

Attendance Policy



RATIONALE

This policy provides guidelines for attendance at The King's College. It seeks to acknowledge and perpetuate the original vision of those who founded the College as a Christian educational community with a Spirit filled emphasis. It further seeks to facilitate learning excellence founded on biblically-based beliefs, values and lifestyle – able to support the learning needs of students who are enrolled. The intention and purpose of the policy is to 'cover the field' with respect to attendance. However, the Principal has discretion over any matter not specifically addressed by the policy and in circumstances where the arbitrary application of the policy does not achieve the overarching purpose of the schools vision, mission and objectives.

GENERAL PRINCIPLES AND PURPOSE

Parents are required by law (The School Education Act 1999), to ensure that their children of compulsory school age attend school when it is open for instruction. The King's College maintains a daily attendance record of all students of compulsory school age, as well as students of non-compulsory school age.

STUDENT ABSENCES WITH PARENTAL APPROVAL

Absences of students require parental approval in the form of; a note on a separate piece of paper, an email (printed and co signed and dated by the teacher), a caregiver / parent signed slip on the front office sign-in / sign-out book. Parents are requested to inform the College beforehand of pending absences due to medical appointments etc. When a child is sick and unable to attend school, parents are required to notify the college reception. A doctor's certificate is requested for absences of 3 or more days.

RECORD OF ATTENDANCE

The College Principal is to ensure that accurate attendance records are kept for each student enrolled at the College.

- A continuous attendance by a child of not less than two (2) full hours secular instruction is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are not to be included as a half day absence.
- Students who are on excursion, participating in an off campus program or in some other College approved activity are not to be counted as absent.
- Students on suspension are to be recorded as absent during the period of suspension.

Attendances are kept in electronic form on the SchoolPro database from Pre-Kindergarten to Year 12. Staff are to record all absences and indicate whether the absence has been covered by parental approval in the form of a note. Reminders requesting parental notes are to be sent out in the student diary. Absentee notes are to be bundled together at the end of each semester with the class year level and year noted on the outside. All notes at the end of the year are forwarded to the office for archiving.

Retention of Absentee Notes:

- Absentee notes – kept 25 years from date of birth.
- Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth.

MONITORING ABSENCES

The roll for each class and form group is marked, electronically on the SchoolPro data base, by the class / form teacher by 8:45 am and is available for access by the office staff no later than 8:50 at the conclusion of form time. An sms message or phone call will be made to parents of students who are absent without any notification from parents being received.

REGULAR OR PROLONGED ABSENTEEISM

Absences by a student that are regular and or fit a pattern of repeated poor attendance are noted and contact made with the family by office staff. Continued poor attendance will result in the student's name being forwarded to a member of the Senior Staff for follow up action. Absenteeism beyond 20% without reasonable cause may result in contact being made with Student Tracking (DET).

Student.Tracking@education.wa.edu.au

The College does not support absenteeism due to holidays taken, by families during the term and will not provide students with detailed lesson material to cover the period of absence.

LATENESS

Students who arrive at the College after the starting time must go to the reception to 'sign in' before going to class. Regular lateness of 3 days in a row results in a letter sent home and the student being sent to the Deputy Principal to explain the reason for the lateness.

EARLY DEPARTURE

Students who leave the College during school hours must go to the reception to 'sign out'.

PROCEDURE FOR UNACCOUNTED STUDENT ABSENCE MID-DAY

In the event that a student who attended school at the start the day, becomes missing, the following procedures should be followed.

1. Question class peers to see if anyone knows of the student's whereabouts.
2. Ring or send a runner to the registrar to alert of student absence.
Send a student to check toilets, computer lab, bag area etc.
3. Registrar will telephone:
 - i. First contact number (usually parent or guardian). If no satisfactory answer, then

- ii. Second contact number. If no satisfactory answer, then
- iii. Re- check with peers, and check school campus, then
- iv. Make contact with the Police.

