

Late to school policy

At the Australian Islamic College, our ethos is to provide excellence in academic education and of equal importance, to guide our students to grow to be responsible young adults both within the school and the greater community. A new policy "Lateness to school" has been implemented to deter our students from coming late to school. **Students must arrive at school by 8.20 am** as assembly starts at 8.30 AM.

After 8.30 AM students can only enter through the front gate until 8.40 AM.

AT 8.41 AM main gates will be locked.

From 8.40 – 9.00 AM

Both high school and primary school staff will be at the front gate to check if any parent who comes late has any valid reason or not. If there is any reasonable cause (medical appointment, sickness, accident or excessive traffic (needs to show photo evidence), parent worked night shifts etc.) the student will be allowed to attend school on that day. Otherwise, parents need to take the student home for that day. Parents are requested to call, send text messages to inform ahead for their lateness. Reasons like woke up late, needs to take the siblings somewhere else, parents are late, relatives came from overseas, attending parties the night before etc. will not be accepted as valid reasons for being late. Excessive traffic cannot be accepted more than once/twice as parents/students need to leave home early taking the traffic jam in consideration. Our aim is to give students the maximum learning time and environment for their academic and behavioural excellence.

After 8.40 AM

Students coming by public buses, the same rule applies. But students will be sent home by public transport after contacting parents. If parents cannot be contacted, the student will be allowed to attend school but will be suspended for the next day or serving after school detention for the lateness depending on the time of lateness.

After 9 AM

The parents bringing children to school must report to the front office and show the evidence of being late. If reasonable, the student will be allowed in. If not, parents must take the students home. Students coming by public transport after 9 AM, report to front office to check the reasons for lateness and forward them to central office if there is no valid reasons. Central office will be contacting parents to send students home.

Truancy Policy (intentional absence)

Attending school is a legal requirement for all students until the year the child turns 17 years of age, subsequently class attendance is compulsory.

Truancy is a breach of our school policy as we have a duty of care for our student's safety and wellbeing. Any students found truanting class will be suspended immediately.

Our policy with regards to late attendance is based on "time missed is time owed" with an insistent emphasis on parental notification. The effective management of these two components dictates the level of success we achieve in behavior management. Absentees will be followed-up by central office staff. They are charged with informing parents within the first two periods of the child's absence.

The year coordinators will be responsible for the follow-up of student attendance and the ensuring of an accurate daily absentee record, highlighting lateness and truancy. The system operated by the coordinators is designed such that students are notified the next day of their breach and the necessary consequence their action has attracted.

Any student found to have purposely missed assembly, Prayer, any class or leaving school grounds without permission from parents and the school will incur an automatic one day suspension.

Lateness to class Policy

Students must arrive classes within 5 minutes of the bell rings. Teachers can deny students to let in if a student is not in class within 7 minutes without any reasonable cause. If students are not allowed to come to classes, they will be waiting outside of the classes for the Coordinators, SMT to pick them up and escort them in a special room in the library to follow that up. Depending on the reason for the lateness, students might be sent to classes, kept in recess/lunch detention, in-school suspension, after hour detention or out of school suspension.

ACCUMULATED LATENESS

STRIKE ONE – After-school Detention (Contact Parents) Time Parole Contract (TOTAL 35)

If the student accumulates a total of 35 minutes then they receive an automatic after-school detention

STRIKETWO – After-school Detention (1 day) (Contact Parents) (TOTAL 70)

If the student continues to accumulate another 35 minutes then they will receive another in-school suspension

STRIKE THREE – Suspension (Contact Parents) (TOTAL 105)

If the student continues to accumulate another 35 minutes then they receive a further suspension

Please note late minutes are cleared every term and the student will start from zero again.

Absence from School Policy

At Australian Islamic College, student attendances are considered as high priorities. We know that students who regularly attend are more likely to be successful and be safe at school.

