

LANGFORD ISLAMIC COLLEGE

ATTENDANCE POLICY

Commencement Date : February 2011
Category : Enrolment and Attendance

1. RATIONALE

Regular and punctual attendance in educational programmes is essential for meeting the legislative requirements in Western Australia. The School Education Act 1999 (Act) and the School Education Regulations 2000 (Regulations) are the key pieces of legislation relating to the provision of educational programs in Western Australian schools. The Act requires that compulsory-aged students attend school or participate in an educational programme on the days on which the school is open for instruction. There is a positive relationship between attendance and success in school. Therefore Langford Islamic College feels a responsibility to encourage regular and punctual attendance. In order to prepare students for what lies beyond high school, the school has an obligation to formulate good attendance patterns and appropriate work attitudes.

Recent amendments to the Act redefined the compulsory school age period. Education is now compulsory to the end of the year in which students turn 17. Section 23 of the Act describes the requirements for student attendance.

2. SCOPE

This policy applies to all students, their parents/guardians and the College.

3. PURPOSE

This policy seeks to outline the specific requirements related to attendance and to ensure that the attendance policy and related procedures comply with the requirements of the following legislations:

- School Education Act 1999 (Act) (Part 2) and School Education Regulations 2000 (Regulations) (Part 2).

The School Education Act 1999 and School Education Regulations 2000 can be viewed at slp.wa.gov.au.

4. POLICY STATEMENT

That all students enrolled at Langford Islamic College attend or participate in an educational programme arranged by the College on the days on which the school is open for instruction, unless an arrangement in writing has been entered into with the Principal. The Principal is to utilise the Student Tracking System (STS) for any unexplained non-attendance.

5. ATTENDANCE REQUIREMENTS

- (1) A student must on the days on which the school is open for instruction —
- (a) either
 - (i) attend the school at which he or she is enrolled; or
 - (ii) otherwise participate in an educational program of the school whether at the school or elsewhere, as required by the principal; or
 - (b) comply with an arrangement under section 24.
- (1a) a student who is enrolled as mentioned in section 10(2) may attend or participate for the purposes of subsection (1) or section 24 on a part-time basis, and the principal is to facilitate the student doing so.
- (2) Subsection (1) has effect subject to
- a) section 25 (which relates to non-attendance for reasonable cause);
 - b) section 27 (which enables a principal to require non-attendance for health reasons); and
 - c) section 30 (which allows non-attendance for a recognized religious or cultural observance).
- (3) Subsection (1) is enforceable under Division 5.

6. AUTHORISATION

This policy is approved and authorised for implementation by the College Board.

7. RESPONSIBILITY

It is the responsibility of the Principal to ensure that this policy and administrative procedures are implemented.

8. IMPLEMENTATION

The Principal, Deputy Principal or designated staff will implement the policy and administrative procedures.

9. POLICY REVIEW : February 2012

10. PROCEDURES

A. ABSENT STUDENTS

On days when students are to be away from school, parents are requested to:

- phone school on **9458 5206** before **9.00am** on the same day; **failure to do so will result in** the school contacting the parents/guardians;
- provide a written explanation for your children's absence on the day the child returns to school;
- Provide a medical certificate on an Examination day; failing which a zero mark will be incurred;
- Understand that the school will call for a meeting for students who are consistently absent from school.

B. STUDENTS LATE TO SCHOOL

School starts at 8.30 am with dua recital. Langford Islamic College students respect this and understand the importance of being punctual. When students come late, it interrupts the learning process.

Students late to school must:

- be aware that teachers will not accept students into class without a late note;
- be aware that missing Period 1 without a medical reason will result in being marked absent for the entire day.

Parents/Guardian who drive students to school must ensure that all students reach school by 8.25am. As punctuality is also an important Islamic value that must be cultivated since young, Langford Islamic College feels that both the school and home play a vital role in ensuring this good habit is practiced.

Parents/Guardians of students who are consistently late for school will be invited for a meeting.

C. LEAVING SCHOOL EARLY (*Signing Out*)

If a student needs to leave the School before the end of the school day, they must obtain a Leave Pass from the Student Support Team counter.

They will not be given a Leave Pass unless they present a signed note from their parent or guardian clearly stating the time at which the student should leave and for what reason.

The note should be taken to the Student Support Team counter before school or during recess or the lunch break. The student will then receive a signed Leave Pass. Obtaining a Leave Pass is important. If Police Officers approach absent students during school hours and find they do not have a Leave Pass, they will usually return them to the School.

D. STUDENTS LEAVING SCHOOL PERMANENTLY OR DIS-ENROLLING – TRANSFER NOTE REQUIRED

A transfer note must be received for all students who dis-enroll at Langford. If a transfer note is not received upon dis-enrollment, the student is to be classified as 'MISSING'. A missing student *is not* an absent student whose location is known. A missing student is one that cannot be located using usual school based contacts, but is still actively being sought and followed up, using school, interagency and system level resources that are available. These students need to be managed through case management processes at a school, district and interagency level and their **names must not be removed** from the enrolment register.

E. NO TRANSFER NOTE : CASE MANAGEMENT OF MISSING STUDENTS

The Principal or Deputy Principal will utilise the following strategies in an attempt to locate students and restore attendance or facilitate enrolment elsewhere.

