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Student Attendance Procedures

PURPOSE

Section 22 of the *Education Act 1990* (NSW) (*Education Act*) states that 'it is the duty of the parent of a child of compulsory school-age to cause the child to be enrolled at, and to attend, a government school or a registered non-government school'. It requires the Principal to keep a register of enrolments and daily attendances of all children at school in the form approved by the Minister of Education using approved common codes for attendance.

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences.

Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

Separate procedures for student non-attendance are in place.

APPLICATION

These procedures apply to all employees in schools, Diocese of Lismore Catholic Schools (DLCS) and any related entities under the administration of the Diocese of Lismore Catholic Schools Limited (DLCSL).

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PROCEDURES

1. DEFINITIONS

- 1.1 **Attendance Concern** means three (3) consecutive days of unjustified leave or unexplained absences or any five (5) days of unjustified leave or unexplained absences in 10 days or a pattern of non-attendance (such as regular Fridays away).
- 1.2 **Compulsory school age** means the compulsory school age as defined in s21B of the *Education Act* as being of or above the age of six (6) and below the age of 17 years.
- 1.3 **Compulsory Schooling Conference - Attendance** means a conference for the purpose of ensuring a student is provided with compulsory education. It aims to bring together the family, student, a member of the school executive nominated by the Principal, and where appropriate, relevant agencies to help families to resolve the underlying issues that have led to the student's unsatisfactory attendance. Conferences are convened by DLCS facilitator who is an appropriately trained and authorised person. A compulsory schooling conference may be authorised by the DLCS or ordered by the Children's Court. Students under the age of 12 are not required to attend compulsory schooling conferences. These conferences are sometimes referred to as Secretary's Conferences referring to the facilitator as being a representative of the Secretary of the Department of Education.
- 1.4 **Exemption from Attendance** enables a student of compulsory school age not to attend school for a specified period of time (full days or part days). The student remains enrolled in the school.
- 1.5 **Exemption from Enrolment** enables a student of compulsory school age not to be enrolled in a school for a set period of time.
- 1.6 **Explained/justified absence** means a parent has provided an explanation for the student's absence which has been accepted by the Principal.
- 1.7 **Explained/unjustified absence** means a parent has provided an explanation for the student's absence which has not been accepted by the Principal.

- 1.8 **Parent** means the biological mother or father, legal guardian, or other person having the legal custody or care of a child.
- 1.9 **School Transfer Note** means a note of confirmation of a student's enrolment in a previous school.
- 1.10 **Truancy** means the absence of a student from school without the knowledge or permission of their parent.
- 1.11 **Unexplained absence** means a student absence where a parent provides no reason for a student's non-attendance within the seven (7) day designated period after the absence.
- 1.12 **Work Trial** means an unofficial student absence from school to attend a prospective place of employment. Unlike VET work placements or work experience programs, work trials are private arrangements not related to school or curriculum-based initiatives such as VET work placements or work experience programs.

2. RESPONSIBILITIES

2.1 Parents are responsible for:

- a) Enrolling their child in a government or registered non-government school or registering them with the NSW Education Standards Authority (NESA) for home schooling;
- b) Ensuring that their child attends school every day the school is open for their instruction;
- c) Explaining the absences of their child from school in person, via a telephone call, written note, attendance app, text message or email to the school, preferably on the first day of absence, and within seven (7) days from the first day of any period of absence; and
- d) Working in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

2.2 School staff support the regular attendance of students by:

- a) Providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community;
- b) Promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students;
- c) Recognising and rewarding excellent and improved student attendance;
- d) Maintaining accurate records of student attendance on a daily basis using the appropriate codes (School Attendance Register Codes) as approved by the Minister for Education in 2010 (and as amended in 2014). Please refer to section 10 of these procedures for specific details. Supplementary comments regarding absences are made to assist with clarity in the appropriate section of the attendance administration software;
- e) Seeking advice promptly from parents regarding unexplained (full or part day) absences;
- f) Implementing school programs and practices to address attendance issues when they arise;
- g) Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance;

- h) Retaining attendance records and records of written, electronic and verbal explanations from parents for the designated retention period as identified in section 3.3 of these procedures; and
- i) Liaising with external agencies, arranging referrals and coordinating involvement of the school with other services and agencies working with students as appropriate.

