



STUDENT ATTENDANCE AND ROLL MARKING POLICY AND PROCESSES

Last Review Date: June 2020

Review Date: June 2021

AIAE MISSION STATEMENT

The Academy's Vision is to have graduates who are well prepared and self-motivated to advance and to participate effectively as world citizens with Muslim values.

With this vision in mind, the Academy offers a broad and well-balanced contemporary curriculum with global perspectives within a caring and supporting learning environment.

IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

INTRODUCTION

At Australian International Academy of Education Ltd Kellyville, we employ specific processes to maximise learning opportunities by ensuring absenteeism of students is kept to a minimum. Procedures for managing absenteeism within the school will be followed by all those involved in the student's education. The process will be managed by the Head of School and the Student Registrar.

We also enforce the understanding that students of school age (five to sixteen years) are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.

Students are required to attend school regularly and with minimal absences to ensure that sufficient class time is devoted to the subject requirements and completion of work.

All HSC subjects require at least 120 hours of class time. IB Diploma Standard Level subjects require a total of 150 hours and High Level subjects require a total of 240 hours. Senior School students need to adhere to the Academy's attendance policy along with additional requirements.

PUNCTUALITY

1. Kindergarten – Year 12 students are expected to be at the Academy by 8:25am. It is the responsibility of all students to be in classes on time during the day.
2. Students arriving late after form assembly (08:43am) must report to the office and obtain a late pass from the **Compass Kiosk** machine. This needs to be completed before being admitted to their classes.
3. Where a valid reason exists for a student not being able to attend school at the required time, the parent should inform the Student Registrar via a signed note or telephone call. Parents have one week to inform the school of the reason for absence.
4. Students who breach the punctuality policy will:
 - be issued with a late pass provided there is an acceptable reason given.



- be issued with an after-school detention for the frequent breaches.
5. **Frequent breaches of the punctuality / attendance policies will require a parent interview.**

ADDITIONAL REQUIREMENTS FOR Year 7 - 12

6. In addition to the Official Attendance Roll on Compass, all subject teachers must keep their own subject attendance records and must mark their attendance Roll for every lesson on Compass.
7. Form Teachers are responsible to monitor student's attendance pattern, to communicate with parents if necessary, and to implement the Academy Policy when a breach of rules occurs.
8. Subject teacher must report lateness and frequent absences to the Form Class Teacher on a weekly basis for students in Years 7 - 11.
9. Year 12 teachers must report student lateness or absences from classes to the Year 12 Form Teacher on a daily basis for an immediate action.
10. Subject teachers and Form Teachers are accountable to the Head of Campus for the implementation of the above policy.

BREACH OF ATTENDANCE & PUNCTUALITY RULES

1. It is the responsibility of all students and their parents to observe the Academy Policy in relation to attendance and punctuality. However, Form/Class Teachers should always remind students of the consequences of missing school days or missing particular lessons.
2. If possible, warning should be given to those students and their parents who approached the maximum limit.
3. If student absences exceed the limit as set out in the Academy Policy, the Form/Class Teachers must act immediately.
4. Where a student has completed work but there has been a substantive breach of attendance rules, the school may assign N for the work after discussing the matter with the principal.
5. Form/Class Teachers must not disqualify students on the ground of absences without the Campus Head's approval.
6. Students shall have the right of Appeal if they were disqualified to continue in a particular study on the ground of exceeding the maximum limit.

EARLY DISMISSAL

In cases where a student is to be dismissed before the official end of day assembly (03:30pm), a written note signed by a parent must be provided to the Form Teacher/Coordinator. Students are required to report to the office and sign out using the **Compass Kiosk** before leaving the Academy grounds. If a student is to be collected from the Academy, the parent is to report to the office and sign the student out using the **Compass Kiosk**. For Year 11 and 12 students, students can sign out and leave school using the Compass Kiosk if the school front or form class teacher/Coordinator has been notified in the student diary or via phone or email.



