

Attendance and Exemptions Policy and Procedures

Currambena is a comprehensive co-educational K-6 school providing an education underpinned by Democratic values and operating within the Curriculum guidelines of the NSW Education Standards Authority (NESA). Once enrolled, students are expected to support the school's Core Values and Beliefs and comply with the school rules to maintain the enrolment. All absences are to be reported to the school by the parents/guardians.

Policy

The School Coordinator maintains a register of the enrolments and daily attendances of all children at the school, which includes information for each student as required by Section 3.8 of the NESA *Registered and Accredited Individual Non-government Schools (NSW) Manual*. The register of enrolments and the register of attendance may be maintained in print or electronic form.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the School Coordinator will process the parent's application in accordance with the guidelines from NSW Department of Education. The School Coordinator may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

The School Coordinator will have in place and implement policies and procedures to monitor the daily attendance of students. Unexplained absences are followed up by the teacher with the student and their parent or guardian. Parents or guardians are notified where a student has a poor record of school attendance; the parent's/ guardian's response and any action taken are recorded on the student file.

Where a student is absent for 30 days in the past 100 days, and the teacher of the child has concerns about the well-being of the child, the teacher and the School Coordinator may consider accessing the Mandatory Reporter's section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required. However, this is context/age dependent and the number of days should be taken as a guide only.

Procedures

The Coordinator

- Will keep a **register of enrolments** that includes the following information for each student:
 - name, date of birth 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 the Department of Education has been notified (using the form *Student Enrolment Destination Unknown*, downloaded from RANGS, customised with school letterhead and emailed to attendance@det.nsw.edu.au). The following details should be provided:
 - student's full name

- date of birth
 - last known address
 - last date of attendance
 - parents' names and contact details
 - an indication of possible destination
 - what efforts the school has made to locate the child
 - other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents or student.
- The register of enrolments must be retained for a minimum period of five (5) years before archiving
- Will maintain a **register of daily attendance** and must include the following information for each student:
 - daily attendance
 - absences
 - reason for absence
 - the register of daily attendance must be retained for a minimum period of seven (7) years after the last entry was made
- Will have in place and implement policies and procedures to monitor the daily attendance of students
- Will have in place and implement policies and procedures for exercising the Minister's delegation under section 25 of the *Education Act 1990*. This gives the School Coordinator power to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances
- Will maintain records of the exercise of the above delegation including copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25

The class teacher

- will monitor the daily attendance/absence of the students
- will follow up any un-explained absence from school or class with the student and parent/guardian
- will notify parent(s) and/or guardian(s) regarding poor school and/or class attendance of their child by calling or emailing the parents/ guardians
- will document the parent's response
- will note the absence in the attendance role and in the student's file
- will discuss with the Coordinator poor attendance or unexplained absences
- will arrange a meeting with the student and the parents to negotiate strategies to address the problem.
- If the problem continues, the family will be called in for a second meeting along with the teacher and the Coordinator.
- If the problem continues the AIS will be called to come and mediate a further meeting with the student and parents
- will document unsatisfactory attendance information in the student file and the interview report to the parents

- at the end of the year will archive all student data including documentation for reason of absence

The Parent

- will send an email to inform the teacher of the reason of the child's absence from school
- will present a doctor's certificate to the teacher for absences more than 3 days due to illness, injury or medical treatment
- will fill in one of the following forms for planned absences of more than 3 days other than those due to illness, injury or medical treatment: **Application for Exemption from Attendance/Enrolment at School** or **Application for Extended Leave- Travel**. These forms can be obtained from the School Coordinator and must be completed in advance. Application for Extended Leave must include details of travel arrangement.

Exemption from attendance

- Parents submit the application for exemption from attendance and supporting documentation, where requested, to the School Coordinator, 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 School Coordinator, in accordance with the criteria in the guidelines from the NSW Department of Education.
- Where the application is supported, the School Coordinator will inform the parents and provide the original exemption certificate to the parent/s.
- Where the application is not supported, the School Coordinator 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 School Coordinator 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.
- The School Coordinator may grant partial or full day exemptions from attendance at school for the following circumstances:
 - exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
 - the child is being prevented from attending school because of a direction under the [Public Health Act 2010](#). (Note that in the case of an outbreak of a vaccine-preventable disease, the school is required to advise an unvaccinated student not to attend until advised to do so. The parent is not required to complete an application for exemption)
 - employment in the entertainment industry
 - participation in elite arts or elite sporting events
- In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from attendance 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/attendance records.

Exemption from enrolment

- Parents submit the application for exemption from enrolment and supporting documentation, where requested, to the School Coordinator, prior to the proposed period of exemption.
 - In cases of **exemption from enrolment due to circumstances including a delayed start to school, health, learning or social disadvantage**

- the School Coordinator will consider applications for recommendation, and will send applications 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, exemption certificates, 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.