

## **ATTENDANCE POLICY AND PROCEDURES**

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## **POLICY STATEMENT**

Al-Ameen College closely monitors and manages student attendance, identifying issues and implementing measures to ensure regular attendance and maximise learning opportunities for all students.

## **BACKGROUND**

Students at Al-Ameen College are expected to maintain an attendance rate of 90% or higher. Under The School Education Act, enrolled students must attend school on-site or at an educational program as directed by the Principal. Parents are responsible for ensuring daily attendance and providing acceptable explanations for absences. The Principal is tasked with fostering a safe, positive learning environment that encourages engagement and regular attendance. Consistent school attendance is crucial for achieving social and academic success.

## **SCOPE**

This policy applies to all Staff, Students, and Parents of Al-Ameen College, outlining parental responsibilities under the School Education Act 1999.

## **ATTENDANCE REQUIREMENTS**

Students must attend school or participate in an approved educational program on instructional days. Full-fee-paying international students must also adhere to this policy.

## **DEFINITIONS**

### **Approval Process**

The Principal approves or denies absences based on the Education and Training Reform Act 2006, school policy, or individual circumstances. Valid reasons for absences include illness, accidents, unforeseen events, legal obligations, distance education, approved training/employment, suspension, expulsion, and religious observance.

### **Authorised Absence**

A legitimate, acceptable absence as determined by the Principal.

### **Authorised Leave**

Leave granted by the Principal for students representing the school, state, or nation at approved events. Parents must apply for this leave at least three weeks prior.

### **Explained but not Authorised Absence**

Absence taken at the family's discretion (e.g. holidays). These are not accepted or endorsed by the school and parents are responsible for any consequences. Students must independently make arrangements to catch up on any missed work. Additionally, a Family Leave Application Form must be filled out and submitted prior to any planned leave (Appendix 6).

### **Unexplained Absence**

Parents must notify the school as soon as possible of any absence. Every absence must be accounted for.

## **Truancy**

Unauthorised absence from school, this includes missing classes, assemblies, or prayer sessions. Parents are notified, and the truancy is recorded. Students will face suspension according to the Student Wellbeing and Behaviour Support Policy.

## **Documented Plans**

Tailored plans addressing individual or small group educational needs, such as Individual Education Plans (IEP), Individual Behaviour Plans (IBP), Attendance Plans, and Student Wellbeing Plans (SWP).

## **RESPONSIBILITIES**

### **Parents**

The Education Act (1999) requires parents to:

- a) Ensure children attend school unless there is a valid reason for being away.
- b) Inform the school of absences promptly via email, phone, SMS or note within three days.
- c) Provide a medical certificate for absences of three days or more.
- d) Submit a Sickness/Misadventure form as required.

### **Primary Teachers and Form Teachers**

- a) Record attendance on SEQTA.
- b) Email Parents/Guardians and Admin if student attendance drops below 80%.
- c) Communicate directly with student.

### **Admin Assistant/Reception**

- a) Report (to Assistant Principal Teaching & Learning), students with less than 80% attendance who show no improvement within a 4-week period.
- b) Record reasons for absence provided by parents in SEQTA.
- c) Contact parents of students absent for three consecutive days without a medical certificate or pre-approval. Document this communication in SEQTA.

### **Wellbeing Department**

- a) Intervene if poor attendance is a wellbeing matter.

### **Assistant Principal Teaching & Learning**

- a) Follow up on unimproved attendance.
- b) Discuss attendance barriers with parents and document all communications according to Attendance Policy Flowchart.
- c) Plan reintegration and support for students returning after extended absences.

## **ABSENCE DUE TO ILLNESS OR INJURY**

Students absent for less than a week should retrieve work via SEQTA. For absences over a week, parents should contact the teacher (for Primary) or Assistant Principal Teaching & Learning (for High School). Students should check SEQTA for work.

