



## Attendance Policy & Procedure

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The *School Education Act 1999 and School Education Regulations 2000* requires compulsory aged students to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction, unless a written arrangement has been entered into for the student. Failure to do so constitutes a breach of the Act and is detrimental to the student's learning outcomes and future participation in society.

Australian Islamic College endeavours to provide a safe Islamic environment conducive and supportive of the educational process for students to develop academically, spiritually and socially.

Students that are regularly absent from school run the risk of:

1. Dropping out of school early
2. Becoming long term unemployed
3. Becoming welfare dependent
4. Becoming involved in the justice system
5. Becoming socially isolated
6. Being undereducated and unable to access self-improvement programs.

Everyone has a part to play in ensuring that a student is attending regularly and making the most of their learning opportunities here at the College. These stakeholders include but are not limited to:

1. Parents/Guardians
2. Students themselves
3. Principal
4. Deputy Principal
5. Dean of Students (Kewdale)
6. Heads of Learning Areas
7. Head of Primary
8. Year Co-ordinators (Primary and High school)
9. Teachers
10. Absentees officer
11. Other administration staff
12. Peers
13. Members of our community

Accurate reporting of absences and rigorous follow up should improve the student's attendance percentage, however there are students and families who cannot or will not comply. There are many reasons for this and some of them include:

1. Disengagement with the learning environment
2. Family issues
3. Cultural differences
4. Health reasons
5. Substance abuse problems
6. Bullying
7. Extra-curricular activities

The College uses an electronic data collection system to collate and report on absences. This information is then used to intervene at the earliest possible opportunity to truancy using SMS, phone calls, letters, meetings and home visits. Stringent adherence to absentee procedures is critical to providing the best educational outcomes for students at the AIC.

## **1.2 Attendance Percentage**

If a student's attendance percentage drops below 90% attempts must be made to restore regular attendance.

1. Identify which students are not regularly attending. This is done by entering into the Student Absentees in iWise. There is a list of students with the highest number of absent days. Check their number of absent days as a percentage against the number of instruction days and calculate the percentage. This should be done on a weekly basis.
2. Make an excel spreadsheet of all students with attendance levels lower than 90% and start a plan to restore attendance.
3. Make a copy of this list and give to the Principal and to the Dean of Students.
4. Inform the student's year co-ordinator. The co-ordinator should talk to the student and impress upon the student the need for them to be responsible for their own learning.
5. Send letters to the student's Parents/Guardian outlining their responsibility for the student's attendance.
6. Telephone Parents/Guardian to follow up.

Where a student's attendance is not improving the following steps must be taken:

1. Fill out and update regularly an Attendance Intervention Record. It records the times you have made contact with the stakeholders.
2. Fill out and update regularly an Attendance Intervention Checklist. It records the steps you have taken to ensure the student's attendance compliance.
3. If all reasonable steps have been taken to ensure compliance have not resulted in improved attendance, refer the student to the College's School Attendance Panel. Refer to the School Attendance panel in this file.

## **ABSENTEES PROCEDURE**

### **1. Absentees**

The absentees are entered using the iWise system. The system should be updated daily by all class teachers for every period that they teach. Relief teachers should enter their absences too if they can. If for any reason there is a problem with entering the absentees, please bring your student list to Central Office so that it can be entered and the problem rectified.

The deadline for entering the absentees for all Periods is the first 20 minutes of each lesson for High School, Primary: Morning 9: 30am and afternoon by 1:30 pm.

It is essential that the school is up to date and accurate in the recording of absentees, as it is a government requirement for registration. Failure to attend to this can result in de-registration and even prosecution.

- Absentees should be entered under the 'Attendance Entry for Classes' button.
- Any students that are late can be marked as late. Students should provide a note that they have obtained from Central Office/school office. This note

should be marked with the reason for being late. This reason should be entered against the student in the reason column. All students that are late without a note, should be sent to the Central office/school office with an Intra-Campus Student Movement Permission Slip.

