



# Attendance Policy and Procedures

**Adopted By:** Principal

**Review Date:** 28/06/2022

**To Be Reviewed:** Annually

## Attendance

Attendance is compulsory for all students at Alkimos Baptist College.

## Guidelines

The Act requires that compulsory aged students attend school, or participate in an educational program, on the days on which a school is open for instruction, unless a written arrangement has been entered into for that student. From 2008, education is compulsory for students until the end of the year they turn 17. Exemption can only be granted by the Minister. (Improving Attendance, 2006, p13). Staff are required to be aware of who is in attendance at the College and who is not and follow up reasons for absence. Staff are to support students and parents as they take responsibility for the effect of students' absence. Students are required to be present at the College unless they have a valid reason. Validity of absence is determined by the College in cooperation with parents and guardians.

Parents and guardians are responsible to enable students to attend the College on time and inform the College of student absence that morning, or the College will ring the parents the same morning. If no contact is made by phone a letter is sent to the parents informing them of the absence and requesting a letter from the parents explaining the absence. The letter must arrive within three days of that absence. Students are required to be present at the College and in every lesson. Students are not allowed to leave the College between 8:30am and 2:45pm without permission. Details of the roll are to be kept electronically by the College.

## Hours of Instruction

School Commences:	8:30am
Secondary Recess:	10:15 am – 10:30am
Primary Recess	10:30am – 10:50am
Secondary School Lunch:	12:00pm – 12:30pm
Primary School Lunch:	12:30pm – 1:00pm
School Concludes:	2:50 pm

While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan for the learning program. However, children who arrive prior to 8:00am will not come under supervision. For this reason we request that children not arrive at school prior to 8:15am.

As school concludes at 2:50pm children should be collected promptly. On occasion when parents are unable to collect children promptly after school, we ask that the Office be informed so that reassurance can be given to children.

## **Absences**

Students are required to be punctual and should be present at all lessons unless ill.

Parents of students who need to attend appointments or who will be absent during class times, should notify the class teacher with a written note prior to the event.

When unexpected absences occur, or sickness necessitates being away from the College, parents must notify the school office by telephone or in person, preferably by 9.00am, and a written note should be forwarded to the teacher as soon as expedient. A medical certificate may be required to explain prolonged absences.

The College cannot give parents' permission to take their children away from the College during the school term for holidays. Parents should make every effort not to take children on holidays during term time, as much programmed work and assessment is missed.

## **Late Arrival**

Students who arrive at the College late are required to sign in at the College Office; they should be accompanied by their parent/guardian. Secondary students may provide a note from their parent/guardian. Late students will be issued a late note. Secondary students who arrive late to class from a previous lesson must have a note from their previous teacher.

## **Early Leave**

When children are removed from school during the day by parents/guardians, the Early Discharge Book must be signed at Reception and an Early Discharge slip taken to the class teacher before the child is collected.

Secondary students may bring a note from their parents/guardians to the class teacher, who should then allow them to leave class so they wait for their parent at the College Office.

## **Appointments**

If a student indicates they need to leave class for an appointment, for example, with the School Chaplain or School Psychologist, they should show the teacher their appointment slip. The time the Student left class is recorded in the Teachers Daily Absentee sheet. These students should be directed to the College Office.

## **Excursions / Incursions / Camps**

Teachers need to let the College Office know as soon as possible if students are absent from an excursion, incursion or camp.

## **In-School or Out-of-School Suspension**

The Principal will notify the College Office of the name of a student on In-School / Out – of School Suspension as well as expected duration of the suspension and confirm when the student returns to class or school.

## **Checking / Tracking of Absences Procedure**

### **Teachers:**

Use SMS system to record absences.

High School Teachers to do this in all classes.

Primary Teachers to do this within first five minutes of school commencing in the morning and after lunch break.

Attendance is checked by calling names or positively checking faces one by one from the class list.

If a parent has informed the teacher of the reason for the student's absence, this information is to be written in SMS system, and given to the student service team, along with any absentee notes that have been cited and signed by the Teacher before it is sent to the College Office.

If an absentee letter has not been produced by the student by the second day back at school, a reminder slip is given to the student by the class teacher. If an absentee letter has not been produced by the third day back at school, the student is referred to the College Office and a letter is written to the Parents requesting an absentee letter. A copy of this letter is placed on the Student's File.

### **Reception and Office:**

All phone calls received at reception from parents/guardians notifying of a student's absence must be recorded on the 'Office Record of Absentees Notification' form for the day and the information made available to the College Office.

### **Student Services:**

Upon receipt of the absentees on SMS, the College Office staff are to check the office list of absentee related phone calls. If there is no explanation for the absence of the student on either the SMS or the school 'Office Record of Absentees Notification' form, then the staff will ring the parents/guardians of each absent student in order to gain an explanation for the absence.

This information is then recorded on the electronic absentee register.

Parents are reminded at this time that they are required to provide a **written explanation** for the absence upon the child's return to school.

If a parent cannot be contacted by phone a message is left and then a text message is sent to the parents.

If a student who is in not usually late or absent is absent and this is unusual behaviour parents/guardians will be contacted by phone. If no contact is made all emergency contact numbers will be tried. If no one can be contacted the police will be informed.

### **Principal:**

The Principal will check the Attendance Registers to ensure they are being completed correctly and that unexplained absences are being followed up. The Principal will liaise with College Office staff and the class teacher to ensure the continued follow up of all unexplained absences.

### **Sickness and Accidents**

In the event of a child being sick or involved in an accident, parents are contacted as soon as possible.

All parents are asked to make sure that the school has a telephone number or an address at which they can be contacted. Information on enrolment forms needs to be kept up to date.

The College must be informed of any changes in telephone numbers, addresses and the person to contact in an emergency. As soon as changes occur this information should be given to the College Receptionist by parents/guardians so that the Electronic Enrolment Register can be updated.

### **Truancy and Excessive Absence**

When truancy (whole day or specific class) is discovered the College Office staff will inform the Principal who will then contact parents, teachers and truant student. Generally an interview is organised with student and parent / guardian and corrective procedures are initiated.

In instances of excessive absence, the College Office staff will inform the Principal who will contact the student's parent / guardian and corrective procedures are initiated. In circumstances of excessive absence where correction is unable to be effective or parents are not cooperative, the College will liaise with the District Office. Excessive absences without legitimate reasons can compromise the enrolment of a student at Alkimos Baptist. When excessive absences are noticed a formal letter is sent to Parents informing them that an 80% attendance is required to maintain enrolment at the College.

### **TRANSFER NOTIFICATION**

If Transfer Notification is received from another school, the student is marked as 'left' and the 'student destination' is entered onto the MAZE database including the 'date of exit'. These details will be reflected on the Enrolment Register and when archived will remain in the 'past members' register for future reference. The student's timetable, attendance and behaviour record is printed and filed in the student's file ready for archiving.

### **FOLLOW-UP FILE**

When no Transfer Note has been received, students remain on the MAZE database until clarification is sought from the parents/guardians within the next two weeks. However, to avoid confusion, and in the case of an emergency evacuation the student continues to be marked as absent on the attendance register. Student details remain in the 'Left' Students follow-up file until satisfactory information regarding their whereabouts is received. If there is no satisfactory answer within four weeks, the Regional Office of Department of Education is notified. The 'missing' student will then be tracked by the Student Tracking System Officer.

Only the Principal has the ability to remove a student from the register