INFECTIOUS OR CONTAGIOUS CONDITION

If a child has an infectious or contagious condition or one that could be harmful to the health of others in the school, the Principal may require the parents to keep the child at home. Parents may also be required to seek medical advice to ensure the infectious or contagious stage is passed, and the child is safe to attend school.

SUBJECT ATTENDANCE Yr. 4-10

Teachers of specific learning areas are to maintain attendance records to ensure student participation meets the required percentage for subject assessment. Minimum attendance is 70% (Primary) & 80% (Yr. 7-12) and students who do not meet these requirements will be considered "incomplete" and may not receive an assessment.

The Schools' Curriculum and Standards Authority (SCSA) has designated that no more than 12 sessions of a WACE course for year 11 & 12 may be missed in a semester. In the event of 12 sessions being missed parents will be consulted, and when 16 sessions are missed the students will face "immediate withdrawal" and the course will need to be repeated.

The SCSA is notified and the subject withdrawal is entered onto the WACE as a permanent record.

PARENT RESPONSIBILITIES

2. Ensure compulsory school age children attend school daily.
3. Notify school if absences are expected to occur; i.e. medical appointments.
4. Supply notes to cover child's absence on separate paper; i.e. not in diary.
5. Notify school of child's absence by telephoning reception.
6. Supply parental note and doctor's certificate if child is absent for 3 or more days.
7. Ensure child meets learning area participation attendance requirements of 80%
8. Ensure child meets SCSA requirements of not more than 12 sessions' absence per semester in a year 11/12 course for WACE.
9. Complete DET forms if their child seeks other arrangements to full time schooling.

STAFF RESPONSIBILITIES

1. Record daily attendance on SchoolPro after form time
2. Monitor receipt of parent approval notes.
3. Issue reminder 'requests for parental approval' in student diary.
4. Maintain records for minimal attendance of subject courses.
5. Notify parents when 12 sessions of a WACE course not attended.

PRINCIPAL

1. Maintains secure storage of rolls and absence notes.
2. Informs School Participation Co-ordinator of confirmed unapproved absences.

APPLICABLE LAW

The King's College acknowledges its obligations to comply with all relevant and applicable statutes and laws of the State of Western Australia and the Commonwealth in the implementation of its Attendance Policy.

RELEVANT POLICIES

- Duty of Care Policy
- Enrolment Policy
- Child Protection Policy
- Bullying Management Policy and Procedure

ANNEXURES

- Attendance Appendix 1 (procedures)
- Attendance Appendix 2 (student missing)
- Absent Form

Attendance Appendix 1



FORM TEACHERS

1. Enter absence before 9.00 am on SchoolPro. (send runner if no access to School-Pro)
2. Tick 'F' for follow up by registrar.
3. Late students – always ask late students if they have signed off at the registrar's. If they have not send them to do so.
4. **Roll** – all staff should have their own hard copy roll in which they enter absences.

ALL TEACHERS

1. Check attendance each session & record on roll.
2. Enter absences on SchoolPro when possible before/or at the end of the day.
3. **Session 7**- all teachers with a class must do a final roll check at 2.00pm & send a runner with the names of absent students to the registrar who will telephone parents if any discrepancies have arisen.

FORM TEACHERS

1. **Notes**- absences require a written note despite the registrar's phone call & parent's response.
2. When the note is received enter the date received onto SchoolPro. Tick 'S' and untick 'F' and enter the reason for absence from the scroll down selection.
3. **Roll**- there needs to be a procedure on the roll to indicate that a note has been received & has been entered onto SchoolPro.
4. Absences covered by a parent note are considered 'approved'.
5. **Requests notes**:- form teachers need to be diligent in requesting notes from students/parents as all absences should be 'approved' by the end of term.
6. A master 'request for note' is one way of handling the above. Dates may be inserted & the note stapled into the diary. Form teachers who are diligent in following-up do get the notes back.

LEGAL RESPONSIBILITIES

The Education Department ties funding compliance with the attendance requirements being followed professionally, and the Department of Education Services requires evidence of attendance procedures for registration. They can also be required for police matters in order to procure charges etc.