

AL HIKMA COLLEGE



ATTENDANCE POLICY

Revised and updated July 2025

This policy addresses issues in relation to: Enrolment and attendance - Policy Requirement B7

Register of Enrolments

Al Hikma College maintains a register of enrolments that includes the following information:

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- for students older than six (6) years, previous school or pre-enrolment situation
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities officer with home school liaison responsibilities has been notified of:
 - the student's full name
 - date of birth
 - last known address
 - last date of attendance
 - parents' names and contact details
 - an indication of possible destination
 - other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents or student

At Al Hikma College, this register is maintained and monitored by the front office. It is the responsibility of this office, to retain an accurate register of enrolment for a period of five (5) years before archiving.

Register of Daily Attendance

The electronic register (SENTRAL) of daily attendance is maintained by the teachers at Al Hikma College and includes the following information for each student:

- daily attendance, which is recorded by noting daily absence(s)
- absence(s)
- reason for absence(s)
- documentation to substantiate reason for absence(s) received either verbally or in writing
- The administrative staff will check the rolls to ensure it is reconciled
- The common codes approved by the Minister (Section 25 of the Education Act) are used in the attendance register

a	Absent
S	Sick
Pa	Partial Absence
L	Leave
E	Suspended
B	School Business
F	Flexible

M	Exempt
H	Shared Enrolment

The register of daily attendance is retained for a period of seven (7) years after the last entry was made.

Monitoring and following up attendance

Al Hikma College:

- monitors the daily attendance/absence of students.
- identifies absences from school and/or class (es). Student absences from classes or from the school will be identified and recorded in a consistent manner on Sentral by the staff member responsible
- calls parents of absent students the same day
- follows up unexplained absences in written form, email or phone
- notifies parent(s) and/or guardian(s) regarding poor school and/or class attendance
- transfers unsatisfactory attendance information from Sentral to student files
- monitors attendance rates adhering to the Minister's code
- issues a warning letter to students who continue to breach the school attendance policy

Exemption from attendance

- Parents submit the application for exemption from attendance or an extended leave (travel) and supporting documentation, where requested, to the school principal, at least 2 weeks prior to the proposed period of exemption
- Applications for exemption from attendance for a total of under 100 days in a twelve-month period will be considered by the principal, in accordance with the criteria in the guidelines from the NSW Department of Education
- No plans for leave should be made until an approval decision has been by the principal
- Where either application is supported, the principal will inform the parents and provide the original application to the parent/s
- Where the application is not supported, the principal will notify the parents in writing of the unsuccessful outcome
- An application for exemption from attendance for a total of 100 days or more in a twelve-month period will be considered for recommendation by the principal, who will send it to the AIS Division Head, Education Regulations and Program Implementation, for further referral to the Minister's delegate in the NSW Department of Education
- In all cases, copies of applications, notifications or letters resulting from applications for exemption from attendance or extended leave will be kept in the student's file

- Copies of relevant documentation, including the Minister's delegation and exemption certificate, are retained in the school files/attendance records

Exemption from enrolment

- Parents submit the application for exemption from enrolment and supporting documentation, where requested, to the school principal, prior to the proposed period of exemption.
- In all cases, copies of applications, notifications or letters resulting from applications for exemption from enrolment will be kept in the student's file
- Copies of relevant documentation, including the Minister's delegation and exemption certificate, should also be retained in the school files/enrolment records.

Supporting the regular attendance of students at school

Parents are responsible for the regular attendance of students at school. The principal and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations, the welfare of the student must be the focus of this consultation.

The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly.

Accordingly, the College will use early telephone contact with parents as a means of achieving this.

Resolution of attendance difficulties will be resolved using the following school based strategies including:

- student and parent interviews
- reviewing the appropriateness of the student's educational program
- development of a school-based attendance improvement plan
- referral to the school counsellor (if relevant)
- support from school based personnel



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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

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 ☐

PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Vacation/ Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Vacation/ Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: ____ / ____ / ____

PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave- Vacation/ Travel*

(Please tick one box ☒):

Yes ☐ No ☐

Please provide more detail here (if required):

Principal's name (please print): _____ Telephone number: _____

Signature of principal: _____ Date: ____/____/____

Note: Please complete the Certificate of Extended Leave – Vacation/ Travel if requested leave is to be approved.



AL HIKMA COLLEGE

WISDOM | KNOWLEDGE | CHARACTER

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___/___/___

Dear Parents/Guardians,

Assalamu Alaikum wa Rahmatul Allahi wa Barakatuh

LEVEL 3 YELLOW LEVEL: 1ST WARNING LETTER

Your child _____ of class _____ is expected to follow school rules which are aligned to our policies. It is unfortunate your child is not doing so and as a result has been issued with this warning letter. Your child is not complying with:

- | | |
|--|---|
| <input type="checkbox"/> School attendance / Punctuality | <input type="checkbox"/> Assessments |
| <input type="checkbox"/> Class behavior | <input type="checkbox"/> Prayer |
| <input type="checkbox"/> Class work / Homework | <input type="checkbox"/> Violence |
| <input type="checkbox"/> Uniform | <input type="checkbox"/> General Attitude |

Other Comments:

Your urgent cooperation in this matter would be very much appreciated. Failure to adhere to policies will result in an escalation of your child's current warning level to a *Student Non-Compliance Record* as indicated below:

	Yellow level		Orange level		Red level
Current Level of Discipline:	<input type="checkbox"/> Warning letter		<input type="checkbox"/> 2 nd Warning letter		<input type="checkbox"/> Notice of expulsion
	<input type="checkbox"/> Weekly contract	→	<input type="checkbox"/> Weekly contract	→	<input type="checkbox"/> Suspension
	<input type="checkbox"/> 2-day suspension		<input type="checkbox"/> 1 week suspension		<input type="checkbox"/> Meeting with
	<input type="checkbox"/> Meeting with parents		<input type="checkbox"/> Meeting with parents		parents

Principal: Mr Safih

Signed: _____

RETURN SLIP – LEVEL 3 YELLOW LEVEL: 1ST WARNING LETTER

I, the parent/carer of _____ in class _____ acknowledge that my child has been issued with a **Warning Letter** for failure to comply with school policies. I am also aware that further failure to comply (from this date onwards) will result in a **Student Non-Compliance Record**.

Parent's name: _____

Parent's signature: _____

Date: ___/___/___

Principal: Mr Mohammed Safih | Email: principal@alhikma.nsw.edu.au | Phone: (02) 9703 3017 | Website: www.alhikma.nsw.edu.au