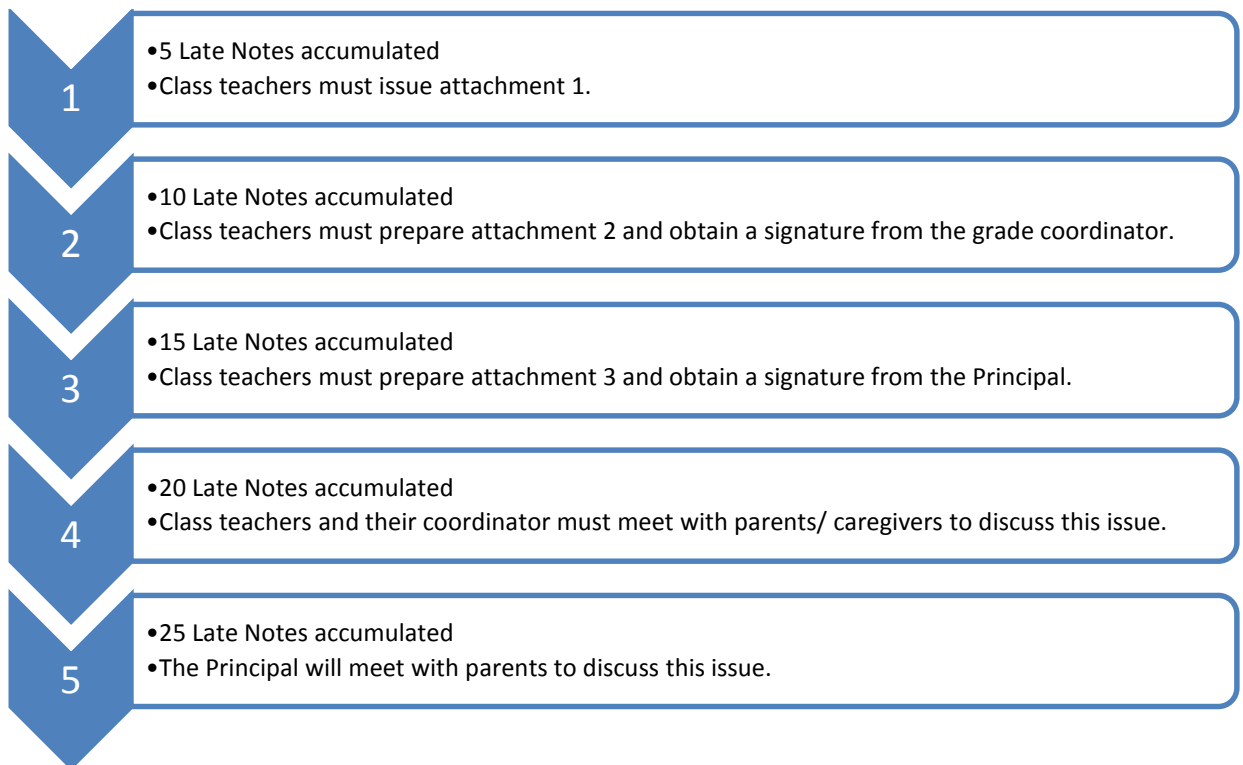


- **Any concerns class teachers have regarding the attendance of students must be immediately discussed with their coordinator.**

vi. Partial absenteeism

a. Late attendance arrivals

Students arriving late to school (after 8:30 a.m.) are to collect a late note from the office see attachment 4. These students are to enter from the main administrative office and collect a late note before entering the school. Students are expected to provide a reason for their lateness to school. Procedures for teachers to follow up with late attendance:



b. Early Leave

Students are not permitted to leave early unless a signed Early Leave slip; see attachment 5 is obtained by a parent/ caregiver from the administrative office. Teachers will not dismiss students early without the official Early Leave slips, handwritten notes will not be accepted.