STUDENT ABSENCES

1. Students are required to supply a written note signed by a parent explaining any absence from school immediately upon return.
2. In addition, a phone call should be directed to the School Office concerning **any absence longer than two (2) days**.
3. Senior School Students (Years 10 – 12) are not to exceed the Academy policy regarding absences, i.e. 5 days per semester.

SHORT/LONG TERM LEAVE AND OVERSEAS TRAVEL

1. Students intending to travel overseas during the academic year must seek approval from the Academy. All such travel days are regarded and recorded as absence(s).
2. Students applying for leave for 3-10 term days must complete a short term leave application. Students applying for leave for more than 10 term days must complete an Application for Extended Leave/travel form and provide the school with a copy of the Itinerary or flight tickets for student.
3. All Years 9 to 11 students, including overseas students, who continue to the following levels must attend the End of Year Induction Program.

INDUCTION PROGRAM

All Year 10 & 11 students are required to attend the compulsory induction program scheduled immediately after the November examination period. Students who absent themselves from the induction program are at risk of having their following year's enrolment terminated.

STUDENT SUPERVISION

1. Formal supervision of students is carried out by staff members on school days from 8:15 am to 3.45 pm.
2. Students are not permitted to remain in classrooms during recesses, lunchtimes, before or after school, unless supervised by a teacher.
3. Students must not play in the school grounds outside supervised times.
4. Parents who regularly pick up their children late may incur supervision fees.

IMPLEMENTATION

1. All enrolled students are expected to attend daily and on time.
2. Form/Class teachers will mark the attendance roll at 8:37am and 3:25pm each day.
3. Form/Class teachers will contact parents of students who have been absent for two days.
4. Attendance, absence and late arrival records will form part of each child's Term 1 & 3 Interim and Semester 1 & 2 reports to parents.
5. Parents of absent students are required to provide written notification, stating the reason/s for absence. This information is to be retained by the form/class teacher.



6. Form/Class teachers are to bring to the attention of the Student Registrar any student/s whose attendance is irregular, any students who do not provide adequate information explaining absences, or whose absences appear unwarranted.

- Initial telephone contact with parents
- Counselling sessions for parents and/or students

OTHER INFORMATION IF REQUIRED

1. Procedures and processes will be communicated to parents on a regular basis.
2. Full attendance will be actively encouraged by all staff.
3. Parents or carer should be informed that it is their responsibility to:
 - a. Ensure that their child attends school regularly.
 - b. Explain the absences of their children from school promptly.

SCHOOL TERMS AND PROCESSES

1. The School Year is divided into Two Semesters (Four Terms).
2. All students are required to attend the school regularly from the first day to the last day of each semester.
3. Term 1 & 3 Breaks are discretionary holidays and may be granted by the Academy to Senior Students. However, Years 10 –12 students may be required to attend school to complete required work or set tasks during Term Breaks.
4. If students are required to attend particular days of Term Breaks to complete required work or to attend special classes and failed to attend without prior permission they will be deemed absent from classes and will be subject to penalties according to the Academy Policy.
5. Students may disqualify themselves from completing a particular course by failing to observe the Academy policy in relation to attendance.
6. Senior students may take days off the school only on the grounds of illness. The maximum number of days to be taken off per Semester on the ground of ill health is Five School days.
7. Students may be asked to produce medical certificates to account for particular sick days. However, medical certificates as evidence may not be accepted by the Academy in particular cases, and they may need the Campus Head's approval.
8. Medical certificates will not be accepted if absences occurred on days marked as dates for handing in required work for school assessment or for completing a school assessed coursework task, exam days, or test days set by subject teachers as part of the assessment program. In genuine cases, the Campus Head may authorise such certificates.
9. Students who started after the commencement of the school Year for other reasons must provide written explanation to the Student Registrar. Being away on an overseas trip or visiting the motherland is not an acceptable reason for a student to commence after the starting day except with the approval of the Campus Head.
10. Students intending to travel overseas during the academic year must seek approval from the Academy.