- Points accrue for lateness or wagging. The later a student is, the more points they accrue. Teachers should be accurate in their recording of how late a student is. "Going easy" on a student will not reinforce punctuality. There is no need to enter negative points for a late student as the system does it automatically if you enter them as late.
- Late students are also checked from the late sign-in book from Central Office/school office. If a student is so late that they have missed a period this counts as a missed period and gets picked up by the system.
- Parent notified absence and sick bay attendees are also entered by the Central Office/school office so that there is an accurate record of which student is where. If a teacher sends a student to sick bay or the student is leaving to go home or going off the school grounds, the teacher should enter that student as absent for that period. The teacher should also put the reason in the reason column, and if necessary, make a note in the teacher's notes column. Some students say that they are going to the sick bay or home when in fact they are skipping school. Proper record keeping allows the school to keep track of that student's movements.
- Students going on holiday for any duration must inform the Central Office/school office. If they inform a teacher, the teacher must tell Central office/school office.
- Teachers who are running excursions should leave a list of all attendees with Central Office. The teacher responsible for this is the teacher that has organised the excursion. If a student does not turn up for the excursion, Central Office must be notified. The deadline for this list is the day of the excursion.
- If a student is in in-school detention, the sending teacher is responsible for entering these details into the system. If a student is in in-school detention for more than one period, or is in in-school detention all day, the teacher responsible for entering the absentees is the initiating teacher. If a student needs to be out of class during class time for any purpose, they must be accompanied by an Intra-Campus Student Movement Permission Slip. These slips are available from Central Office/school office. Teachers are to pick them up themselves to avoid possible forging by students.

### 1.1 Assembly Absentees

Lists of students from each year and each gender are available from the Central Office every Monday for Co-ordinators to pick up. The Co-ordinator marks the absentees on this list and keeps it with them for their records.

### 1.2 SMS notification to parents

Parents are notified of their child's absences via SMS after period 3 has ended. All parents of children that are away for the first three periods are contacted using the SMS Broadcast Website. A copy of the Absentees for the day is converted into a Comma Delimited File (CSV) and merged and uploaded to the SMS website for bulk SMS delivery. This process is undertaken by the Central Office staff.

### 1.3 Entering Absentees

As previously mentioned, absentees are entered under the 'Attendance Entry for Classes' button in iWise. All teachers will submit their absentees online even if they are relief for a class.

### 1.4 Follow-up with parents if a student has left AIC

Every so often a student appears to have left the school. The parents of these students should be informed by a letter that their child has been absent from school and asked to account for their child's whereabouts. This is to be preceded and followed by a phone call. If no correspondence is forthcoming the student is to be removed from the register at the Principal's discretion, according to Department of Education guidelines. If a teacher is told that a student has left or is on holiday, they must inform Central Office.

### 1.5 Forms

If a student is going to be late or absent for any reason the school needs to be informed in writing. Forms for absences can be picked up from the Central Office or a parent/guardian can write a note with the name of the student, ID number of student, duration of absence and signature of parent or guardian.

### 1.6 Unknown Student Movement Report

After a student appears to have left the school, all attempts must be made to follow up on the student's whereabouts by trying to get transfer notes or other information in writing. If this is not successful the student is placed into a spreadsheet titled Unknown Student Movement Report. This is then authorised by the Principal and sent to the Department of Education and Training with a Referral to School Attendance Officer form attached.

Implementation date: [February 2018]

Approved by: [Executive Principal]

Next review: [February 2019]



## Australian Islamic College (Perth)

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Dear Parents,

It is a Government Requirement that every school account for the attendance of all students of compulsory school age. We would appreciate it, if you could please give the reason for your child's recent absence and sign in the appropriate place below for our records.

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Principal

**Pease fill and return this slip to school as soon as possible.**

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To

The Principal,

This letter serves to inform that ..... in year..... was absent from  
(date..... to .....).

This absence was due to:

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Thank you.

Parent's signature.....