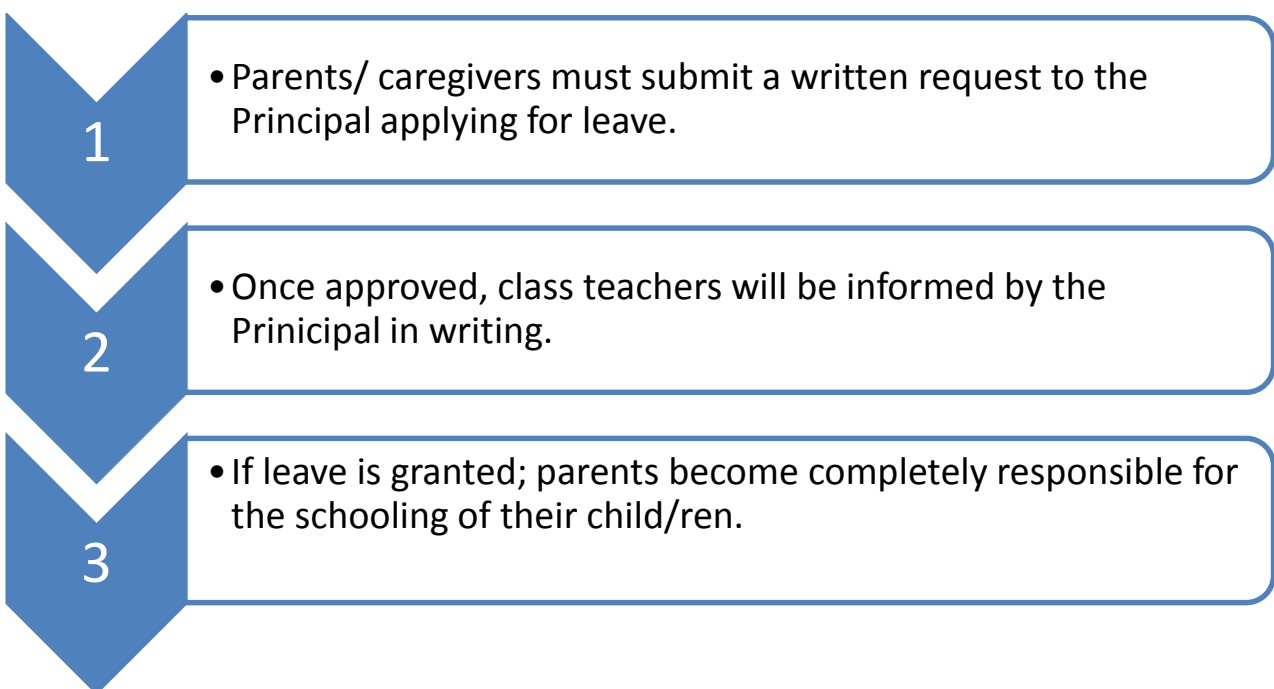
2.3 Prolonged Leave

Parents seeking prolonged leave are to address all correspondence to the Deputy Principal and/or Principal. Leave will be approved depending on the reason and duration requested.

Reasons for prolonged leave may include but are not limited to:

- Unavoidable involvement in a serious family situation
- Misadventure and unforeseen events e.g. fire, floods...
- Family holidays
- Extended Bereavement (at times overseas)
- Medical

Procedure for applying for leave:



Please note; the school does not provide any school work for students taking leave.

2.4 Exemption Policy

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education.

Procedure

- Parents will submit the application and supporting documentation, where requested, to the school principal.
- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education.

- Applications for under 100 days in a year or a request to leave school will be considered by the school.
- Where the application is supported, the principal will provide the original exemption certificate to the parent/s.
- Where the application is not supported, the principal will notify the parents in writing of the unsuccessful outcome using the format from the guidelines.
- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates will be filed in the school's attendance records.

2.5 Holidays/Exemption Certificate

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will be **included** as absences. ***A Certificate of Exemption will not be granted for this purpose.***

Families are encouraged to holiday or travel during school vacations. If travel during the school term is necessary, the following considerations apply:

- If the Principal accepts the reason for the absence, the absence will be marked as "L"
- If the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A"

3 Record Keeping

3.1 Absentee /Late Notes

These are to be retained by class teachers within the class attendance folder and submitted with the class roll at the end of the year.