11. The School will monitor the daily attendance and absence of students in the School by maintaining a daily register for each class, of students using Compass.
12. Student absences from classes or from the School will be identified and recorded in a consistent manner by the staff member responsible.
13. Parents are to inform the School on a daily basis via phone call or Skoolbag if their child is not attending or will be late to school. Form/Class teachers are to keep these notes filed in Plastic sleeve provided by the student registrar.
14. Unexplained absences from classes or School will be followed up in an appropriate manner with the student and/or their parent or guardian in the following manner:
 - The school notes that they are required under NESA Guidelines to keep a Register of Admissions for five years and Student Rolls of Attendance for seven years.
 - Phone call or email or text message to parents if there has been no contact for 2 days
 - Registered letter to be send by the Student Registrar if absence is longer than one week with no explanation.

Note:







If a student is absent for a prolonged period of time and has been unable to complete her/his Assessment Task as a result of illness or special circumstances, the student may apply for Special Provision. On approval of Special Provision, the student may be able to complete the school-based assessed tasks according to the guidelines set out in Section 3 of the Senior School Manual.

GENERAL INSTRUCTIONS FOR ROLL MARKING

1. The Attendance Roll is a record of the school and shall be completed using Compass Student Management (Attendance) system and kept in the school records.
2. The Roll, which shall be original and not copied, shall always commence on the 30th of January and terminate on the 14th December.
3. The names of all children attending the school shall be entered in order of their grades, and the age of each child at the time of commencing using PC-School system which shall by synced with the Compass system for roll marking from the first day of school.

4. The roll shall be called, and marked on Compass Subject and Classes Module, five minutes previous to the time fixed for closing the school, morning and afternoon; and only those children who are present at roll-call and answer to their names shall be marked as present. The time for roll-call shall be stated in the timetable and bell times. Year 7 – 12 rolls shall be marked in the beginning of every scheduled classes by the subject teachers on Compass.
5. The attendance mark of any child who leaves school before the close of a school meeting and who has not attended for two hours of that meeting shall be considered absent for half a day in the manner prescribed in the directions for filling up the roll.
6. The number of school attendances shall be calculated by Compass Student Management (Attendance) immediately after roll-call (PM) and to identify the late attending with 'am' and the early dismissal with 'pm' in the comment area.
7. When any day is observed as a holiday, the work "Holiday" shall be entered through the Compass Activity Management (Daily Organization) system by the student registrar.
8. The reasons submitted by parents for the absence of their children from the school shall be noted by the Form/Class teacher in the Compass Student Management (Attendance) system under the Notes/Approvals tab using the Add Attendance Note function  with the right symbol as per NSW attendance register codes.



DIRECTIONS FOR FILLING IN THE ROLLS


1. The age of children admitted during the year shall be calculated to the date of the commencement of the year.
2. Presence in the morning shall be denoted by clicking on the  sign, and in the afternoon by clicking on the  sign.
3. Lateness in the morning shall be denoted by clicking on the  sign, and in the afternoon by clicking on the  sign.
4. Non-Presence in the morning shall be denoted by clicking on the  sign, and in the afternoon by clicking on the  sign.



5. Rolls shall be marked for morning and afternoon form classes and in addition for all classes from Yr 7 to 12.

6. The **exception method** (making absences only) is to be followed as shown:

- a. Non-Presence in the morning shall be denoted by clicking on the  sign, and in the afternoon by clicking on the  sign. This is automatically register the student with a code **A** as absence unexplained.
- b. Subsequently, when the declaration regarding the nature of leaves is made, the reasons submitted by parents for the absence of their children from the school shall be noted by the Form/Class teacher in the Compass Student Management (Attendance) system under the Notes/Approvals tab using the Add Attendance

Note function  with the right symbol as per NSW attendance register codes:

S L A X M B F E H

7. The following entries should be made:

- a. Absence owing to Medical Illness or Medical Appointment ----- S
- b. Other Explained Absence with reason approved by the principal or Parent Choice or Bereavement or Holiday or Transport Issues ----- L
- c. Absence unexplained or unjustified (automatically recorded) ----- A
- d. Sickbay ----- X
- e. Absence with approved exemption (absence not included in absence return) ----- M
- f. Other School Activity or work experience or exchange ----- B
- g. Absence of students on approved flexible timetable like online remote learning or exams or VET/TAFE ----- F
- h. Absence due to suspension (absence included in absence return) ----- E
- i. Attendance at alternative educational setting ----- H
- j. Public holidays and other days on which the school is not open for instruction are entered on Compass system by the Student Registrar.

