

## STUDENT ATTENDANCE POLICY

### Rationale

Darul Ulum College is committed to ensuring the school, students and their parents comply with their legal obligations in relation to school attendance. The school believes that high levels of school attendance is essential for learning.

This Attendance Policy sets out the principles and framework governing the school's processes and activities that enact the school's legal responsibilities and which support students in attending school.

### Implementation

1. Students are expected to attend school as per the schedule below.

Darul Ulum Academy [Mickleham Campus]		
Year Levels	Starting Time	Dismissal Time
All levels	8.20am	3.15pm* *Dismissal time for Foundation students between 31 January – 10 February is <b>12.45pm.</b>

Darul Ulum College [Fawkner Campus]		
Year Levels	Starting Time	Dismissal Time
<b>Foundation</b>  * Foundation students <i>without</i> siblings in other year levels may arrive at 8:30am.  *Foundation students will be dismissed at 12:45pm from Monday 1 February until Friday 10 February. Regular dismissal time (3:05pm) for Foundation students commences on Monday 13 February.	8:25am / 8:30am	3:05pm
<b>Year 1 to Year 4 Students without Siblings in Upper Levels</b>	8:25am	3:15pm
<b>Year 5 &amp; Year 6 Students without Siblings in Secondary School</b>	8:20am	3:15pm

<ul style="list-style-type: none"> <li>▪ <b>All Secondary Levels</b></li> </ul> <p><i>*VCE students will be required to attend afterschool tutorials on all or selective days during the week.</i></p> <ul style="list-style-type: none"> <li>▪ <b>Year 1 – Year 6 Students with Siblings in Secondary School</b></li> </ul>	8:20am	3:35pm
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2. It is compulsory for students to attend all school-based activities during school hours unless exemption is sought.
3. **The minimum satisfactory attendance for students is 95% of scheduled school days during a school year.**
4. Students are expected to attend school every day of the term throughout the year. However, it is recognised that in the rare occasion, students may be absent due to compelling reasons.
5. On return to school after an absence which was not anticipated, the student must provide a medical certificate or a written explanation for the absence from the parent / guardian.
6. A student who needs to leave school before the official dismissal time must submit a written note from the parent / caregiver or the parent must attend in-person to the reception.
7. The assigned **form teacher** in all sub-schools (or their replacement) must mark the attendance **twice a day, AM and PM**, using the school approved system [Schoolbox] as per the guidelines below: -
  - *Marks the morning attendance register between 8:20am [8:25am for Foundation – Year 4] – 8:40am.*
  - *Marks the afternoon attendance register between 12:00pm - 2:30pm.*
  - *Where a reason for a student’s absence is not stated on Schoolbox, the form teacher will enter the reason for absence as ‘Sick’ and will confirm this with the student upon the student’s return. The form teacher will make the necessary adjustments as deemed necessary.*
  - *Documents reasons for the absence under the student’s profile and uploads all parent notes / medicals under the student’s profile;*
  - *Refers all cases of unexplained absences to the Level Coordinator for further investigation.*

8. In the absence of the form teacher during the AM roll call and/or the PM roll call, **the Daily Organiser** is responsible to mark the attendance roll on behalf of the absent form teacher on the same day. This can be achieved by the Daily Organiser attending in-person to the class or by delegating the task to another staff member. However, it is the Daily Organiser's duty to cross-check and confirm that the roll has been marked on time and on the same day prior to the students' dismissal.
9. A daily automated SMS will be sent to parents by 9:00am alerting them if their child is absent. Where the parent replies with the reason of absence, the **responsible office personnel** is required to enter the reason on the system.
10. **Level Coordinators** hold the responsibility of informing the **responsible office personnel** about students undergoing suspension by sending an advance email containing the following information:
  - a. the complete name of the student
  - b. the specific day(s) of the suspension

The **responsible office personnel** will then record the absence reason for the mentioned students as 'suspension'.

11. Heads of School will receive a daily automated notification at **8:50am for the AM roll marking and a second report at 2:35pm for the PM roll marking** to alert them of classes that have not been marked for attendance. HoS will alert the relevant form teacher(s) on the same day.
12. For quality assurance purposes, Heads of School will receive a daily automated notification at 3:40pm identifying any form teacher who has not completed the AM / PM roll call for that day. The HoS must follow through with the relevant teacher on the same day. If the form teacher does not respond to these reminders, the HoS will investigate the matter.

### **Co-Curricular Hifz Department**

13. The AM roll marking will be conducted as per the following procedures:
  - *Hifz teachers of every class will mark the AM student attendance for their cohort on the central excel sheet on SharePoint at 8:20am.*
  - *The assigned form teachers will transfer the data from the excel sheet to the system by 8:40am for the AM roll call.*
  - *The assigned form teachers will enter the PM roll between 12:00pm – 2:30pm directly into the system.*

## Co-Curricular Ilim Department (Diploma in Islamic Studies Instructions)

14. The assigned form teachers will mark the AM and PM roll calls as per the stipulated timings above.

### Follow-up Procedures

15. Follow up procedures for absent students includes the following: -

- Students at risk of breaching attendance requirements are those who have been absent for an accumulative number of **three school days** and their absence is classified as “*unexcused absence*”. The form teacher will alert the Level Coordinator. These students will be warned and **counselled** by the Level Coordinator accordingly.
- When a student’s attendance is deemed unsatisfactory by falling below the minimum threshold totalling to **five school days** of unexcused absences, the Level Coordinator will contact the parent / guardian to agree on a plan that will assist in eliminating any further absenteeism.

16. When a compelling circumstance arises, it is at the Principal’s discretion to either waive the minimum attendance requirement or otherwise, as deemed appropriate.

17. **Excused absence** may include one or more of the following: -

- *illness preventing the student from attending school and is substantiated with a medical certificate;*
- *medical / dental appointment*
- *a compelling circumstance beyond the control of the student substantiated by the parent’s written explanation and endorsed by the Principal;*
- *suspension;*
- *bereavement of close family members; and*
- *temporary leave approved by the Principal*

18. Absenteeism exceeding five days will necessitate the Level Coordinator to refer the case to the relevant Head of School. The Head of School will consider one or more of the following measures: -

- *call for a meeting with the parent/guardian to agree on a written plan in liaison with the Student Wellbeing Coordinator (where applicable) to assist in resolving the issue of absenteeism;*
- *where all internal measures have proven to fail, in liaison with the Principal, the Head of School will refer concerns about a student with*

*persistent unexplained absence to the School Attendance Officer (Department of Education) / other relevant agencies.*

- 19. A student frequently arriving late (third occurrence in a term) must be referred to the Level Coordinator for intervention by the relevant form teacher / teacher.
- 20. All temporary leaves must be preapproved by the Principal.
- 21. Student attendance will be communicated to parents / guardians during each reporting period.

<b>Date of Review</b>	<b>Next Review</b>
Term 2, 2024	Term 4, 2025
<b>Principal's Endorsement:</b> 	