3.2 Excursion/Incursion Notes

These are to be retained by class teachers within the class attendance folder and submitted at the end of the year with class rolls.

3.3 Withdrawal of Students

All student withdrawals are to be notified to the school administration in writing by a parent/ caregivers. Parents/caregivers must notify the school on the destination of students. ***Where the destination of a student below seventeen (17) years of age is unknown, a Department of Education officer with home school liaison responsibilities will be notified of the student's name, age, last known address and any other appropriate details associated with contacting the parents or student.***

Class teachers will be notified of the withdrawal in writing, class teachers must mark the withdrawal from the date noted in the correspondence received as per the roll marking procedure.

3.4 Student Files

Student records will be kept for six (6) years after the student has turned 18 years of age.

4 Student Late Pickups and Early Arrival Procedures

4.1 Pick-ups

After school supervision at Al Noori Muslim School is as follows:

Time	Procedure
3.20	Class teachers walk students to the relevant gates and remain with them until 3:30.
3.30-3:45	All students will wait with the supervising teacher at school gates.

The school is not responsible for students after 3:45pm. There is no official staff supervision after this time.

4.2 Early Drop off

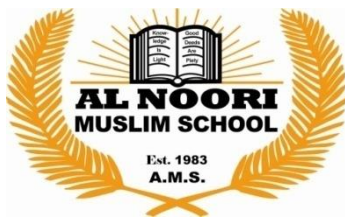
The school is not responsible for students before 8.15 a.m. There is no official staff supervision before this time.

4.3 Record of continued late pick ups

- Parents/ Caregivers responsible for student picking up students are to notify office of lateness prior to 3.20 p.m. in order for supervision arrangements to be made for the child.
- The Principal will meet with parents who consistently pick up their children late.

5 Attachments

Attachment 1 Class teacher's letter regarding attendance



Date: _____

Dear Mr. and Mrs. _____

Assalamu 'alaykum Wa Rahmatullahi Wa Barakatuh

Letter from the Class Teacher

I regret to inform you that your son/daughter _____ of class _____ is not meeting the requirements of the school as indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Not doing class work | <input type="checkbox"/> Not complying with school rules |
| <input type="checkbox"/> Not handing in completed homework or assignments | <input type="checkbox"/> Not wearing correct school uniform |
| <input type="checkbox"/> Not bringing the required equipment to class | <input type="checkbox"/> Inappropriate hair cut |
| <input type="checkbox"/> Poor behaviour in class/playground | <input type="checkbox"/> Excessive unhealthy lunch box |
| <input type="checkbox"/> Not performing to the best of his/her ability | <input type="checkbox"/> Unsatisfactory Attendance |
| <input type="checkbox"/> Other | <input type="checkbox"/> Lateness to class |
| | <input type="checkbox"/> Late pickup |

FURTHER DETAILS:

Wassalaam,

Class Teacher

To the Class Teacher

Date: _____

I have received your letter regarding the school requirements and have discussed the matter with my son/daughter.