2.3 The Principal is responsible for ensuring that the school:

- a) Has in place and implements policies and procedures to:
 - i. monitor the daily attendance/absence of students;
 - ii. identify absences from school and/or class(es);
 - iii. follow up unexplained absences;
 - iv. notify parent(s) regarding poor school and/or class attendance; and
 - v. transfer unsatisfactory attendance information to student files;
- b) Maintains a register of daily attendance that includes the following information for each student:
 - i. daily attendance; and
 - ii. absences and reason for absences and documentation to substantiate reason for absences;
- c) Has in place and implements policies and procedures for exercising the Minister for Education's delegation under s25 of the *Education Act* regarding exemptions to ensure appropriate forms and certificates are attached to student records;
- d) Enrols students consistent with Enrolment Policy and Procedures;
- e) Adheres to the regulatory requirements in the latest version of the NSW Education Standard Authorities Systems and Member Non-Government Schools Registration and Accreditation Manual;
- f) Records are maintained in the designated DLCSL electronic format and are an accurate record of the attendance of students;
- g) Records, including details of transfers and exemptions, are accessible by appropriate regulatory bodies;
- h) Promotes open communication on issues affecting student attendance with parents;
- i) Has a designated plan of action that addresses attendance issues and identifies students at risk in learning support/well-being team or attendance meetings on a regular basis and in accordance with Student Non-Attendance Procedures;
- j) Staff are trained at the beginning of their employment as a part of their induction program to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised;
- k) Staff accurately check the attendance of each student when assuming responsibility for the class at the beginning of each session or period;
- l) Has adequate attendance monitoring practices in place at off site school activities to ensure the safety of students;
- m) Has a system in place for signing in and out students who arrive late or need to leave the school premises during school hours;

- n) Investigates promptly all cases of attendance concern, including part day absences, and ensuring school based factors impacting on attendance are addressed;
- o) Provides interpreters and translated materials, including letters, if required, when communicating with parents from language backgrounds other than English in matters relating to school attendance;
- p) Establishes effective referral and support networks so that students whose attendance is identified as being of concern and their families can be connected to relevant services and with local external agencies;
- q) Communicates, collaborates and shares information with other services and agencies to enhance the effectiveness of interventions with students and families; and
- r) Manages any child protection concerns underlying school attendance issues (including educational neglect) consistent with the Child Safe Standards and Child Protection Policy and Procedures.

2.4 DLCSL responsibilities:

- a) Ensure schools are supported to maintain accurate records of student attendance in a form approved by the Minister for Education by conducting regular twice a term audits of school attendance and a regular audit of compliance requirements in the DLCSL compliance platform;
- b) Assist schools with the identification and documentation of plans and strategies to improve student attendance;
- c) Provide processes and support to Principals and staff for the granting of leave or exemptions from attendance or enrolment;
- d) Assist schools by providing the appropriate DLCS staff to support and facilitate the implementation of Student Non-Attendance Procedures; and
- e) Facilitate the processing of relevant Exemption from Attendance or Enrolment requests, hosting Compulsory Schooling Conferences or the referral to legal of non-attendance cases to the Department of Education via Catholic Schools NSW (CSNSW).

3. SCHOOL ATTENDANCE RECORDS

3.1 Enrolment Register

A register of enrolments in accordance with the *Education Act* and NESA requirements must be retained permanently and must include the following information for each student:

- a) Name, age and address;
- b) The name and contact telephone number of parent(s);
- c) Date of enrolment and, where appropriate, the date of leaving the school and the student's destination;
- d) For children older than six (6) years, previous school or pre-enrolment situation; and
- e) Where the destination of a student below 17 years of age is unknown, evidence that the Department of Education has been notified as identified in section 3.11.