- Letters home
- Phone calls home
- Home visit
- Emergency telephone numbers contacted
- Transfer documentation checked
- Previous school information checked
- Relatives and peer group attending the school queried
- Relevant agencies (if involved) contacted
- Consultation with district attendance coordinator at the local DET district education office.

If a student cannot be located despite reasonable attempts, then the Principal or Deputy Principal is to consult with the local DET district education office. The district may request that further enquiries are undertaken or agree to undertake enquiries of their own in order to locate the student. If the student cannot still be located, then he or she is to be referred to the STS Officer with the approval of the local DET Officer.

Refer to the Student Tracking System – 2008 Information Package Page 5 for further details if required.

F. REPORTING MISSING STUDENTS TO THE STS OFFICER

With the approval of the local DET district education office, a proforma needs to be completed and forwarded by fax or email (preferred) to the STS Officer. The Principal is to remove the students name from the register of current enrolment once advised by the STS Officer via email or telephone.

G. THE LEAVE DATE FOR A CHILD WHOSE WHEREABOUTS IS UNKNOWN

The STS Officer will authorise the principal (or delegate) to remove the child's name from the enrolment register. The leave date (or the date the enrolment ceases) is the date that the STS Officer advises via phone or email that the student is deemed to be a child whose whereabouts is unknown.

The last date of attendance is recorded as the last date the student attended the school.

H. REMOVING STUDENTS FROM THE ENROLMENT REGISTER.

Section 21 of the *School Education Act 1999* describes the conditions under which a student's name may be removed from the enrolment register.

(1) The principal of a school is not to remove from the register for the school the name of a child of compulsory school age unless:

- a) the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- b) the principal believes on reasonable grounds that the child is no longer resident in this State;
- c) an exemption is granted under Section 11 in respect of the child;
- d) a parent of the child is registered under section 48 as a home educator;
- e) the enrolment is cancelled under Section 20 or 83; or
- f) the Minister has authorised removal on the ground that enquiries to establish the whereabouts of the child have not been successful.

I. OTHER IMPORTANT INFORMATION

Location Advice Emails

When a missing student is located, either by the STS program or through enquiries made by the STS Officer, an email will be generated to key stakeholders. A *Location Advice* will be sent to the school originally reporting the student as missing and the receiving school who has enrolled the student. This will assist in the transfer of education records (as appropriate) and direct communication between schools to ensure appropriate educational planning. A copy of the *Location Advice* is also sent to the relevant DET district attendance coordinator.

Students Who are not Attending Whose Whereabouts are Known

Absent students whose whereabouts are known need to be case managed at a school, district and interagency level as per the *Attendance* policy (for DET schools). These students should not be reported as missing and will not be placed on the Children Whose Whereabouts are Unknown (CWU) List.

The College is to access *Improving Attendance: a resource package for schools*, for additional strategies. This resource, together with posters and pamphlets, was

distributed to all public and private schools in June 2006 as part of the Government's *Attendance Strategy*.

The *Children Whose Whereabouts are Unknown (CWU) List*

Schools will be familiar with the CWU List that is published regularly to all public and private schools. This list contains the names of children that are missing from schools and education programs. The list publishes the student's full name, date of birth, last school attended and last date of attendance.

What to Do Upon Receiving an Enrolment of a Student on the CWU List?

The CWU List is generated and distributed at the beginning of each month to:

- principals of all Independent schools;
- principals of all Catholic schools;
- principals, deputy principals and registrars of all DET schools;
- DET district attendance coordinators
- participation coordinators and managers participation in DET district education offices, appointed with the raising of the school leaving age;
- the Curriculum Council;
- home education contacts in each district;
- Department for Child Protection education officers; and
- Juvenile Justice education advisory officers with the Department for Corrective Services.

Principals or a delegate should regularly check the CWU List especially when new enrolments are received. The principal should inform the STS Officer on enrolling a missing student so that the name may be removed from the CWU List. Information should be sent to the generic email address Student.Tracking@det.wa.edu.au

Information required by the STS Officer When a Student is Located

To remove a student from the CWU List the following information is required.

- Full name of student
- DOB
- Year level
- Date enrolled in school or educational program
- Name of school or educational program

Data Warehouse of DET Enrolment Information

In order to locate a missing student enrolling in a new school, STS interrogates available databases of enrolment. For DET schools, enrolment information is automatically uploaded from schools each night. This technological development results in a large number of missing students being automatically located by STS as it interrogates this database on a daily basis.

Private Schools

The cross sectoral STS Management Committee continues to liaise with the Catholic

Education Office and the Association of Independent Schools of Western Australia regarding future access to enrolment information for these schools. The private school sector is highly committed to involvement in Student Tracking through a Memorandum of Agreement signed in 2002 and technological developments within each sector will see further expansion into these schools. Schools are reassured that strict privacy rules govern the tracking of students and the access and use of enrolment information.

The Student Tracking System – 2008 Information Package Page 6

From time to time all schools may be contacted by the STS Officer to verify enrolment details of a student such as the correct spelling of the student name or accuracy of date of birth. This may occur where the database's name matching software has found a close but not exact match for a missing student.