8. No codes other than **S, L, A, X, M, B, F, E and H** are used in making the roll.

9. Absences on an occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by student signing in using the Compass Kiosk system in the main office at the time of arrival which automatically updates the compass student attendance records by placing a selecting the late symbol and placing the time of arrival and reason next to the time of arrival.



Details of Partial Absences i.e. times and dates are to be recorded automatically under the Student Management (Attendance) Module. Partial absences are not included in tallies of absence returns.

10. The teacher marking the Class Roll is automatically recorded once the roll is saved after marking on Compass.
11. The number of absences for each student will be counted by Compass Student Management (Attendance) system and recorded at the end of each school month by the student registrar.
12. If a student is not present during form assembly, it should be recorded as an absence. **Do not** leave it blank and then fill it in at the end of day assembly. Compass Kiosk will place the annotation for lateness or early dismissal upon notification from the office.
13. All notifications from parents about absences, late passes and early dismissals are to be kept in the plastic envelope **by the Form/Class teachers**. Notes may be needed either to answer queries from parents or to be used for administration/legal purposes. ***(No other material should be stored in the plastic envelope)***
14. If a student is absent from school and s/he fails to bring a note explaining the absence, the Form/Class teacher must inform the Student Registrar. The Student Registrar is required to send home a letter for Absence Note(s) for the parents to fill in via email or Skoolbag.
15. The Student Registrar **must** notify the Principal/Assistance Principal if any student is absent regularly, especially if no notification is received from parents.
16. The Class Roll must always be marked accurately so as to record daily attendance as required by the Education Act 1990.

Note:

The correctness of the roll marking shall invariably be checked by counting the children present.

MORE INFORMATION ON THE ATTENDANCE ROLL

The attendance roll is a Legal Document.

It **must** be completed daily and it **must** be checked that all attendances are registered accurately.

It can be requested for use as evidence in the following cases at court:

- Divorce/Custody
- Truancy
- Injuries



COMPASS ROLL MARKING SYSTEM

- Roll is marked and saved on the Compass Online System allowing it to be safely backed up in case of an emergency such as fire and can be accessed remotely by computers outside school building such on the mobile devices. It is accessible at all times.
- Always Mark Attendances Yourself. Never Allow The Students To Do This.
- Teachers Are Held Responsible For Information Entered In The Roll.
- Compass tallies the total present after the roll has been marked.

Note:

The attendance roll will be scrutinised periodically to ensure that it is completed according to the Academy guidelines and detecting cases of regular absenteeism. Student Registrar will provide feedback to Form/Class teachers re: areas that need closer attention in the recording and monitoring of student attendance.



FORMS AND NOTICES



AUSTRALIAN INTERNATIONAL ACADEMY

A Muslim School Established in 1983

Kellyville Campus

2 Foxall Road, North Kellyville NSW 2155

Phone: 02 8801 3100

Website: kellyville.aia.nsw.edu.au



NOTICE FOR ABSENCES

Date: _____

AssalamuAlaikumWr. Wb.

Dear Mr. & Mrs. _____

Our records show that your child _____ has been absent from school on the following date/s: _____

When there is an absence from school, the student is required to bring a dated and signed note. Since a written explanation for the absence/s has not been received, would you please complete the attached note and return immediately.

While it is appreciated that you may have contacted the school and verbally notified the Form/Class teacher regarding this absence, we do require a written note for our records. Please include a medical certificate where one exists.

Thank you for your assistance in this matter.