3.2 Attendance Requirements

- a) Attendance registers must be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events;

- b) School attendance must be recorded as soon as practical at the beginning of the school day, and certainly by 9:30am and must cover students who may be off the school site on official school business;
- c) A teacher needs to be assigned to each roll class or period for attendance marking;
- d) Alterations to records may only be made to correct errors;
- e) Schools must not close unless they have consulted with the RSL prior to the day and authority to close has been provided by the Director of Catholic Schools. On days when the school is not open for instruction e.g., staff professional learning days, industrial action or closure for fire or flood, details must be entered in the electronic attendance system. Absences on these days are not to be recorded or counted as absences for statistical purposes; and
- f) It is the school's responsibility to arrange supervision for students on staff professional learning days, or on any other day when the school is open for limited supervision. Schools should communicate these arrangements to parents and maintain a Special Circumstances Register to record attendance on these days.

3.3 Attendance Record Retention

An attendance record detailing each student's attendance pattern needs to be retained for seven (7) years after the student has left the school unless the student is involved in an accident, necessitating an accident report, in which case the record should be retained until the end of year in which the student reaches the age of 25 years.

3.4 Absence Explanation Notes and Records of Verbal Explanations Retention

Absence notes and records of verbal explanations for absences from parents must be retained for seven (7) years from the date of receipt unless the student is involved in an accident, necessitating an accident report, in which case the record should be retained until the end of year in which the student reaches the age of 25 years. Once a note of the record has been made in the electronic attendance system the original hard copy may be stored in a single folder for the retention period. It does not have to be stored with the student's file.

3.5 Special Circumstance Registers

- a) Special Circumstance Registers need to be kept on days when the school is not open for instruction for reasons as identified in section 3.2; and
- b) Special Circumstance Registers are created on a separate PDF document or as a Chronicle in Compass and need to be kept electronically in accordance with retention period identified in section 3.3. They need to contain the following:
 - i. the dates and times of the variation;
 - ii. the reason for the variation;
 - iii. list of students attending on that day; and
 - iv. the name and signature of the staff member maintaining the register.

3.6 Off Site School Activities - Excursions/Sport/Other

- a) Specific attendance registers must be marked at the beginning and conclusion of each off site activity and must include details of any partial attendances;
- b) Attendance information contained on these registers must be reflected in the school attendance record on the actual day and any absences must be followed up promptly; and
- c) Fulfilling off site school activity commitments is considered whole day attendance. In the event the activity involves students travelling independently of the school the

Principal should advise whether attendance at school before or after the activity is required. A part absence would, therefore, occur if the student left before completing all their events/activities, arrived after one of their events/activities had concluded or failed to be on the school site prior to or after the activity during the nominated times as notified by the Principal.

3.7 Flexible Timetables and External Exams

- a) The attendance of students participating in flexible timetables must be recorded in the same manner as other students using the F Code (refer to section 10);
- b) In the case of students participating in course work or school activities away from the school site (such as work placements), the Principal or an authorised person should obtain an accurate record of student attendance at the other site at the conclusion of each school week; and
- c) Students attending the school site during a period of flexible timetables e.g., HSC exams must have their partial attendance recorded as appropriate. Exam supervisors may be required to provide attendance details to assist with this so as to avoid signing in and out large number of students at the one time.

3.8 Staggered Starts

Where a year group commences school at the beginning of the year on a later date to the official school start date, the attendance record should reflect the staggered start date. This would include situations such as Best Start Interviews, Mathematics Assessment Interviews and Year 7-12 cohorts starting on different days at the beginning of the year. These days must be in accordance with diocesan expectations.