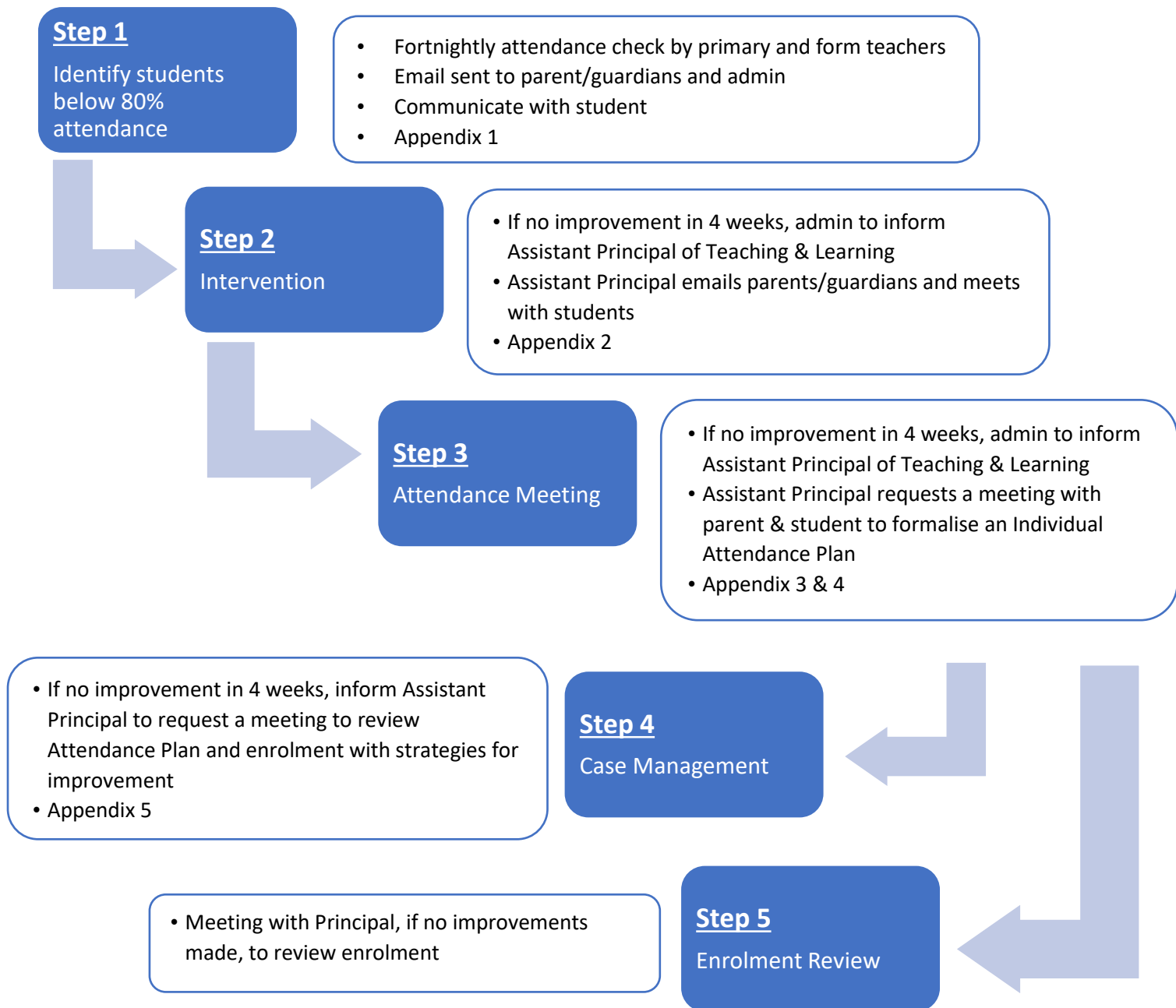
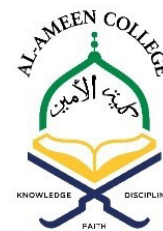
## **ACCESS TO THE CURRICULUM FOR STUDENTS WITH ILLNESS AND/OR HEALTH CONDITIONS**

The Assistant Principal Teaching and Learning or delegate will arrange educational programs for students with physical/mental health conditions preventing regular school attendance.

### **PERMISSION TO LEAVE SCHOOL DURING THE DAY**

Parents **who need to pick up their child/children** must notify administration **at least one hour prior to their child/children being picked up** to allow time for necessary arrangements. All early departures must be scheduled before **2:30 PM** due to peak student pick-up times. Students are not permitted to leave early if parents have not provided prior notification to administration. Whenever possible, please arrange appointments outside school hours. Students leaving early must sign out at the front office and, if returning the same day, sign back in at the SEQTA kiosk in the Wellbeing Office.

