

Version	Approval Date	Details	Approved By	New Review
1	pending	New	School Board	pending

Attendance Policy

Underlying Principles

Students need to maximize attendance at school to gain optimum benefit from education. Ensuring regular attendance at school is a shared responsibility between parents/caregivers, the student and schools. Schools are required under the Education Act 1972 (SA) and the Education (Compulsory Education Age) Amendment Act 2007 to ensure that students enrolled at their school are attending school or participating in an approved learning program and to maintain the appropriate attendance registers.

Research has shown that once students have begun to absent themselves from school, and the initial cause of this remains undetected or unexplored, it is likely that the pattern of absence will continue and escalate through the student's subsequent school career. Late arrival / early departure at school through primary years is often related to non-attendance during secondary school

Policy

The policy requirements provide an overview of the school's commitment to actions which ensure attendance by students at school and encourage participation.

Shared understandings, collaborative development and promotion of attendance improvement practices are upmost important to support all members of the school community. These actions help to influence children and their wellbeing, learning and life through attendance at school.

1. IQRA College will keep attendance records of all students and report each term via academic reports to parents the attendance rate of their child/ren.
2. Parents have a responsibility under the Act to ensure their children attend school regularly. If a student does not attend, without a prescribed reason, (written notice, email, medical certificates for their non-attendance or by an approved exemption) the school will arrange a parent/caregiver meeting to improve school attendance.
3. If a student continues to arrive late for 3 or more days without a prescribed reason a phone call to the parent/caregiver will be made. More than 5 late arrivals will include a letter and a meeting will also be organised to improve school attendance.
4. If the student continues to be absent after we have intervened with the family outlining a understanding of accountability, strategies to improve attendance, an aim to ensure parents are aware of implications, exploring factors that prevent attendance and participation, explain and include possible consequences of repeating non attendance that includes referral to the Department of Education.
5. Families will always be supported with a focus on positive and proactive solutions.

6. In certain circumstances, IQRA College may need to / will seek the assistance of external agencies, i.e. AISSA or the Department of Education responding to an extended absence or continued non-attendance.
7. Parents/caregivers that wish to remove their child from class during term time for the purposes of leisure or non-school related activities, **must** seek permission from the school.
8. Where absences longer than 10 school days are planned, it is appropriate to apply for an exemption from school for this period. Exemptions are not automatically granted and are dependent on a decision by the Principal.
9. For extended absences (greater than a month) relevant government departments are to be contacted by requesting families for appropriate permissions.
10. A student who has been suspended will be deemed to be absent. Students who are on camp, school sporting activities or off-site on school-based activities will be deemed to be not absent.
11. The school will, from time to time, use attendance data to analyse trends of student attendance.
12. The school will comply with all State and Federal requirements regarding the reporting of student attendance to relevant authorities.

Bases of Discretion

- Poor attendance is generally considered to be anything greater than 10% of total contact time, however, mitigating circumstances (such as poor health etc) need to be taken in to account for some situations and contexts.
- The school can grant exemptions up to and including one month at its discretion. Following this DECD approval must be gained.

Number of Unexplained / Unexcused Absences at School	Consequences
1	School will contact parents for justification
5	Written Letter to Parent
7	Principal or its delegate will contact parent
10 Absences	Principal or its delegate will schedule a parent conference and work on student attendance plan

Number of Unexplained / Unexcused Late Arrivals	Consequences
3	School will contact parents for justification
5	Written Letter to Parent
7	Principal or its delegate will contact parent
10 Absences	Principal or its delegate will schedule a parent conference and work on student attendance plan

Resources

Education Act 1972 (SA) <http://www.legislation.sa.gov.au>

Education (Compulsory Education Age) Amendment Act 2007 <http://www.legislation.sa.gov.au>

Australian Education Act 2013 <http://www.legislation.gov.au>