3.9 Year 12 Term 4 Student Attendance Roll Marking

- a) Year 12 students are considered to be enrolled as a student until the last HSC exam, therefore, the last exam date is the last date of each student's enrolment;
- b) Schools need to ensure that exam supervisors report any absences or partial attendance to the Office so the attendance record can be marked accordingly;
- c) In the event of Year 12 students, not necessarily involved only in HSC exams, the school may nominate a finish date (after the last HSC exam date) as being their last day to allow students to complete work placement and competencies; and
- d) Strict attendance processes must be in place to ensure any visiting Year 12 students during the HSC period, outside of exam hours, are accounted for in the event of any emergency.

3.10 Removing a Student from the Attendance Register

- a) A student's name must be removed from an attendance record if:
 - i. The parent informs the school that the student has enrolled full time in another school, registers with NESA for home schooling or enrolls in Distance Education;
 - ii. The student has been expelled or excluded from the school in accordance with DLCSL policy;
 - iii. There is documentary evidence that the student, who is still of compulsory school age and has successfully completed Year 10, is engaged in full-time study, employment or a combination of both;
 - iv. The student has left Australia on a permanent basis;

- v. The student has been absent unexplained for ten (10) days (15 days for a student over 17) and no contact can be made with the family. Please refer to section 3.11 for the process to notify the appropriate authorities; or
- vi. The student has an Exemption from Enrolment as per section 5 of this document;
- b) For all students under the age of 17 years the Enrolment Destination must be confirmed by the school and appropriate evidence provided in the student's record. It is not sufficient to rely on the information provided by the family;
- c) Evidence of a confirmed Enrolment Destination may include a return of a School Transfer Note, confirmation by telephone with the school or TAFE, employment contract, apprenticeship contract or a certificate of enrolment in Home Schooling; and
- d) Documentation of confirmed enrolment should be attached to the student file or commentary added in the Enrolment Withdrawal Reason text box Compass.

3.11 Student Transfer Notes and Notifications to the Department of Enrolment Destination Unknown

- a) A Student Transfer Note should be provided, for each departing student under the age of 17, to any destination school and a confirmation received or obtained that the student has enrolled in another school;
- b) If confirmation of enrolment in a new school for a departing student is not received within a reasonable period for a student under the age of 17 years e.g., two (2) school weeks, a Form 03 Enrolment Destination Unknown, (refer section 8 for these forms) should be emailed to attendance@det.nsw.edu.au with a cc to the Audit and Compliance Adviser. If the school has any concerns in regards to the child's welfare a Child Story Mandatory Report must also be submitted;
- c) A Form 03 should also be submitted for a student that has been absent unexplained for ten days and no contact can be made with the family. If a student is removed from the register in these circumstances their last day of attendance or explained absence is considered their last day of enrolment and their enrolment destination is recorded as unknown, with a note to indicate a Form 03 had been submitted; and
- d) A Form 03 does not need to be submitted for a student over 17 years of age.

3.12 Departing Students Overseas

Students who leave the country do not need the destination school to confirm their enrolment and the process in section 3.11 would only need to be followed if the school had doubts in relation to the information provided by the family. Copies of flight details or the fact of a non-Australian resident student returning to their country of origin would be sufficient evidence of departure in these circumstances.

3.13 Short-term Attendance of Students

- a) Students may be enrolled in one school only at any given time. However, for a variety of reasons, a student may need to attend another school for a short period of time or to study a particular subject;
- b) Students in these circumstances are not added to the enrolment register and their attendance is recorded by an alternative method such as the Visitor Registration System;

- c) Short-term attendance arrangements should not unduly disrupt programs in the host school and they should not result in any reorganisation of classes or timetables; and
- d) Prior to agreeing to the short-term attendance of a student, the Principal of the host school should gather the necessary information to permit a risk assessment to be conducted. The objective of the assessment should be the maintenance of a safe learning environment for staff and students.

