



ATENDANCE & PUNCTUALITY POLICY & PROCEDURE

PURPOSE

The purpose of this Policy and Procedure is to make clear the College's expectations as it relates to regular and timely attendance by students. Further, it aims to strengthen the partnership between parents and the College in ensuring that students arrive at school on time, that they attend their classes as scheduled and that their safety is maintained at all times.

SCOPE

This policy and procedure applies to all students and families of Australian International Islamic College

Approved By: College Principal

Status: Approved

Contact: Heads of School

Reviewed | Annually

Date Approved: May 2020

Next Review Due: May 2021

Updated:

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

OUR COMMITMENT TO SAFETY

The College is committed to the safety and wellbeing of our students. Part of this is to ensure that they are on campus and in class at the designated times. We achieve this by having a rigorous roll marking process, which is completed electronically throughout the day. If a student is absent from the College, we notify parents and if a student is present, and is then found to be missing from class, this is treated as an emergency situation.

PUNCTUALITY

Our College values the education of students, as well as respecting the time of educators and support staff. It is an expectation upon accepting enrolment at the College that students arrive at College no later than **8:30am** and are present, in Form class at 8:30am.

Students are expected to arrive at class after break times promptly. The College works to assist students by ringing a **warning bell** 3 minutes before students are expected to be at class. This bell rings before Form Class, at the end of Morning Tea and at the end of Lunch.

Students who are not at class on time are marked as being absent. No student will be accepted into a class late.

LATE ARRIVAL

From time to time, a student may arrive late to the College for a valid reason, such as a medical appointment. In these instances, we ask that parents phone the College ahead of time and explain the reason for the late arrival.

Upon arrival at the College after 8:30am, parent must escort their child into the Admin office and physically sign their child in. This is a legal requirement as we must have parental consent to sign a child in after the designated roll marking time of 8:30am.

Please note that sleeping in and traffic are not acceptable reasons from being late.

All students who are late to the College may be subject to a logical consequence equal to the time that they have missed in class.

REPEATED OR UNEXPLAINED TRUANCY

Where a student is routinely late, late for no valid reason or who arrives without a parent **the College reserves the right to refuse admission to that student, on that day.**

Students who routinely arrive late to the College pose a significant hinderance to the running of the College, and prevent our Support Staff from supporting the many students of the College that need it.

In these cases, parents may be asked to take the student home for the day, and to meet with the respective Head of School to come to a resolution, ensuring the child is at school on time in the future.

It is our firm commitment to supporting students in their learning, and to do so, students need to take responsibility for arriving at College on time.

Repeated truancy from class (including arriving late routinely) may put a student's enrolment at risk of termination.