



ISLAMIC SCHOOL OF CANBERRA

Attendance Policy

Section One:

Section 10A of the ACT *Education Act 2004* stipulates that it is the parents' responsibility to ensure that the child enrolled at a school, attends school on every day, and during the times on every day, when the school is open for attendance; and attends every activity of the school (including attendances at an approved educational course) that the school requires the child to attend. Section 102 of the Act requires principals of non-government schools to establish procedures which encourage regular attendance at school. Whereas, Sections 99 and 100 of ACT *Education Act 2004* require the keeping of records associated with the enrolment and attendance at school for all students at non-government schools.

The primary responsibility for meeting this legal requirement of regular attendance at school rests with the parent s/ caregiver. The enrolment officer is responsible for keeping a Register of Enrolment and Attendances that records the full name of each student at School, and correctly records the attendance or non-attendance of the student at the School on every day when the School is open for attendance. As a 'duty of care' the School is required to monitor students' attendance very carefully and when students arrive at school. It is the school's responsibility to ensure that students are supervised at all times. Students are reminded on regular basis to attend school. When a student is repeatedly reported absent, the principal will organise a meeting with the student and his parents or carers.

The Attendance Roll (Using SchoolPro online system)

The Attendance Roll is a Legal Record.

It must be completed daily and it must be checked that all attendances are registered accurately.

It can be requested for use as evidence in the following cases at court:

- Divorce/Custody.
- Truancy.
- Injuries.

The school will tally the total present each day.

Attendance will be marked against each student's name, whether present or absent. This will be via the online SchoolPro register. We mark the student 'present' if they are at school and 'absent' if they are away from school.

Leaving school during the day

- All students must report to the office if they wish to leave school during school time due to illness, and the front office will contact a parent/caregiver for approval and early collection.
- If an adult, other than parents/carers or an approved delegate, collects a child, the office needs to first confirm the collection with the student's parent or caregiver via telephone or notification from parent in advance.

Late Arrival at School

- Students who arrive at school after 9:00 am are late and must report to the office. Parents/ caregivers need to complete a *Late Admission Note* at the office. Students need to hand over the *Late Admission Note* to the teacher. The student will be marked as Late when reporting to the front office. If the student is late in more than ten occasions, the enrolment officer should alert the principal who will contact the parents to investigate their child's lateness.

Absences

- It is the parents' / caregivers' responsibility to communicate all reasons of absence directly to the school office either by:
 - Telephone: 02 62887358,
 - Text message: 0409 513 510
 - Email: reception@isc.act.edu.au
- Parents/ caregivers must be encouraged to write a letter of explanation on the day students return to school.
- Where the family is wishing to go overseas, the parent needs to apply for leave from the Principal. Parents should be notified of this requirement at the start of their enrolment. Although the school does not encourage holiday leave during the school terms unless the travel is an emergency. If the family chooses to travel during the term their child's education will be affected. If the parents fail to inform the school that they are travelling overseas, the school has the right to terminate the enrolment of their child/ren. Further if the absence exceeds three weeks, then the school has the right to terminate their enrolment.
- All letters from parents should be sent to the office to be filed.
- The administration staff is to ensure that unexplained absences are followed up by sending a text message to the parents on the same day.
- Parents/caregivers will be telephoned to schedule a meeting regarding poor attendance at school.
- ISC will transfer unsatisfactory attendance information to the student files. Unexplained absences will be recorded as unexplained.

Non-compliance

If an enrolled student at ISC does not meet the school attendance requirements even after the School has undertaken a range of measures to address the non-compliance, the Principal is legally required to report the case to ACT Education Directorate for further action.

Student Transfer

When a student leaves ISC, the parents are required to inform the school in writing. (Copy stored in student file).

If a student has left without notification, ISC will take the following steps.

1. Contact the parents by phone or email.
2. If not successful on telephone and email, write a letter asking them to complete a transfer form and post to the school office.
3. If no reply received, contact the enrolment officer to advise of the student's departure.

Register of Enrolments

- **Full** names of all students who have enrolled at ISC will be entered into the SchoolPro online Administration System.
- Each student will receive an admission number (ID).
- The student's information from the School Enrolment form will be transferred onto the SchoolPro online Administration System.
- This register will be retained for a minimum period of seven years before archiving.

References

ACT Education Act 2004 Ss 99, 100 and 102


Education Participation (Enrolment and Attendance) policy

Attendance at ACT Public Schools procedure

Attendance at ACT Non-Government Schools Procedure

Exemption Certificates procedure

Non-compliance procedure

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Approved by Board member/director	Dr. Majharul Talukdar
Signature	
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