3.14 Acceptance or Non Acceptance of Explanation of Absence

- a) Principals may accept as satisfactory an explanation as Explained/justified absence or deem an explanation as Explained/unjustified absence. Principals may decline to accept as satisfactory an explanation for an absence. Most leave, except for medical reasons and exceptional circumstances, would be considered unjustified; and
- b) Where frequent absences are explained as being due to illness consultation with parents must occur regarding the health care needs of the child. Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Where Principals have ongoing concerns, they can request the parent's consent to contact the doctor. If the request is denied, or if the Principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified'.

4. EXTENDED LEAVE

- 4.1 As a general guide permission for a student to take extended leave (greater than 10 days) during the school term would not be approved. Parents should be advised of this and if they choose to proceed, the absence should be recorded using the code 'A' Unjustified Leave and a Form 01 Extended Leave Notification- Travel/Other Greater Than 10 Days will be need to be completed.
- 4.2 If the extended leave is to extend past one (1) school term enrolment in Distance Education or another school would need to apply and the student would be removed from the Enrolment Register.
- 4.3 In exceptional circumstances parents may complete a Form 02 Approved Extended Leave Application – Travel/Other Greater Than 10 Days, for consideration by the Principal explaining why an absence for extended leave is in the best educational interest of the student. The Principal may decline or accept this application up to 100 days and would need to consult with the Audit and Compliance Adviser when considering this application. If accepted the code used is Absent Leave Approved, the L Code. Any applications for greater than 100 days should be applied for as an Exemption from Attendance as detailed in section 5 of this document.
- 4.4 Approved leave should not be granted for the undertaking of unofficial Work Trials.

5. EXEMPTIONS FROM ATTENDANCE AND ENROLMENT

- 5.1 In special circumstances exemptions from attendance and enrolment may be applied for to meet a range of student needs. The Minister for Education's delegate must be satisfied that conditions exist which make it necessary or desirable that a certificate should be granted. A certificate of exemption may be given subject to conditions and limited to a period specified.
- 5.2 Certificates of exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long

term. Alternatives to exemption should have been fully explored. Consultation should occur with the Audit and Compliance Adviser or the relevant Vocational Education, Pastoral Care or Inclusion Officer when considering applications of this nature. Schools should provide evidence that other supports have been offered from the school before considering this option. These supports may include but are not limited to:

- a) Behaviour support plans;
- b) Wellbeing support plans; and
- c) Attendance improvement plans.

- 5.3 A certificate of exemption should not be approved where the student has been the subject of a child protection report and/or there are unresolved issues concerning a risk of harm. Prior to granting a certificate of exemption a risk assessment should be completed to identify and manage risks.
- 5.4 Exemption from Enrolment may only be granted to students who have completed Year 9.
- 5.5 Exemption from attendance and enrolment need to be applied for in advance using either Attendance/Enrolment Form 04, 05 and 06 as located on the DLCSL Intranet (refer section 9) and require different levels of approval depending on the circumstances.
- 5.6 Procedural fairness must be accorded to an applicant seeking exemption. If the delegated authority is considering refusing granting an exemption, the parent should be given an opportunity to respond to the concerns before a final decision is made. This opportunity should be offered to the parent in writing. If an applicant wishes to appeal against a decision made the appeal would be in the first instance referred to DLCSL.
- 5.7 A delegate can cancel the certificate of exemption where they identify circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.
- 5.8 Exemptions may be granted for the categories identified in the table below. Where appropriate the Principal forwards the exemption application to the Audit and Compliance Adviser, cc to the Regional Service Leader, to affirm the decision. The Principal is responsible for issuing all certificates of exemption.

