

RETENTION AND SECURITY OF STUDENT DATA



PREFACE

The Australian International Islamic College (AIIC) understand its obligations to accurately record and retain data in relation to student attendance, absences, as well as the financial transactions of the College. AIIC recognises that every day of attendance in college contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

PURPOSE

The purpose of this document is to document obligations and procedures that must be followed to meet those obligations.

OBLIGATIONS

Australian International Islamic College has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our college to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

AIIC, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a college-based activity. Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends college.

Electronic based class rolls can be required as evidence in court and assist in establishing that a college has met their common law duty of care to students. Attendance records are required as part of a college's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Approved By: College Principal

Status: Approved

Contact: Principal

Reviewed | Bi-annually

Date Approved: May 2020

Next Review Due: April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

ATTENDANCE PROCEDURE

Student attendance is recorded electronically daily by form and classroom teachers. Attendance data is collected and stored using PC Schools.

Primary College Attendance Marking

Rolls must be marked twice a day:

- AM rolls by **8.30am**
- PM rolls after second break and by **2.00pm**

Rolls will be checked by the administration officer by **9.00am** each day. A phone call will be made to teachers if their rolls are not marked. If rolls are frequently not marked this information will be passed to College Principal or delegate.

College Leadership will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.

Secondary College Attendance Marking

Attendance is recorded electronically for each period during the day starting at 8.30am recorded by the form class teachers.

Rolls will be checked by the administration officer by **9.00am** each day. A phone call will be made to teachers if their rolls are not marked. If rolls are frequently not marked this information will be passed to School Principal.

School Leadership will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.

PRESENCE

Students who are:

- in Class will be marked 'Present – In Class'
- with Counsellors will be marked as 'Present – In-School Appointment'
- participating in activities (excursion; camps etc.) will be marked accordingly by the teacher responsible for the activity

ABSENCES

Students who are:

- not in class, and notification has not been received from a Legal Guardian, will be marked 'Absent – Unexplained'
- not in class and notification has been received from a Legal Guardian advising the student is unwell, will be marked 'Absent – Illness'. Other absence reasons will be marked accordingly e.g. 'Appointment', 'Personal/Family'.

When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from college, they should enter the details into a log in PC School.

If Legal Guardians have informed the college office of the absence the college administration officer will enter these details into a log in PC School.

Class teachers should enter any information regarding future planned absences of students by entering a Notified Absence into PC School.

Students will only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership.

UNEXPLAINED ABSENCES

An unexplained absence occurs when the student is not present at college and the Legal Guardian does not contact the school.

An SMS message will be sent to the Main Contact by approximately **9.00 am** each day. Class teachers will follow up any unexplained absences by making contact with the student's Legal Guardians.

Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When class teachers receive written explanation of the absence from student's Legal Guardians, they must update the absence category in PC School and enter details in a log.

LATE ARRIVALS

A student is considered to have arrived late any time after the **8.30 am** bell.

All students arriving late must be signed in by a Legal Guardian at the College office and will be given a late slip. This slip needs to be presented to the teacher when arriving in class. If they do not have a late slip, they are to be sent to the College office to sign in.

The late arrival information will be entered by office staff.

College Office staff will contact the Legal Guardian of any student arriving late unaccompanied. If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's Legal Guardian as per the policy for absentee students in this document.

EARLY DEPARTURES

A student is considered to be leaving early any time before **3.05pm**.

As with Late Arrivals, all students leaving early must be signed out at the College Office by a Legal Guardian.

The early departure information will be entered by office staff.

NON-MARKING OF ELECTRONIC ROLL

If the College computer system is offline, hard copies of all Class rolls will be provided by the College Office. Once the system is online the teacher will mark the roll in PC School. This may be done the next day if necessary.

In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by teachers. Teacher will advise the Evacuation coordinator of any unexplained absentees. During a lockdown the roll will not be marked.

OTHER

In the event of an evacuation, paper copies of rolls will be taken to evacuation area and marked by class teachers. The class teacher will advise the coordinator of the evacuation of any unexplained absentees.

ACCOUNTABILITY

The Principal, or delegate of the Principal is responsible for ensure classroom attendance is completed daily. The Principal or delegate will then follow up with unmarked, or inaccurate attendance registers. An electronic report can be run at any time to verify student attendance.

DATA SECURITY

The PC School system is password protected, with only authorized staff are given a unique username and password. Further, PC School maintains a log of all logins. A backup of all data is retained on the college server for at least 7 years.