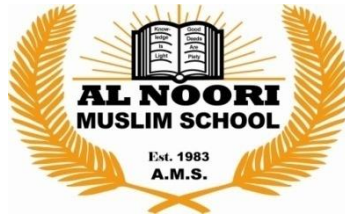
Students Name: _____

Class: _____

Comment: _____

Parent/Guardian Signature: _____

**Attachment 2 Coordinator's
letter regarding attendance**



Date: _____

Dear Mr. and Mrs. _____

Assalamu 'alaykum Wa Rahmatullahi Wa Barakatuh

Letter from the Coordinator

I regret to inform you that your son/daughter _____ of class _____ is not meeting the requirements of the school as indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Not doing class work | <input type="checkbox"/> Not complying with school rules |
| <input type="checkbox"/> Not handing in completed homework or assignments | <input type="checkbox"/> Not wearing correct school uniform |
| <input type="checkbox"/> Not bringing the required equipment to class | <input type="checkbox"/> Inappropriate hair cut |
| <input type="checkbox"/> Poor behaviour in class/playground | <input type="checkbox"/> Excessive unhealthy lunch box |
| <input type="checkbox"/> Not performing to the best of his/her ability | <input type="checkbox"/> Unsatisfactory Attendance |
| <input type="checkbox"/> Other | <input type="checkbox"/> Lateness to class |
| | <input type="checkbox"/> Late pickup |

FURTHER DETAILS:

Wassalaam,

Grade Coordinator

To the Grade Coordinator

Date: _____

I have received your letter regarding the school requirements and have discussed the matter with my son/daughter.

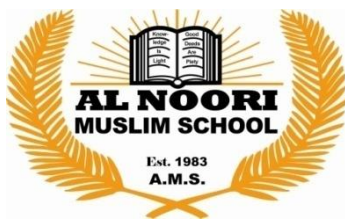
Students Name: _____

Class: _____

Comment: _____

Parent/Guardian Signature: _____

**Attachment 3 Principal's letter
regarding attendance**



Date: _____

Dear Mr. and Mrs. _____

Assalamu 'alaykum Wa Rahmatullahi Wa Barakatuh

Letter from the Principal

I regret to inform you that your son/daughter _____ of class _____ is not meeting the requirements of the school as indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Not doing class work | <input type="checkbox"/> Not complying with school rules |
| <input type="checkbox"/> Not handing in completed homework or assignments | <input type="checkbox"/> Not wearing correct school uniform |
| <input type="checkbox"/> Not bringing the required equipment to class | <input type="checkbox"/> Inappropriate hair cut |
| <input type="checkbox"/> Poor behaviour in class/playground | <input type="checkbox"/> Excessive unhealthy lunch box |
| <input type="checkbox"/> Not performing to the best of his/her ability | <input type="checkbox"/> Unsatisfactory Attendance |
| <input type="checkbox"/> Other | <input type="checkbox"/> Lateness to class |
| | <input type="checkbox"/> Late pickup |

FURTHER DETAILS:

Wassalaam,

Principal

To the Principal

Date: _____

I have received your letter regarding the school requirements and have discussed the matter with my son/daughter.

Students Name: _____

Class: _____

Comment: _____

Parent/Guardian Signature: _____

Attachment 4 Late Note

**Late Note**
Date _____

Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

**Late Note**
Date _____

Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

**Late Note**
Date _____

Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

**Late Note**
Date _____

Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

**Late Note**
Date _____

Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

**Late Note**
Date _____

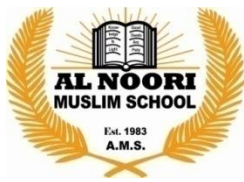
Name _____
Surname _____
Time _____ Class _____

REASON:

Slept in Dr Appointment
Traffic Car Problems

Other : _____
Signature: _____

Attachment 5 Early Leave Note



Early Leavers Note

Date: _____

Dear Principal/Class Teacher,

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Please excuse my child _____

(student name)

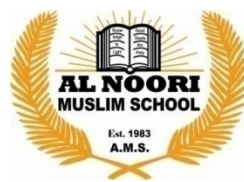
from _____ till _____ for the
(time) (time)

following reason:

(reason)

Thank you

Admin Parent Signature



Early Leavers Note

Date: _____

Dear Principal/Class Teacher,

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Please excuse my child _____

(student name)

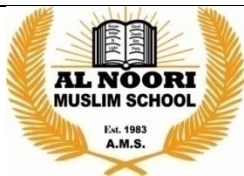
from _____ till _____ for the
(time) (time)

following reason:

(reason)

Thank you

Admin Parent Signature



Early Leavers Note

Date: _____

Dear Principal/Class Teacher,

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Please excuse my child _____