Table 1: Categories of Enrolment Exemption

Exemption Type	Exemption Definition	Form/Action/Certificate	Delegated Authority to Approve Exemption
Attendance	Alternative Education Program Short Term Transition Plan - Medical, Transition to School or Behaviour	Form 04 No certificate issued	Principal/Pastoral Care/Inclusion Officer/Audit and Compliance Adviser
Attendance	Direction of NSW Public Health Act 2010	Parent not required to submit form No certificate issued	Principal
Attendance	Elite Sports or Cultural Events Participation Entertainment Industry participation or employment Exceptional Domestic Circumstances	Form 05 Certificate 01	Principal up to 100 Days >100 Days Audit and Compliance Adviser affirms Principal's Exemption
Enrolment	Age - 6 Years of Age after 1 October	Form 06 Certificate 02	Audit and Compliance Adviser affirms Principal's Exemption
Enrolment	Age - 6 Years of age before 1 October Health, learning or social needs or disability	Form 06 Certificate 02	Audit and Compliance Adviser affirms Principal's Exemption
Enrolment	Exceptional Circumstances General	Form 06 Certificate 02	Audit and Compliance Adviser affirms Principal's Exemption

Enrolment	Full Time Employment/Apprenticeship/Traineeship TAFE or another Registered Training Organisation for students who have completed Year 10 or greater and are under 17 years of age. Students in Year 9 are not eligible for Exemption from Enrolment.	Proof of Arrangement Provided/Treat as moving to another school in Enrolment Register, no exemption required. No certificate issued	Principal
Enrolment	Full Time Apprenticeship/Traineeship for students who have completed Year 9. Full time TAFE/Other RTO for students who have completed Year 9 and wish to complete Year 10 under special circumstances.	Form 06 Certificate 02	Audit and Compliance Adviser affirms Principal's Exemption

6. SUPPORTING REGULAR ATTENDANCE

- 6.1 Parents are responsible for the regular attendance of students at school. Principals 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 under the *Education Act*, the welfare of the student must be the focus of this consultation.
- 6.2 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.
- 6.3 A child is considered to have an unsatisfactory school attendance when they have:
 - a) Regular absences without explanation;
 - b) Regular absences with explanations provided by parents which are not accepted by the Principal;
 - c) An extended period of absence without an explanation or the explanation is not accepted by the Principal; and
 - d) A pattern of below 90% attendance, with explained and unexplained absences, that is cause for concern.
- 6.4 An extended period of absence is considered as three (3) consecutive days of unexplained absences or unjustified leave or any five (5) days of unexplained leave in 10 days or any other pattern observed (such as regular Friday's away).
- 6.5 Habitual non-attendance may also be described notionally as 30 unjustified/unexplained days out of 100 days. In this case a Mandatory Report for Educational Neglect must be submitted. Care must be taken with this description as other risk factors may impact on the requirement to report.
- 6.6 Resolution of attendance difficulties may require more targeted school based strategies and will involve the implementation of the Student Non-Attendance Procedures, involving DLCSL staff, and possibly include a Compulsory Schooling Attendance Conference. In more extreme cases a referral, via CSNSW, to the Department of Education Legal team for prosecution may be required.

7. ROLE OF THE POLICE

- 7.1 Police officers are authorised to act as attendance officers under s122 of the Education Act.
- 7.2 During school hours, an authorised person or police officer may approach a student who is apparently of compulsory school age, and who is apparently not in attendance at school.

They may request the student's name and home address and the name and address of his/her school. They may approach a student who is accompanied by an adult.

- 7.3 A police officer or authorised person, in the company of a police officer may accompany the student to his or her home, or to the school, to verify the information provided. Under this authorisation, police have no power of arrest, detention or physical restraint.
- 7.4 Please note that the police and Department of Education personnel conduct regular joint anti-truancy initiatives.
- 7.5 Schools may request a police welfare check of a student if they have significant concerns.

8. TYPES OF ATTENDANCE FORMS

The forms described below in **Table 2** are accessible on the DLCSL Intranet [Attendance Forms](#).