Yours sincerely,

Student Registrar



ABSENCE RECORD

Date: _____

Student Name: _____ Year Level: _____

Issued By: _____

Date	Reason For Absence	Signature



AUSTRALIAN INTERNATIONAL ACADEMY

A Muslim School Established in 1983

Kellyville Campus

57-69 Samantha Riley Drive, Kellyville NSW 2155

Phone: 02 8801 3100

Website: kellyville.aia.nsw.edu.au



Written Warning

Date: _____

Student Name: _____ Year Level: _____

Issued By: _____

Re: Excessive Absence Namely _____

This is an official warning issued to you on the above date regarding your child's excessive absence.

Please explain the reason for the absence on the above date/s. Also please attach any medical certificate as appropriate.

The reason for the excessive absent is:

If there are further incidents, we will impose further consequences up to and including dismissal.

Parent's Signature _____

Date: _____



Australian
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Academy
KELLYVILLE CAMPUS

SHORT TERM LEAVE FORM

STUDENT DETAILS:

GIVEN NAME:	SURNAME:	YEAR LEVEL:
1.		
2.		
3.		
4.		
ADDRESS		
SUBURB	POSTCODE	
TELEPHONE	MOBILE	
DATE OF LEAVE FROM: / /	TO: / /	
REASON FOR LEAVE :		

PLEASE NOTE: Short term leave for students must be approved in advance by the Academy Principal. If the leave is approved, payment of tuition fees for the leave period must be made before the departure date in order to preserve enrolment during the time of absence/leave .

Parent/Guardian Full Name

Parent/Guardian Signature

Date

Principal's Comments/Recommendations:

OFFICE USE ONLY

- ☐ Approved ☐ Not Approved
- ☐ Parents Notified via email.

FAMILY CODE :

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KELLYVILLE CAMPUS

Application for Extended Leave Vacation/ Travel

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME:	GIVEN NAME:	DOB:	AGE:	GRADE:	SRN:
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____

STUDENT ADDRESS: _____

POSTCODE: _____ SCHOOL NAME: _____

DATES OF EXTENDED LEAVE APPLIED FOR: FROM: ____ / ____ / ____ TO: ____ / ____ / ____

NUMBER OF SCHOOL DAYS: _____

REASON FOR TRAVEL: _____

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE - VACATION/ TRAVEL (IF APPLICABLE)

DATE OF PRIOR EXEMPTION/EXTENDED LEAVE: FROM: ____ / ____ / ____ TO: ____ / ____ / ____

NUMBER OF SCHOOL DAYS: _____

Copy of Certification of Exemption/Extended Leave - Travel attached (Please tick ☒) YES ☐ NO ☒



Australian
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Academy
KELLYVILLE CAMPUS

PERMANENT WITHDRAWAL FORM

STUDENT DETAILS:

GIVEN NAME: SURNAME: YEAR LEVEL:

1. 2. 3. 4.

ADDRESS SUBURB POSTCODE TELEPHONE MOBILE

LAST DAY CHILD/REN ATTENDING SCHOOL / /

REASON FOR WITHDRAWAL Withdrawal (if student is transferring to another AIA Campus, a transfer form must be attached):

NAME OF FUTURE SCHOOL:

RECEIVED BY: PRINCIPAL'S SIGNATURE:

DATE RECEIVED:

PLEASE NOTE: A FULL TERM'S NOTICE SHOULD BE GIVEN BEFORE THE WITHDRAWAL DATE. IF A FULL TERM'S NOTICE OF WITHDRAWAL IS NOT GIVEN, AN ADDITIONAL FULL TERM'S FEE WILL BE CHARGED (refer to Academy Fee Policy).

STUDENTS MUST RETURN THE FOLLOWING ITEMS:

PRIMARY STUDENTS:

- Class Readers
- Library Books

SECONDARY STUDENTS:

- Library Books

If any of the above items are not returned, an additional fee may be deducted from the Bond.

Parent/Guardian Full Name

Parent/Guardian Signature

Date

OFFICE USE ONLY

- ☐ Future school destination entered on PC School.
☐ NESA School Liaison Officer notified via email.

Date: Email confirmation attached ☐

FAMILY CODE: