AL IMAN COLLEGE

Attendance Policy and Procedures

1. Purpose

Al Iman College recognises that consistent school attendance is essential for student learning, wellbeing, and academic success. Every day of attendance contributes to improved educational outcomes.

This policy aims to ensure that all students of compulsory school age are enrolled and attend school on every day the College is open for instruction, in accordance with Victorian legislation.

2. Legal Framework

This policy is aligned with the following:

- *Education and Training Reform Act 2006 (Victoria)*
- Victorian Department of Education School Attendance Guidelines

Parents/Guardians are legally responsible for ensuring that their child is enrolled at and attends school.

3. Scope

This policy applies to:

- All students enrolled at Al Iman College
- All teaching and non-teaching staff
- Parents/Guardians

4. Responsibilities

4.1 Parents/Guardians

Parents/Guardians must:

- Ensure their child attends school every day unless there is a valid reason
- Notify the College on the day of absence and provide an explanation
- Provide supporting documentation where required (e.g. medical certificates)

- Ensure contact details are current and accurate

4.2 Teachers

Teachers must:

- Mark attendance accurately twice daily
- Monitor student attendance and identify concerns
- Notify the College Office of any absence information received from Parents/Guardians
- Escalate attendance concerns to the relevant Level Coordinator

4.3 Office Staff

Office staff must:

- Maintain accurate attendance records in SEQTA
- Record and update absence reasons
- Follow up unexplained absences promptly
- Communicate relevant attendance information to staff

4.4 College Leadership

College Leadership must:

- Monitor attendance data and trends
- Ensure compliance with legal requirements
- Oversee escalation processes
- Review this policy as and when necessary

5. Attendance Recording

- Attendance is recorded twice daily (morning and afternoon)
- Rolls must be completed accurately and on time using SEQTA
- Attendance records may be used for legal, safety, reporting, and wellbeing purposes

In the event of system failure or emergency situations, alternative attendance recording processes will be implemented.

6. Absence Management

6.1 Notification of Absence

Parents/Guardians must notify the College on the day of absence and provide a reason.

If no notification is received, the College will contact the Parent/Guardian to confirm the student's safety.

All absences will be recorded with a reason.

6.2 Types of Absences

Absences may include:

- **Medical Absence** – illness or medical appointments
- **Approved Absence** – approved leave (e.g. significant family events, bereavement, religious obligations such as Hajj)
- **Parent Notified Absence** – other explained reasons
- **Unexplained Absence** – no contact from Parent/Guardian

6.3 Extended Leave

- Leave of five (5) or more school days (up to a term) requires submission of an Application for Extended Leave
- Family holidays should be scheduled during school holidays
- Any leave during term time must be approved by the College in advance

The College may provide work to support continued learning during approved absences.

6.4 Unapproved or Uncontactable Leave

Where a student is absent for an extended period without prior approval, or where the College is unable to make contact with Parents/Guardians despite multiple attempts:

- The absence will be recorded as **unapproved** or **unexplained**
- The College will continue reasonable attempts to contact Parents/Guardians
- The matter will be escalated to College Leadership for review

If no contact can be made with the Parent/Guardian or emergency contacts within ten (10) consecutive school days:

- The absence will be formally recorded as **unexplained**
- A record of the absence and all communication attempts will be documented in the student's file

- The College will make final attempts to contact the student and their family

If contact cannot be established after all reasonable efforts:

- The College reserves the right to cancel the student's enrolment in accordance with legal and regulatory requirements
- All records of communication attempts must be maintained by the College

Parents/Guardians will be informed of any such action where possible.

7. Unexplained Absences

An unexplained absence occurs when a student is absent and no explanation is provided.

The College will:

- Notify Parents/Guardians via SMS or other communication methods
- Follow up to confirm the student's safety

Where patterns of unexplained absences emerge:

- Teachers must notify the Office and relevant Level Coordinator
- Ongoing concerns will be escalated to College Leadership

8. Late Arrivals

Students arriving after the designated start time are considered late.

Repeated lateness will result in:

- Monitoring and intervention
- Communication with Parents/Guardians
- Escalation in accordance with the College Discipline Policy.

Parent will be contacted for student/s arriving late for the third time within a term. Students arriving late for the fourth time within a term will be issued an orange card as per the school's Discipline Policy.

If a student arrives late for the fourth time within a term, the level coordinator and/or Student Welfare Office/Student Counsellor will have a meeting with the parent/caretaker.

Student/s arriving late for the fifth time will be issued a red card as per the school's Discipline Policy.

9. Early Departures

- Students leaving before the end of the school day must be signed out by a Parent/Guardian at the College Office
- Early departures should be minimised due to their impact on learning

Requests for early departure must be made within designated timeframes set by the College.

10. Monitoring and Intervention

The College monitors attendance patterns to identify students at risk.

- Attendance concerns will be followed up promptly
- Persistent absence or lateness will result in staged intervention
- Cases may be escalated to College Leadership for further action

The College will consider individual student circumstances, including health, wellbeing, and family factors, and provide appropriate support where required.

10.1 Five Days of Unapproved or Unexplained Absence

If a student accumulates five (5) days of unapproved or unexplained absence within a school year:

- The College and Principal will work collaboratively with the Parent/Guardian to implement appropriate support and intervention strategies to improve attendance
- Strategies may include meetings, attendance plans, wellbeing support, or other targeted interventions

11. Special Circumstances

Where attendance is impacted by factors such as:

- Medical conditions
- Disability
- Family circumstances
- Access to technology (for online learning)

The College will work collaboratively with families to support student engagement and attendance.

12. Emergency and Exceptional Situations

In the event of:

- System outages
- Evacuations
- Lockdowns

Alternative attendance procedures will be followed to ensure student safety and accurate record keeping.

13. Relief Staff

Relief staff are required to:

- Mark attendance for all classes they supervise
- Use SEQTA or provided hard copy rolls
- Submit attendance records to the College Office

14. Related Policies

- Discipline Policy
- Student Code of Conduct

15. Policy Review

This policy will be reviewed as and when necessary, by College Leadership to ensure ongoing compliance and effectiveness.