

ATTENDANCE POLICY

AL SIRAAT COLLEGE INC

Association No. A0051356N
ABN 96 957 841 991

A registered independent school under the *Education Training and Reform Act 2006* (Vic)

A registered charity with the Australian Charities and Not-for-profits Commission

Version 1 – 11 December 2024



AL SIRAAT
COLLEGE

1 ATTENDANCE REQUIREMENTS

- 1.1** All students are required to maintain a minimum attendance rate of **90%**, as consistent attendance is vital for their educational progress and spiritual development.
- 1.2** For students undertaking Victorian Certificate of Education (VCE) subjects, a minimum of **90% attendance** is mandatory to meet the academic requirements of the program.
- 1.3** Parents/Guardians are entrusted with the responsibility of ensuring their child attends College regularly, in alignment with the Islamic principle of fulfilling amanah (trust).
- 1.4** Extended leave of absence will generally not be approved unless due to medical emergencies, which must be substantiated with appropriate documentation.
- 1.5** Unapproved extended leave that has not received prior written notification may lead to termination of enrolment.
- 1.6** Unapproved extended leave of more than 2 weeks may lead to termination of enrolment.
- 1.7** Students are required to:
- 1.7.1 Attend the College on all specified days and during the hours determined by the College.
- 1.7.2 Fully engage in all curricular and co-curricular activities, including:
- Sporting activities
 - Camps
 - Excursions
 - Orientation sessions
 - Islamic studies
 - Prayer programs

These opportunities are designed to nurture both their academic potential and Islamic character.

2 PARENTAL RESPONSIBILITIES

- 2.1** Parents/Guardians must notify the College of the reason for any student absence, in keeping with their duty to support the education and tarbiyah (nurturing) of their child.
- 2.2** Absence notifications must:
- Be provided to the College Office on the day of the absence during College office hours.

3 BE CONFIRMED BY A MEDICAL CERTIFICATE IF REQUIRED AND PROVIDED TO THE COLLEGE OFFICE. MONITORING AND RECORDING ATTENDANCE

- 3.1** The College uses a **Learning Management System (LMS)** to accurately record and monitor student attendance.
- 3.2** Attendance is checked **twice daily**:

- Teachers mark attendance at the start of each period to ensure real-time tracking.
- Absences are flagged and reviewed as part of this systematic process.

4 ROLES AND RESPONSIBILITIES:

4.1.1 Teachers: Responsible for marking attendance for each class.

4.1.2 Customer Support Team: Responsible for:

- Recording reasons for absenteeism provided by parents.
- Following up on unexplained absences to uphold accountability.

5 ADDRESSING UNEXPLAINED ABSENCES

5.1 On the day of an absence, the College will:

- Notify parents/guardians via SMS, requesting an explanation for the student's absence.
- Escalate unresolved or repeated absences to the **Student Support Department (SSD)**.

5.2 Persistent absenteeism or failure to meet the 90% attendance requirement will be:

- Recorded in the student's school report.
- Addressed through tailored support and intervention by the SSD to encourage regular attendance.

5.3 Continual unexplained absences may lead to the termination of enrolment.

6 EXPECTATIONS FOR UNSATISFACTORY ATTENDANCE

6.1 Unsatisfactory attendance, particularly falling below 90%, may affect:

- Academic achievement.
- Eligibility for participation in sporting events, excursions, and other co-curricular activities.

6.2 Parents will be informed of any concerns through formal communication and offered guidance on supporting their child's attendance.

7 MAINTAINING ACCURATE RECORDS

7.1 The College is committed to maintaining accurate and comprehensive records by:

- Ensuring contact details for parents and guardians are regularly updated.
- Storing all attendance data securely in student files for future reference.

8 ATTENDANCE AFTER HOLIDAY PERIODS

8.1 Students are expected to return to school on the specified date following holiday periods.

8.2 Early departures before the end of term or late returns after holidays require prior written notice via a completed extended of leave of absence form provided to the College office no later than 2 weeks prior to the expected absence.

9 HEALTH AND ABSENCES

9.1 Students must not attend the College if:

- They are suffering from a contagious illness or condition, in accordance with the prophetic guidance to prevent harm to others.
- A medical practitioner has advised against attendance.

9.2 Absences due to illness that exceed one day, or occur during exams, must be supported with a **medical certificate**.

10 EXCURSIONS AND ACTIVITIES

10.1 Parents/Guardians authorise the College to take students on excursions that:

- Are within walking distance of the College.
- Take place during normal school hours.
- Do not require transportation or involve activities of a high-risk nature.

This policy, grounded in an Islamic worldview, emphasises the importance of regular attendance as part of fulfilling one's responsibilities and seeking knowledge (talabul ilm) in accordance with the teachings of the Qur'an and Sunnah. It promotes effective communication between families and the College, ensuring a partnership that nurtures students' academic and spiritual growth.

11 RELATED DOCUMENTS

Enrolment Policy

12 DOCUMENT HISTORY

Date	Author	Version	Change Reference
Nov-2024	Leah Hamel	1.0	No previous document
Feb-2025	Fazeel Arain/ Leah Hamel	2.0	Updated to include requirements around extended leave of absence and potential enrolment review.

13 APPROVAL AND ADOPTION OF THIS POLICY

Adopted by the Principal 18 February 2025