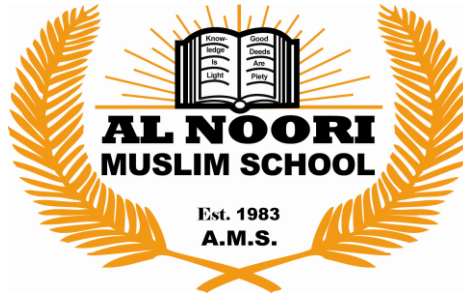


AL NOORI MUSLIM SCHOOL



Senior Campus Attendance Policy

Policies & Documents

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 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 teachers' top drawers at all times. They are to be marked daily according to the new codes introduced in 2015, see attachment 1.

Some of these codes include but are not limited to:

- No Correction fluid
- Use of black pen only

Teachers uncertain of correct completion of class rolls are asked to discuss it with their Coordinator. Class rolls are collected by the Coordinator throughout the year for appraisal and feedback. These dates are usually entered into the annual term planners and inserted in the staff weekly outline for reminders.

Class rolls are to be marked and signed by the class teachers daily.

2.2 Absent Students

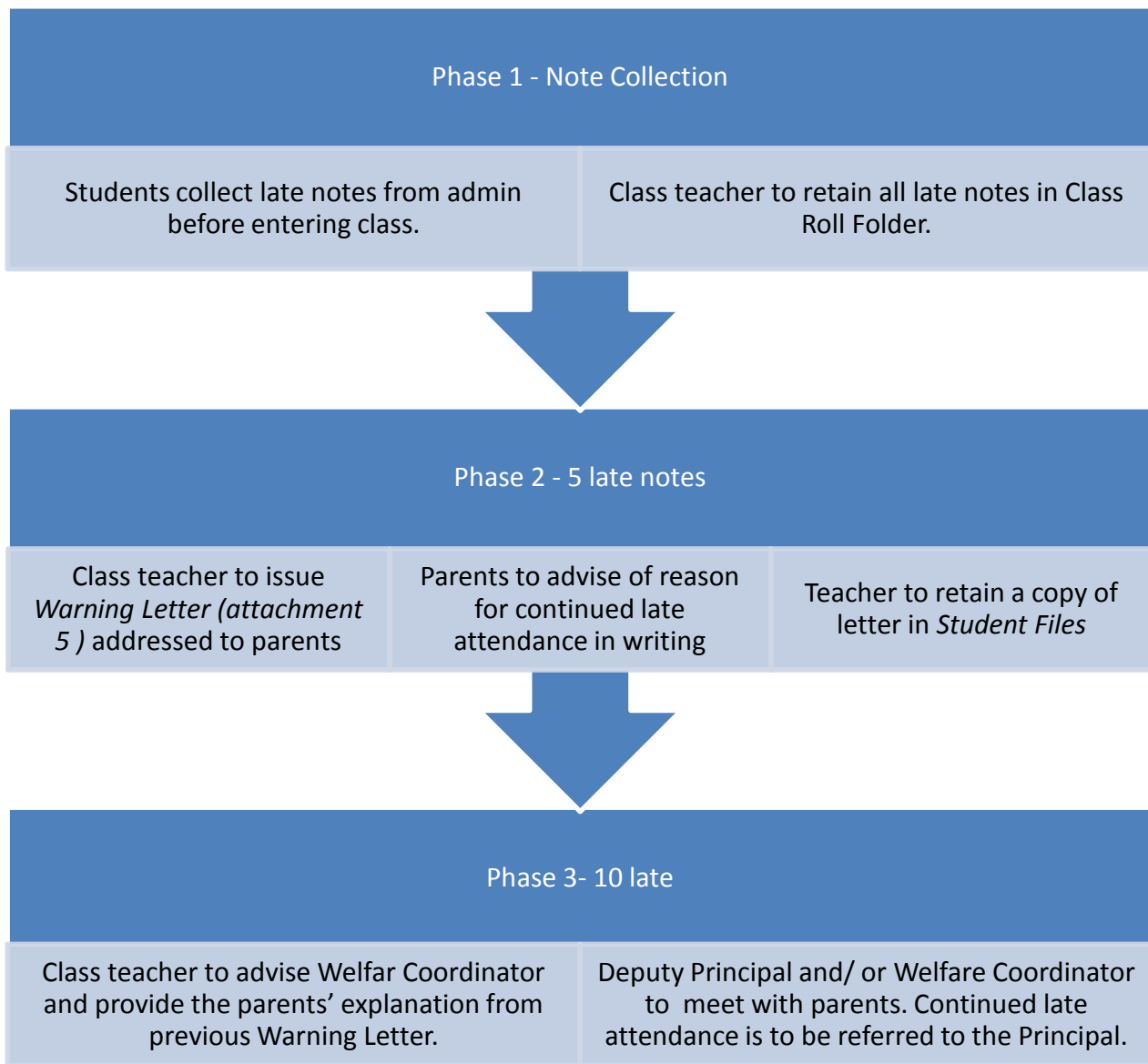
These are to be marked. A note is to be provided by the student's carer upon returning to school.

