



STUDENT ATTENDANCE POLICY

1. SOURCE OF OBLIGATION

The Victorian Registration Standards (sch 4 cl 10) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from the College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on the student's file.

The Victorian Registration Standards (sch 4 cl 11) require that we must maintain a student attendance register in which the attendance at the College of any child of compulsory school age is noted at least twice on each school day, and any reasons given or apparent for the absence of the child from the College is noted.

2. DAILY ATTENDANCE REGISTER

Minaret College keeps a register of the daily attendance of all students at the College in electronic form. The register of daily attendance records the following information for each student:

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

Form class attendance is checked twice daily:

- Morning: In Period 1 by 9:00am for Primary School and during the Roll call by 8:50am in Secondary School*
- Afternoon: In Period 6 by 1:45pm for Primary School and during the Roll call by 2:05pm in Secondary School*

In Secondary School, teachers are required to take student attendance for every period.

*Note: Ramadan timing might be slightly different.



3. MONITORING DAILY ATTENDANCE

Minaret College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via letter, email, app or by telephoning the College and should be made prior to the start of school.
- Class teachers take the class roll promptly at the commencement of the school day.
- All absences are recorded using an electronic attendance register.
- The Enrolments Officer (Secondary School) and Admin Officer (Primary School) generate a report by 10am and send it to the respective Head of School by 10:15am.
- The Head of School verifies absent students and cross check against the absentee notifications that have been provided to the College for that day.
- Once a confirmation is received from the Head of School, the Enrolments/Admin Officer notifies the parents via SMS at 11:30am.
- When the afternoon attendance is taken, any missing student is reported to the Head of School.
- The Head of School will verify the absence and contact the parent, keeping evidence on student file.
- Heads of School may delegate responsibilities and as seen fit.

4. FOLLOWING UP UNEXPLAINED STUDENT ABSENCES

Minaret College has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 11.30am an SMS Text message is sent to the student's parents notifying them of the absence and requesting that they immediately contact the College.
- Where the absence remains unexplained the matter will be reported to the Head of School for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

5. NOTIFICATION OF PARENTS AND GUARDIANS OF UNSATISFACTORY ATTENDANCE

Minaret College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from school, the College will contact the parents directly seeking an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the Head of School will contact them directly seeking an explanation and to remind them of their obligation to report absences.



6. RECORDS OF THE REGISTER OF DAILY ATTENDANCE

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year, and shows the twice-daily attendance checks and any reasons for absence.

7. SCHOOL ATTENDANCE RESOURCES

Minaret College has referenced the information in the Student Attendance Guidelines in relation to the implementation of this policy.

8. IMPLEMENTATION

Minaret College has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the Victorian Registration Standards are managed effectively.

9. RELATED POLICIES

- Truancy
- Student Promotion Policy

Updated in July 2019