



Attendance Policy

Australian Islamic College

Postal Address: PO Box 252 Cloverdale Western Australia 6985
Tel: (618) 9362 5340 Email: info@aic.wa.edu.au Website: www.aic.wa.edu.au

Thornlie College: 17 Tonbridge Way, Thornlie Tel: 9493-2718
Dianella College: 81 Cleveland St, Dianella Tel: 9375-9770
Kewdale College: 139 President St, Kewdale Tel: 9362-2100

Rationale

The Australian Islamic College encourages students to achieve to the best of their abilities. Therefore it is expected that all students take full advantage of their educational opportunities, including regular attendance, completion of all set work and consistently working to their full potential. Students of school age (5 - 17 years) resident in Western Australia are required to be in full time attendance at a government or registered non-government school unless they are receiving approved home tuition, have shared enrolment with a specialist setting, have received an exemption from the Regional Director or are enrolled in correspondence education.

Aims

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the School.

Implementation

- All enrolled students are expected to attend all scheduled classes.
- Students must have a valid reason for not attending (these are outlined under Approved Absences)
- The official attendance roll is marked Period 1 of each day. Class teachers mark their own rolls each class.
- Students absent from Period 1 will be recorded by the School Attendance Officer who will contact the parents via an SMS to let them know of their child's absence.
- Year Level Coordinators are to collect absence notes and take to the General Office the same day.
- Parents/Guardians of absent students are required to provide authorisation either in writing or by phone, detailing the reason/s or their child's absence.
- Parents/guardians are expected to advise the School of any extended absence, prior to the absence.
- Students in Years 7 – 10 who have more than 10 day's unapproved absence per semester may be unable to satisfy the requirements of the subjects unless the Year Level Coordinator makes a special recommendation to the Principal.
- Students in Years 11 – 12 are required to maintain a 100% attendance rate for each unit of study they undertake.

Failure to do this will result in the recording of an N for that Unit unless there is a valid (approved) reason for non-attendance.

Once attendance drops below 80% a semester for ATAR students, they will be unable to satisfy the requirements of the subjects/courses even if the absences are generally approved. They may receive a Fail due to high absences

- Year Level Coordinators will advise students at risk once the unapproved absences reaches 7 days. A letter will also be sent to the parents/guardians advising them.

Approved Absences include:

- Absences covered by a medical certificate
- A student being sent home sick from school
- Attendance at a medical appointment, including dentist.
- Approved School excursion or sporting event.
- Suspension

- Notification by phone or a signed note by the parent/guardian explaining the reason for the absence (illness, family trauma, etc.) (While this is generally sufficient for students in Years 7-10, it is only sufficient grounds for WACE students with low level absenteeism.)
- Family holidays (the School Attendance Officer should be informed well in advance so that work requirement obligations are met through a form completed and signed by teachers.) (While this is generally sufficient for students in Years 7-10, it is only sufficient grounds for WACE students with low level absenteeism.)

Attendance Protocols:

- The Australian Islamic College Kewdale High School has an email service that parents can send notifications that their child will be absent centraloffice@aic.wa.edu.au or parents can call the school on 9362 2100 which also includes contact to the Kewdale Primary School. Absentees for Australian Islamic College Dianella call on 9375 9770 and Australian Islamic College Thornlie on 94932718.
- When parents/guardians know their son or daughter will be absent from school, they should ring and:
 1. Identify themselves as the parent/guardian of the student
 2. Advise the name and Year Level of the student
 3. Advise the reason for the absence and the expected length of the absence. (A follow-up note may be required.)
- Students who leave the School for an approved appointment or activity can ONLY be signed out by a parent/guardian
- If the student returns, they must sign back in.
- Teachers are to maintain accurate attendance records for each period of instruction.
- Teachers are to monitor attendance and advise Year Level Coordinators of concerns.

Reviewed: [February 2020]
 Approved: [Executive Principal]
 Next Review: [February 2021]

Australian Islamic College (Perth)

PO BOX 252, Cloverdale, WA 6985

Tel: (618) 9362 5340 Fax: (618) 9355-2988

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.

Principal

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

To

The Principal,

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

This absence was due to:

Students are responsible for any missed work and must seek information concerning catch-up requirements.

Thank you.

(Parent's signature)