



AL-AMEEN COLLEGE ATTENDANCE POLICY

1. PURPOSE

Regular and punctual attendance in educational programs is essential for meeting 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 program on the days on which the school is open for instruction. There is a positive relationship between attendance and success at school, and Al-Ameen College (formerly known as Langford Islamic College) therefore, encourages regular and punctual attendance. This policy seeks to outline the specific requirements related to attendance and to ensure that related procedures comply with legislation.

2. SCOPE

This policy applies to all students, their parents/guardians, teachers and administration staff at Al-Ameen College. It is the responsibility of the Principal or delegate to ensure that this policy and administrative procedures are implemented.

3. POLICY

All students enrolled at Al-Ameen College are to attend or participate in an educational program arranged by the College on the days in which the College is open for instruction. The College must ensure that non-attendance is for reasonable and permitted reasons such as illness, medical procedures, religious or cultural observance etc.

The College must record daily attendance for all enrolled students in accordance with the Act (Section 28) as accurate record-keeping of attendance is vital in satisfying duty of care requirements and generating useful attendance data.

Daily attendance records are to be maintained on SEQTA and authorised absentee notifications are to be resolved by administration. The Principal is to utilise the Student Tracking System (STS) for any unexplained non-attendance.

LATE STUDENTS

- If a student is late, they are to sign in at the front office, collect a late slip and present this to the class teacher.
- Teachers are not to permit students into class without a late slip. Students coming late without a slip will be sent back to Admin.
- Continual lateness by students will be referred to the Discipline Coordinator.

LEAVING SCHOOL EARLY (*Signing Out*)

- If a student needs to leave school before the end of the school day, parents are requested to first report to the administration office and sign the student out before students can be permitted to leave. Parents are to wait in the Administration Office while their child is called to the administration building by a member of staff. Only in exceptional circumstances will a parent be permitted to go to the classroom to collect their child.
- All students leaving early must be accompanied by a parent/guardian or other responsible adults as advised by the parent/guardian verbally or in writing.
- Senior High School students may be permitted to leave early without being accompanied by their parents after the completion of their semester examinations with parent consent. Parents' request to permit dismissal after examination is required in writing. Respective forms are made available prior to the examination period.

4. RELEVANT LEGISLATION OR AUTHORITY

School Education Act 1999 (Act) Part 2 Enrolment and Attendance

School Education Regulations 2000 (Regulations) (Part 2)

Guide to Registration Standards and Other Requirements for Non-Government Schools 2016

5. REVIEW HISTORY

Year of Review	Reviewed By	Amendment/Review
2011	YI	Originally Released
2014	PR	Revised
2017	NM	New Policy written
2021	PR/ME	Revised