(student name)

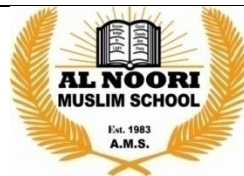
from _____ till _____ for the
(time) (time)

following reason:

(reason)

Thank you

Admin Parent Signature



Early Leavers Note

Date: _____

Dear Principal/Class Teacher,

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Please excuse my child _____

(student name)

from _____ till _____ for the
(time) (time)

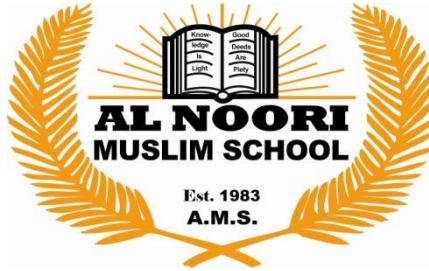
following reason:

(reason)

Thank you

Admin Parent Signature

**Attachment 6 Student Reason
for absence letter**



ABN: 56 003 620 620

75 Greenacre Road Greenacre NSW 2190. Tel: 02 97905726 Fax: 02 97094122

Email: admin@alnoori.nsw.edu.au Website: www.alnoori.nsw.edu.au

STUDENT REASON FOR ABSENCE

Dear Mr/Mrs _____

Assalamu'alaikum Wa Rahmatullahi Wa Barakatuh

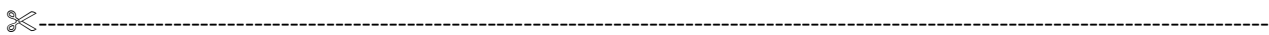
Your son/daughter _____ of class _____ was absent on _____.

Please complete the slip below and submit it to the class teacher.

Classroom teacher _____

Date _____

(In future, please ensure that a note is to be submitted to the teacher immediately after the absence)



STUDENT REASON FOR ABSENCE

Date _____

Dear Mr/Mrs _____

Assalamu'alaikum Wa Rahmatullahi Wa Barakatuh

My son/daughter _____ was absent on _____

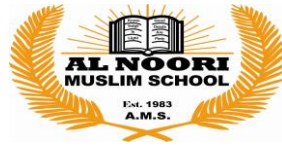
because he/she was _____

(Please supply doctor's certificate where necessary)

Parents' Signature: _____

Date: _____

Attachment 7- Daily Absenteeism Slip



Teacher		Class		Date	
----------------	--	--------------	--	-------------	--

Daily Absenteeism Report

Absent students	Office Use
1.	<input type="checkbox"/> Sick <input type="checkbox"/> Appointment <input type="checkbox"/> Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Other _____
2.	<input type="checkbox"/> Sick <input type="checkbox"/> Appointment <input type="checkbox"/> Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Other _____
3.	<input type="checkbox"/> Sick <input type="checkbox"/> Appointment <input type="checkbox"/> Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Other _____
4.	<input type="checkbox"/> Sick <input type="checkbox"/> Appointment <input type="checkbox"/> Holiday <input type="checkbox"/> Bereavement <input type="checkbox"/> Other _____
<input type="checkbox"/> No absences	Admin personnel:

Submit by: 11.30 A.M

Attachment 8- 2016 Attendance Register Codes Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

Attendance Register Codes Symbols to be used for explanation of student absence	
Symbol	Meaning
A	The student’s absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal’s discretion to accept or not accept the explanation provided.
S	The student’s absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school

Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F¹	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H²	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education

¹ Note: For Independent Schools use “F” not “H” for students attending external tutorial centres and programs that are school authorised.

² Note: In most cases this code will only be used by Department of Education schools, with the exception of students from non-government schools attending hospital schools.

Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

Manual Attendance Registers

Department of Education schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

a - The student was absent on that day.

Pa - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Note: The symbol 'X' is to be used for the first and last day that the student attended for each term.

Electronic Attendance Registers²

For **Department of Education schools** using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.

² Note: This only applies to Department of Education Schools.