



Darul Ulum College of Victoria

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

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

Foundations
Monday – Friday Starting Time: 8:20 am Dismissal Time: 2:50 pm* <i>*Foundation students will be dismissed at 12:40pm from Monday 1 February till Friday 12 February. Regular dismissal time (2:50pm) for Foundation students commences on Monday 15 February.</i>
Grade 1 - Grade 5 Students Without Siblings in Grade 6 - Year 12
Monday – Friday Starting Time: 8:20 am Dismissal Time: 3:00 pm
<ul style="list-style-type: none"> All Grade 6 – Year 12 Students Grade 1 – Grade 5 Students <u>With</u> Siblings in Grade 6 - Year 12
Monday – Friday Starting Time: 8:20 am Dismissal Time: 3:20 pm* <i>*VCE students will be required to attend afterschool tutorials on selective days during the year.</i>

- It is compulsory for students to attend all school-based activities during school hours unless exemption is sought.
- **The minimum satisfactory attendance for students is 97% of scheduled school days during a school year.**
- 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.
- 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.
- 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.
- The assigned form teacher or their replacement will take the attendance twice a day using the school approved system [Schoolbox] as per the process below: -
 - *Marks the morning attendance register between 8:20am – 8:35am.*
 - *Marks the afternoon attendance register by 2:45pm.*
 - *Collects parental notes / medical certificates from the student explaining the reason(s) of absence on the first day of attendance after being absent.*
 - *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.*
- Secondary school teachers will mark the attendance of secondary students on Schoolbox every period, in addition to the form teacher who marks the AM/PM roll.
- 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*”. These students will be alerted 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.
- When a compelling circumstance arises, it is at the Principal's discretion to either waive the minimum attendance requirement or otherwise, as deemed appropriate.

- **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*

- 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.*

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

Date of Review	Next Review
Term 3, 2021	Term 3, 2023
Principal's Endorsement: 	