Table 2: Types of Attendance Forms

Number	Name
01	Extended Leave Notification: Travel/Other Greater Than 10 Days
02	Application for Extended Approved Leave: Travel/Other Greater than 10 Days
03	Enrolment Destination Unknown
04	Exemption from Attendance Application: Short Term Transition Plan (STTP)
05	Exemption from Attendance Application: Elite Sports/Arts/Employment in the Entertainment Industry/ Exceptional Domestic Circumstances
06	Exemption from Enrolment at School Application: Age, Health, Learning/Social Needs, Disability, Completion of Year 10 under Special Circumstances TAFE or Full Time Apprenticeship, Traineeship, Work.

9. TYPES OF EXEMPTION FROM ATTENDANCE OR ENROLMENT CERTIFICATES

The forms described below in **Table 3** are accessible on the DLCSL Intranet [Exemption from Attendance or Enrolment Certificates](#).

Table 3: Types of Exemption from Attendance or Enrolment Certificates

Number	Name
01	Certificate for Exemption from Attendance at School under Section 25 of the Education Act 1990
02	Certificate for Exemption from Enrolment at School under Section 25 of the Education Act 1990

10. ATTENDANCE CODES

The Attendance Codes as outlined below in **Table 4** must be used to record the explanation of student attendance or variation in attendance.

Table 4: Attendance Codes

Symbol	Meaning
A	The student's absence is unexplained or unjustified. The symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the Principal's discretion to accept or not accept the explanation provided.
B	The student is absent from the school on official school business. This symbol is recorded where the Principal approves the student leaving the school site. This would include activities such as: work experience, school sport (including regional and state carnivals), school excursions, approved overseas student exchange programs, Year 7 Orientation Days, World Youth Day, community service, Tournament of the Minds, chess competition, Da Vinci Decathlon and the Duke of Edinburgh Scheme.
E	The student has been suspended from school. External suspensions only.
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This would include: HSC Pathways Program, Best Start Assessments, Trial or HSC Exams, VET or TAFE Courses, Work Placement, Off Site Learning Program, Cancelled Class, Remote Learning, Exam or Study Leave.
H	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education

	settings separate to their mainstream school such as: tutorial centres and programs, behaviour schools, juvenile justice, hospital schools, Royal Far West and Mental Health Programs.
L	An explanation of an absence is provided which has been accepted by the Principal. This may be due to: misadventure or unforeseen event, domestic necessity such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals or ceremonial occasions, critical incident, natural disasters, extreme weather events such as floods and bushfires and approved travel that is in the best educational interests of the child.
M	The student was exempted from attending school: Elite Arts/Sports, Direction of Public Health, Employment in the Entertainment Industry, Exceptional Circumstances as approved by the appropriate delegate, Short Term Alternative Education Program Behaviour or Medical Transition Plan. A Certificate of Exemption is normally issued by the delegated officer except in the circumstances where a student is exempted from attendance because of a direction under the public health legislation and for Short Term Alternative Education Programs exemptions.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. This would include: Illness/Injury, Medical or Paramedical Appointment (includes counsellor, dentist and psychology). Principals may request a medical certificate in addition to an explanation if the explanation is doubted, the absence is of significant length or the student has a history of unsatisfactory attendance.
X	Compass schools use this code for Ad-hoc Activities for legitimate reasons such as: Office Duty, Time Out, In School Suspension, meetings, interviews or withdrawn from class whereby supervision is provided on the school site. It is not recorded as an absence.

ENQUIRIES

Assistant Director, Learning Services

Audit and Compliance Adviser

RELATED DOCUMENTATION

The Mission of Jesus Christ Foundational Values: Catholic Education in the Diocese of Lismore

Educational Ministry in the Diocese of Lismore: Co-Responsibility in the Service of the Mission

Child Protection Policy

Privacy Policy

Student Records Policy

Suspension, Expulsion and Exclusion Policy and Procedures

Student Non-Attendance Procedures

Enrolment of Overseas Students Procedures

Record Retention and Disposal Procedures

Education Act 1990 (NSW)

Child Safe Standards

NSW Education Standard Authorities Systems and Member Non-Government Schools Registration and Accreditation Manual.