- Class teachers must report absences on a daily basis to admin, class teachers will indicate absences on a class list and this will be sent to admin before the end of period 1. Admin will make a courtesy phone call to parents and keep a record of this.
- Students with unexplained absences are to be provided with *Unexplained Absence Proforma* for parents to complete (Attachment 4).
- Unsatisfactory Attendance – students with unsatisfactory attendance (exceeding 5 days in a given term with unreasonable explanations) are forwarded to the Principal and a meeting may be setup between the Deputy Principal and/or welfare coordinator and parents to discuss the student's unsatisfactory attendance. Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence.
- Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.
- 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.***
- Partial absenteeism
 - Late attendance (Attachment 2) and Early leave (Attachment 3).

Students arriving late to school (after 8:30 a.m.) are to collect a late note from the office. The entry gate will be locked daily by 8:30 a.m. These students usually enter from the main administrative office. Late attendance reasons include:

- Medical appointment
- Transport difficulty
- Unavoidable delay
- Family situation
- Missed bus
- Traffic
- Weather delays

2.2.1 Procedures for Late Attendance:



2.2.2 Procedures for Early Leave:

Students are not permitted to leave early unless a signed Early Leave slip; see attachment 3 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 Special and Prolonged Leave

Prolonged Absences of 5 days and over are to be reported to the Deputy Principal and/or Welfare Coordinator. The Deputy Principal and/or Principal will investigate child's absenteeism.

Parents seeking special and prolonged leave are to address all correspondence to the Principal. Leave will be approved depending on the circumstances 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

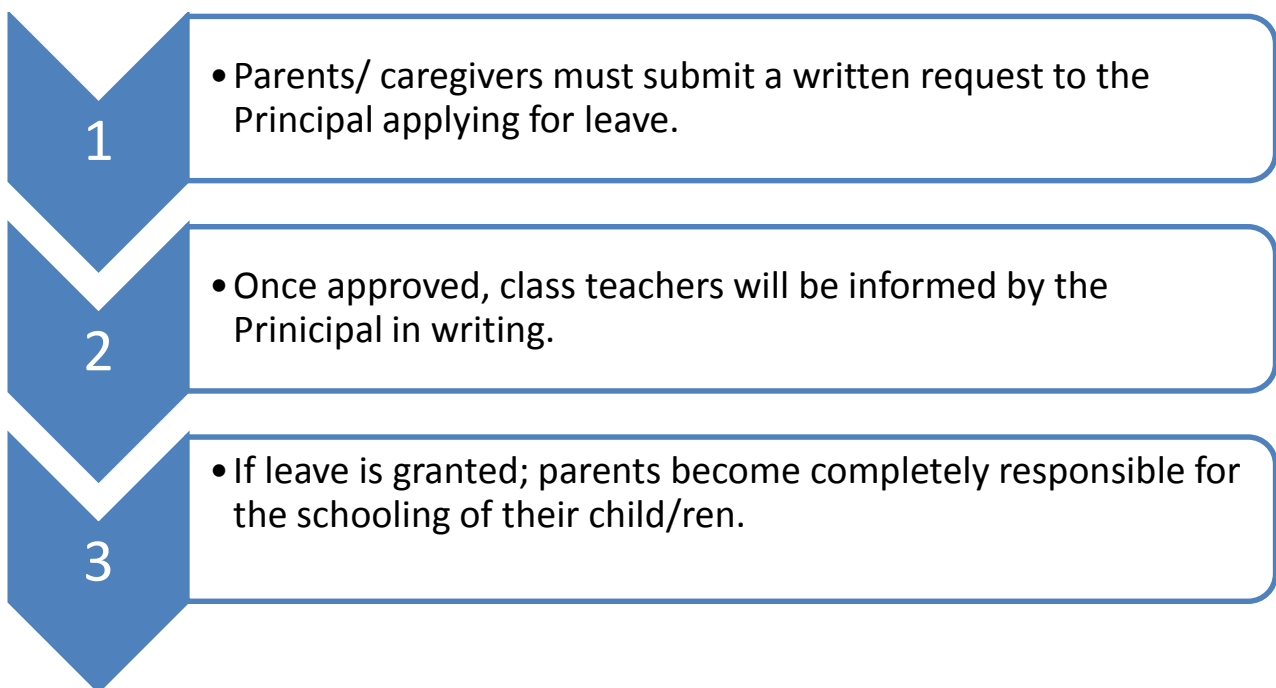
2.3.1 Procedures for prolonged leave

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.

2.3.2 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 to undertake an apprenticeship or traineeship, 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.

2.3.3 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/Early Leave Notes

These are to be retained by class teacher in the *Class Roll Folder* for submission at the end of the year.

3.2 Excursion/Incursion Notes

A copy of note collections is to be kept by class teacher and original slips to be filed in admin.

3.3 Withdrawals

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

The school has a duty of care in the protection, supervision and comfort of all students. Supervision is provided between the times of 8:15am and 3:45pm. Parents are required to meet their responsibility as carers and ensure students are dropped off and picked up on time.

