

[< Parent Communication and Involvement Policy](#)

[Responsible Persons Policy >](#)

## Student Attendance Policy

### Source of Obligation

The NSW Registration Manual requires:

(3.8) the Principal to keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the School;

(3.6.2) that a registered non-government school must provide a safe and supportive environment by:

- having in place policies and procedures that provide for student welfare; and
- maintaining a student enrolment and attendance register.

### Daily Attendance Register

The School keeps a register of the daily attendance of all students at the School in electronic form via Sentral.

Attendance registers are in a form approved by the Minister for Education, and the [New South Wales attendance register codes](#).

The register of daily attendance records the following information for each student:

- daily attendance;
- absences;
- reason for absence; and
- documentation to substantiate reason for absence.

### **Primary Campus Procedure**

- It is the responsibility of the classroom teacher to follow up unexplained absences. This is done by asking students for absentee notes/ doctor's certificates once they return to school. If a note is not forthcoming, class teachers are required to contact the parents and note the call on their phone register (found in the roll call folder), outlining details of call.
- Classroom teachers must also collect and retain late notes and early dismissal notes and mark the roll accordingly. Students arriving after the first bell or leaving before the last bell must obtain a late note/early dismissal note from the Front Office.
- The classroom teacher submits a signed hard copy of the electronic roll and all supporting documentation to the Grade Coordinator every fortnight.
- Grade Coordinator will check that correct ministers codes have been used and all relevant documentation is present. Grade coordinator will sign the Coordinator register sheet to indicate that roll has been marked satisfactorily.
- Signed copy of electronic roll and all supporting documentation will then be filed away by Welfare coordinator.
- Head of Campus will check Grade Coordinator's signed register sheet every 4 weeks, and sign to indicate that Grade Coordinator has checked all rolls.

### **High School Campus Procedure**

- In the High School campus, Front office personnel will send an SMS between 9.30- 10am to the parents of all students who have been marked absent by Period 1 teachers. The SMS will indicate that the child has been marked absent for the school day, and instruct the parent to phone the school if this information is not correct. In such an event, a Front Office staff member will personally visit the classroom and confirm whether or not the student is present. If the student can be located in the classroom, the roll will be adjusted accordingly.
- An SMS will also be sent to the parents of late comers between 9.15- 9.30am, to confirm the late arrival.
- It is the responsibility of the assigned Class teacher to maintain an accurate record of students' daily attendance in the roll register.
- It is the responsibility of the class teacher to follow up unexplained absences. This is done by asking students for absentee notes/ doctor's certificates once they return to school. If a note is not forthcoming, class teachers are required to contact the parents and note the call on their phone register (found in the roll call folder), outlining details of call.
- Class teachers are responsible for ensuring an accurate record of absences, reasons for absences and collecting and retaining documentation to substantiate reasons for absences.
- These documents need to be collected daily and placed in the roll call folder. The roll call folder should contain the signed fortnightly register sheet (hard copy of electronic roll) as well as all relevant documentation explaining absences.
- Boys' Class teachers need to hand in signed register sheets to the Boys' Welfare Coordinator every fortnight. Girls' Class teachers need to hand in signed attendance sheets to the girls' Welfare Coordinator every fortnight.
- All other supporting documents such as absence notes, doctors certificates, late admission slips and early dismissal slips must be retained in the roll call folder and submitted to the relevant Coordinator fortnightly with the signed register sheets.
- Welfare Coordinators will check that correct ministers codes have been used and all supporting documentation is present.
- The Deputy Principal/ Compliance Coordinator will check the signed register sheets every 4 weeks.

At the end of the year, these documents have to be handed in to the Front Office for filing. If a roll class is assigned to a different teacher during the year, the correct procedure is to hand the roll class folder to the Front Office, who will then allocate the roll to an alternative teacher.

If a teacher leaves or goes on leave, the roll call folder is to be given to the Front Office.

### **Executive Principal and Deputy Principal**

The Principal/ Deputy Principal is responsible for the safety, welfare and wellbeing of the students enrolled at Malek Fahd Islamic School. The Principal/ Deputy Principal will ensure that accurate records of student attendance are taken. The Principal/ Deputy Principal:

- Is responsible for accepting or rejecting a Parent's/Caregiver's reason for absences.
- May request further information from parents to explain an absence. Where a student has failed to regularly attend school, the Principal will seek the assistance of the AIS to assist in the organisation of an attendance conference with the parents/caregivers of the student where necessary.
- Will authorise and direct one of the Welfare Coordinators to contact Community Services or relevant outside agencies when the school has exhausted all internal measures to return the student back to school attendance.
- Can grant an exemption from attendance if he/she deems it necessary. Once the principal accepts the reason for the absence, the student will be provided with a Certificate of Exemption.
- Cannot grant a Certificate of Exemption for the purposes of a holiday.
- Can approve leave.
- The Principal/ Deputy Principal will, in accordance with the Education Act 1990, make the Attendance Register available for inspection during school hours by a Board inspector or by any authorised person.

### **Welfare Coordinators**

- The Welfare Coordinators will assist the Principals in ensuring that the Class teachers responsible for maintaining the daily attendance register are using the mandatory common code approved by the Minister.
- The Welfare Coordinators (high school) and Grade Coordinators (primary) will check roll register sheets and folders fortnightly. After perusal of roll register sheets and folders, Welfare Coordinators/ Grade Coordinators are to sign and date their register sheet, indicating that teachers have discharged their duties satisfactorily. Welfare Coordinators are to submit their signed roll register sheet to the Deputy Principal/Compliance Officer for inspection monthly.
- The Welfare Coordinators will receive referrals from High School Class teachers and Primary classroom teachers about students who present with a punctuality or attendance concern. The Welfare Coordinator will arrange for a meeting with the student and parent(s)/ caregiver(s) to discuss the concern and consequences of continued lateness.

## **Class Teachers**

All teachers who are responsible for the attendance of a class have a legal responsibility to ensure student attendance is accurately marked every day of the school year using the common code approved by the Minister. In the Primary campuses the Classroom teacher has the responsibility of marking the roll.

In the High School, the Class teacher has the responsibility of maintaining the electronic roll and the roll register folder.

Class teachers will:

- Ensure accurate marking and maintenance of the class roll every day using the common code approved by the Minister to mark the register of daily attendance.
- Ensure that absences are marked appropriately using the common code approved by the Minister.
- Follow up unexplained absences by contacting parents and requesting an absentee letter/doctors certificate if the student does not supply one once they return to school.
- Collect absentee notes and other letters of explanations for absences. Record the reason for the absence using the common code approved by the Minister.
- Collect late notes and early dismissal notes and mark the roll appropriately. Students who arrive late or are leave early must obtain the relevant note from the Front Office and hand it in to their class teacher.
- Monitor patterns of lateness. When a student presents a consistent and regular pattern of lateness (3 days in one term), the roll call teacher will refer the student to the relevant Welfare Coordinator. The Welfare Coordinator will monitor the student's punctuality and attendance, and impose an afterschool detention.
- Call the parents/caregivers when a student is absent for one week without any explanation.

## **Unsatisfactory Attendance Intervention Strategies**

The School has implemented the following strategies in order to improve unsatisfactory attendance and student engagement in school and learning:

**[This section needs to be tailored by the School. The following is an example]**

- The School encourages parents/guardians to understand their obligations to ensure their child attends school, and to not condone absences for unauthorised reasons such as birthdays, shopping and other leisure activities.
- Regular meetings are conducted between the Principal, Deputy Principal and senior staff as appropriate to coordinate responses to student absences.
- Students with persistently low attendance will be monitored and personalised strategies will be considered to increase their attendance and/or engage them in continuing education programs. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents/guardians.
- When frequent absences are explained as being due to illness, the School will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.
- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare or wellbeing concerns in relation to student attendance.

Also refer to **Quality of Educational Program (Record of Achievements and Engagement in Learning)** and **Truancy**.

**Records of the Register of Daily Attendance**

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.

**Implementation**

Malek Fahd Islamic School has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the NSW Registration Manual are managed effectively.

**Related Policies**

**Student Welfare, Enrolment and Attendance Compliance Policy**  
**Exemption from Attending School Policy**  
**Truancy**