It is a legal requirement for any absence to be covered by a phone call, text messages, email or written explanation from the student's parent or legal guardian. Parents are requested to ring Central office on **9362 2100 and ask for extension** or **send an email on Centraloffice@aic.wa.edu.au** or **send a written explanation with the child** before 9.30am on the day of the absence with the following information.

- Clearly state the full name and ID of the student
- Year group
- Name of the parent/guardian
- Day and date of the absence
- Reason for the absence
- Your contact telephone number/email address

The school will contact parents via an **SMS message** if a student has been marked absent after period two when no contact has been received from a parent. **If there is no further contact with the school, a note must be provided to the Central office on the day of the student's return.**

- Coordinators will send the students to the central office staff the next day of return to make phone calls to their parents and central office staff records the reason for absence immediately.

Absences for holidays, study, and non-attendance at carnivals, driving lessons (or a similar occasion which can be arranged out of school time) will be deemed as an "Absence" without Satisfactory Explanation".

- Participation in Physical Education classes is compulsory. Only medical grounds can be accepted as legitimate reasons for absence or non-participation.

Students Absent From School for an Extended Period Due To Sickness or Injury

For less than a week: the student is responsible for arranging work from the class teacher.

For more than a week: the parent or guardian should contact the Year Coordinator who may arrange for work from teachers. Work can be collected from Reception.

Permission to Leave School during the Day

Students needing to leave the school during the day for dental/medical appointments etc must bring a note from their parents authorising the absence. Central office must check with the parent via phone call whether the note is given by the parent or not. Permission to Leave School notes must be collected from Central office and checked by the front office before allowing students to leave. Students must sign in sign out register.

On returning to school, students must sign back in at Student Reception.

Students may not leave the school grounds at any time during the school day without permission from their parents.

Permission to Be Out Of Class

No student is allowed out of class without written permission from a teacher.

Not accepted absence

This is absence that is deemed to be taken at the discretion of the family (eg; holidays) – thus there is a choice in the matter. It is not an accepted or endorsed absence and should therefore be avoided as a reason for absenteeism from school. Parents must take responsibility for the consequences of this absence. The teaching-learning-assessment program will proceed and school or teachers will not take the responsibility of the students' progress. This might also affect their choice of course selections in Year 11 and 12s. Teachers will not be taking the responsibility of keeping in touch and sending all tasks to be completed. Staff cannot be expected to undertake a significant additional workload or jeopardize the integrity of their tests and assessments to meet the needs of students who are absent under these circumstances. Therefore, there is a real possibility that a student's results will be affected.

The school is limited in its ability to support students who travel overseas at times when assessments are scheduled. This is especially critical prior to holiday breaks. Families need to avoid removing students before the end of the term unless there are exceptional circumstances. Parents' requests for giving the tests/exams before they leave may not be granted. Reports will not be posted or issued early for students.

Sickness and Injury

For less than a week, the student is responsible to organize with the teacher for email correspondence regarding school works. Student may also organize someone to obtain work from the class teacher. For more than a week, the family should liaise with the Year Coordinator to support the student so that he/she has access to as much of his/her normal course work as possible. Teachers, where possible, will support the student's ongoing education to minimize the impact of the absence on marks or outcomes. Family should organize picking up the study materials from the reception.

For extended sickness/injury, Princess Margaret Hospital School Services may be called upon to assist in keeping the student up-to-date with his/her normal school program. Contact number is 9340 8529 (Fax: 9382 2140) on week days between 8.15am and 3.45pm.

Absence due to suspension from school

School suspends students after several warnings, counselling, and contact with parents or sometimes due to extreme unacceptable behaviours. In this situation school will not be liable to send school works to the students if the suspension is less than a week. Students are required to follow the teaching-learning programs given them before. If the suspension is more than a week, parents have the responsibility to contact the Year Coordinators and make arrangement for the school work. School will not take any responsibility for the students' academic progress.