4.1 Pick-ups

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

Time	Procedure
3.30	Students released to the relevant gates to be picked up by parents.
3.40	All students remaining wait with the supervising teacher at school gates.
3.45	Final students pick up/Supervision ceases.

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.

5 Truancy

Truancy means any absence of part of or all of one or more days from school during which the school admin, principal or teacher has not been notified of the legal cause of such absence by the parent or caregiver and also means intermittent carried on for the purpose of defeating the intent of compulsory education.

Any cases where a student is suspected of truancy, and has not already been mentioned by the unexplained absence section above, will be referred to the Deputy Principal and/or Welfare Coordinator who will investigate the matter and if necessary pass on the information to the **Department of Education Home School Liason Officer**.

6 Attachments

Attachment 1- 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.

Attachment 2- Senior Campus Late Note



AL NOORI
MUSLIM SCHOOL
Est. 1983
A.M.S.

🕒 LATE NOTE 🕒

Name: _____

Time: _____

Class: _____ Date: _____

Reason:

Slept in Traffic

Dr Appointment Other

Admin signature: _____

Parent signature: _____

Teacher signature: _____



AL NOORI
MUSLIM SCHOOL
Est. 1983
A.M.S.

🕒 LATE NOTE 🕒

Name: _____

Time: _____

Class: _____ Date: _____

Reason:

Slept in Traffic

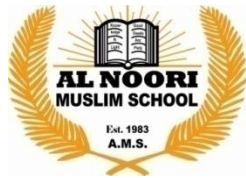
Dr Appointment Other

Admin signature: _____

Parent signature: _____

Teacher signature: _____

Attachment 3- Senior Campus Early Leave Note



Early Leavers Note

Date: _____

Dear Principal/Class Teacher,

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Please excuse my child _____
(student name)

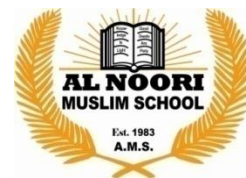
from _____ till _____ for the
(time) (time)

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)

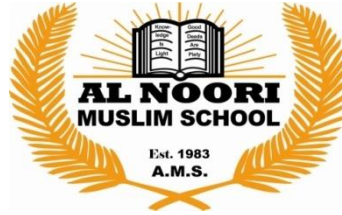
following reason:

(reason)

Thank you

Admin Parent Signature

Attachment 4 Senior Campus
Reason for absence letter



STUDENT REASON FOR ABSENCE

To the Class Teacher _____

Date

Assalamu'alaikum Wa Rahmatullahi Wa Barakatuh

My son/daughter _____

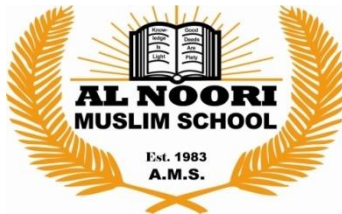
was absent on _____

because he/she was _____

(Please supply doctor's certificate where necessary)

Parent's Signature: _____

Date: _____



STUDENT REASON FOR ABSENCE

To the Class Teacher _____

Date

Assalamu'alaikum Wa Rahmatullahi Wa Barakatuh

My son/daughter _____

was absent on _____

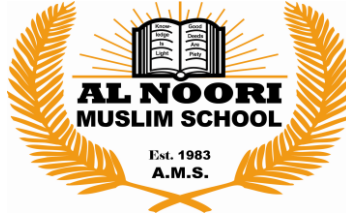
because he/she was _____

(Please supply doctor's certificate where necessary)

Parent's Signature: _____

Date: _____

Attachment 5- Senior Campus Warning Letter



Al Noori Muslim School
WARNING LETTER
(Return to Issuing Teacher)

Dear parent/caregiver,

Date: ____/____/____.

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

Your child _____ of class _____

is expected to follow teacher directions which are aligned to our policies. All students are expected to do so promptly and with a good attitude. This letter has been issued as a warning to inform you that your child has not met these expectations.

- Reason/s for letter:
- | | |
|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> School Attendance & Uniform | <input type="checkbox"/> General Attitude |
| <input type="checkbox"/> Class Behaviour | <input type="checkbox"/> Prayer |
| <input type="checkbox"/> Class work & Homework | <input type="checkbox"/> Violence |
| <input type="checkbox"/> Assessments | <input type="checkbox"/> Other (details below) |

Other Comments:

Failure to adhere to policies will result in an escalation of your child's current warning level to a *Student Compliance Record* as indicated below.

Current Level of Discipline: <input checked="" type="checkbox"/> Warning Letter → <input type="checkbox"/> Student Compliance Records (3) → <input type="checkbox"/> Weekly Contract
<i>Afternoon Detention</i> <i>Meeting with Parents</i>

Teacher: _____

Subject: _____

Parent/Caregiver:

I, the parent/caregiver of _____

acknowledge that my child has been issued with a **Warning Letter** for failure to comply with school policies. I am also aware that further failure to comply from this date forth will result in a **Student Compliance Record**.

Parent's

Signature: _____

Date: _____

/ /