



GREEN VALLEY ISLAMIC COLLEGE

STUDENT ATTENDANCE POLICY

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Regular school attendance is vitally important to a student's academic achievement.

Green Valley Islamic College encourages good attendance by rewarding students. Students with 100% attendance for any academic year will receive a trophy on Presentation Day. Certificates may be awarded if they show great improvement in attendance.

Rolls are marked daily and attendance is monitored on a regular basis.

Students with attendance causing concern will be interviewed and parents will be notified.

Lateness and truancy are monitored and dealt with by contacting parents/carers by phone or letter. Action for lateness is taken by detaining students at lunchtime or after school. In-School/Home Suspension takes action for truancy. In addition, all truanancies are recorded in the Truancy file.

Students who persist with truancy or lateness are monitored by a written daily attendance check and a warning letter will be sent home.

Attendance Procedure

1. The official attendance roll is marked in period 1 before 9.00 a.m. The names of absent students are handed to the office.
2. Students who are late to school have to report direct to office and obtain late notes before going to the class.
3. The daily absence sheet is printed and distributed to all class teachers as early as possible.
4. Both explained and unexplained absences along with early sign outs continue to be counted when determining a student's pattern of non-attendance.
5. All students are to provide notes to explain absence within seven days of the absence.
6. Parents / guardians are required to provide authorisation in writing detailing the reason/s for their child's absence or provide a medical certificate.
7. Direct contact with parents is required to be made if a student is absent for three consecutive days.
8. The attendance and absence record are kept in daily attendance register for all classes for a period of five years.