# SCHOOL ATTENDANCE POLICY FLOW CHART



## FACTS ABOUT SCHOOL ATTENDANCE

1. Is regular attendance at school important?
  - a) Yes – from the first day of Kindy and Pre-Primary. If your child misses the basic skills in primary school, they can experience difficulties with learning.
  - b) Regular attendance is essential to make sure learning is not disrupted and provides building blocks for the future.
  - c) Schools help children to develop important social skills, such as friendship
  - d) building, teamwork, communication skills and a healthy self-esteem.
  
2. What can I expect from the school?
  - a) Monitoring of student attendance and reviews of progress.
  - b) The school will follow up unexplained absences.
  - c) Strategies to help you as a parent or carer encourage your child to go to school.
  
3. What help can I get if my child refuses to go to school or is truanting?

The school may offer a range of support options:

  - a) Teacher working with the student or providing a mentor.
  - b) Home visits to identify the problem and help work it through.
  - c) Strategies to help you encourage your child to go to school.
  - d) Develop an incentive program to encourage your child to attend school.
  - e) Links with community agencies and help to contact other Department of Education officers for support.
  
4. Do I have to send my child every day?
  - a) Yes, all students are expected to attend school unless:
  - b) The child is too sick to leave the house or has an infectious disease such as chicken pox, mumps or measles.
  - c) The child has an injury preventing movement around school.
  - d) The child is going with their parents or carers on a family holiday that cannot be arranged during school holidays. This should be discussed with the principal first
  - e) The principal is provided with any genuine and acceptable reason for the child being away.
  - f) A medical or dental appointment could not be made out of school hours (whenever possible, appointments should be made out of school hours).
  
5. Do I have to tell the school if my child has been away?

Yes. On the day your child is away or on their return, you can write a note or talk to the teacher or school. You are also encouraged to contact the school in advance if your child is going to be away. If your child has seen a medical practitioner (e.g. doctor, dentist) a note or appointment card from the practitioner will help explain the absence.
  
6. Did you know?
  - a) Missing one day a week of school from Year 1 to Year 11 is the same as missing two years and one term of schooling.
  - b) Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
  - c) Being half an hour late to school each day from Year 1 to Year 10 is equivalent to missing one year and one-and-a-half terms of schooling.
  - d) Patterns of attendance/absence are set up in the early years of schooling.
  - e) Poor attendance makes it difficult for students to form good relationships with their peers.

## Appendix 1- First Email Less Than 80% Attendance

Dear Mr and Mrs [Insert family name],

Our records for Term [Insert Term Here], [Insert Year Here] indicate that your child's average attendance over the course of the term is [Insert number] %.

Your son/daughter, [insert name], must attend on a regular basis with an attendance rate of no less than 90%. The Department of Education WA determines this as an acceptable attendance rate.

Going to school daily is not just important for your child's education – it is the law. It is important that you:

- Provide us with an explanation as soon as possible if your child is away.
- Arrange for a medical certificate to explain absences if requested by the College.
- Contact us if you are having difficulty getting your child to school.
- Where possible, arrange doctor and dentist appointments outside of school hours.
- Do not allow your child to stay at home for minor reasons or for self-study.

As a school, we are committed to improving the quality of education we provide every child. We need your child to attend school regularly unless they are unwell or there is another acceptable reason for their absence.

If your child misses school without a good reason, we will monitor the situation closely. If there is no improvement within four weeks, we will meet with you to look at why your child is away, what help you might need, and to set a plan for improvement. A fact sheet about the importance of school attendance is attached for your information.

If you have any questions or would like further information or assistance, please do not hesitate to contact me to discuss this.

Yours sincerely,



## Appendix 2 – SECOND EMAIL Less Than 80% Attendance

Dear Mr and Mrs [Insert family name],

Our records indicate that your child's average attendance over the course of the term has not improved since our last correspondence and is still less than 80%. Your child's actual attendance for Term [Insert Term] is [Insert number] %.

All children enrolled at Al-Ameen school are expected to attend on a regular basis. As a parent or carer, it is your responsibility to support the development of regular school attendance patterns for your child. This can be achieved by making sure your child attends school on all school days and is on time every day.

As a school, we are committed to improving the quality of education we provide every child. We need your child to attend school regularly unless they are unwell or there is another acceptable reason for the absence.

Your child has been missing a significant amount of school, and we are monitoring the situation closely. We will be meeting with [Insert Students Name] to discuss the reasons for these absences and determine any support they may require.

Your Sincerely,

### Appendix 3 – Attendance Email

Dear Mr. and Mrs. [Insert family name],

This is the third email we have sent regarding your child's attendance, and we have not seen any improvement in their attendance rate since our meeting with your child 4 weeks ago. All children enrolled at Al-Ameen College are expected to maintain an attendance rate of no less than 90%.

I would like to take this opportunity to remind you of the importance of regular attendance. Even with valid reasons, missing too much school can significantly impact your child's learning. It is crucial that we work together to help your child catch up on any lessons missed.

Al-Ameen College sets high targets for school attendance, and we expect regular attendance from all our students.

We would like to schedule a meeting with you to discuss the reasons for these absences, determine any support you may require and develop a plan for improvement.

We have arranged a meeting **[Insert Date and Time]**. Upon your arrival and check-in at the front office, you will be directed to the designated meeting room.

Should you prefer to meet at another time or would like to bring someone to assist or support you, please let us know as soon as possible.

If, for any reason, you are unable to attend the meeting, please contact the school to arrange an alternative date and time.

Please contact the school.

9458 5206

Thank you for your cooperation and support.

Yours sincerely,

Assistant Principal

(Teaching & Learning)

Appendix 4 - Individual Student Attendance Plan

<b>Student</b>		<b>ID:</b>	
<b>Year:</b>		<b>Date:</b>	
<b>Present:</b>			

**Meeting Objectives:**


**Background and current attendance rate:**


**Discussion Points:**

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**Agreed strategies and resources:**

<b>What</b>	<b>By Whom</b>	<b>By When</b>

Review date within 5 weeks: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Assistant Principal

(Teaching & Learning)

### Appendix 5 – Request to Attend Assistant Principal Meeting

Dear Mr and Mrs [Insert family name],

All children enrolled in school are expected to attend on a regular basis. As a parent or carer, it is your responsibility to support the development of regular patterns of school attendance for your child. This can be achieved by making sure your child attends school on all school days and is on time every day.

We have previously written to you on three separate occasions regarding school attendance, and this is our fourth correspondence. Going to school daily is not just important for your child's education – it is the law. As your child has been absent without an acceptable explanation or an alternative program of study negotiated, I would like to arrange a meeting with you to discuss how this situation can be improved and review the current Attendance Plan. This is also an opportunity for you to discuss any issues preventing your child from attending school regularly.

We have arranged a meeting **[Insert Date and Time]**. Following your check-in at the front office, you will be directed to the designated meeting room.

Should you prefer to meet at another time or would like to bring someone to assist or support you, please let us know as soon as possible.

If, for any reason, you are unable to attend the meeting, please contact the school to arrange an alternative date and time.

Please contact the school.

9458 5206

Yours sincerely,

Assistant Principal

(Teaching & Learning)

## Appendix 6: Family Leave Application Form

### FAMILY LEAVE APPLICATION FORM

All students are required to attend school by law. The College requests that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children. The College does not support or encourage student absence during the term time except for medical or compassionate reasons.

The Principal has the authority to approve or decline the leave request depending upon circumstance, age of the student and the effect that the leave may have on the student's education. Complete the form below with evidence, e.g. **flight details/return ticket (international travel) OR flight/accommodation evidence (domestic travel)**. You will receive email notification about the requested leave approval/decline within a few days. Please email through to [absent@alameencollege.wa.edu.au](mailto:absent@alameencollege.wa.edu.au).

<b>Family name</b>			
	<b>Student given name/s</b>		<b>Year/Group</b>
	1.		
	2.		
	3.		
	4.		
	5.		
<b>Detailed reason for leave:</b>			
<b>Departure date:</b>		<b>Return to school date:</b>	

<b>Parent/guardian full name:</b>		<b>Parent email:</b>	
<b>Signature:</b>		<b>Date:</b>	

### Principal/College Response

<b>Note for Principal</b>			
<b>Application status</b>	<b>Approved/Not approved</b>	<b>Reason:</b> <i>(if not approved)</i>	
<b>Signature:</b>		<b>Date:</b>	
<b>For Office Use Only:</b>	Entered into Seqta <input type="checkbox"/>	Informed Accounts <input type="checkbox"/>	
	Itinerary Attached: Y / N	Entered on Spreadsheet <input type="checkbox"/>	

**Review**

Year	Reviewed by	Amendments
2024	MJ	Revised and updated
2025	PR/FP	Revised and updated