



## ATTENDANCE POLICY & PROCEDURES

### PREAMBLE

The mission of Trinity Catholic College Lismore is to educate our students for lifelong learning so that, informed by gospel values and the traditions and spirit of the Presentation Sisters and the Marist Brothers, they grow into contributing members of society.

In the light of this, regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnerships with parents are responsible for promoting the regular attendance of students.

The College, in providing a caring teaching and learning environment, fosters students' sense of wellbeing and belonging to the school community.

**Relevant to:** All Teaching Staff and Heads of House

**Responsible Officers:** Principal and Assistant Principals

**Date of Introduction:** 14<sup>th</sup> March 2013

**Date of Review:** 27<sup>th</sup> February 2019

**Modification History:** 2013, 2018, 2019

**Related Documents:** NSW [Education Act 1990](#).

**Related Forms:** see attached:

1. NSW Attendance Register Codes
2. Application for Exemption from Attendance at School for less than 100 days
3. Certificate for Exemption from Attendance at School Under Section 25 of the Education Act 1990

**Date ratified by College Council:** 7<sup>th</sup> March 2019

## **RESPONSIBILITIES**

The College is responsible for:

- Promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Maintaining accurate records of student attendance, including keeping signed copies of each term's absences signed by the Principal, for seven years as required.
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Following up when a student's pattern of attendance is of concern – records kept of correspondence electronically and filed as required.
- Implementing programs and practices to address attendance issues when they arise.

Parents are responsible for:

- Ensuring their children attend school every day.
- Explaining the absences of their children from school promptly.
- 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.

Students are responsible for:

- Attending school every day.
- Following all College procedures in relation to attendance.

## PROCEDURES

### Register of Enrolments

- The College's Promotions and Publications Officer enters all enrolment data into the data base (Synergetic) from the enrolment application form. This includes, but it not limited to
  - name, age and address of the student
  - 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
- No student is interviewed for enrolment as the College until this data has been entered into the data base.
- The register of enrolments is retained for a minimum period of five (5) years before archiving. The register of daily attendances must be retained for a period of seven (7) years after the last entry was made.

### Students Leaving the College

- The College's Promotions and Publications Officer, upon receiving the exit notification form, enters all data relating to students leaving the College into the data base (Synergetic).
- A student will be removed from the attendance roll when advice has been received from the parent / carer that their child is moving schools or is to be registered with NESA for home schooling. This will happen after the student's last day at the College.
- If a student under 17 years leaves the College without informing the College of their destination, a Student Enrolment Destination Unknown Notification will be made to the NSW Department of Education by the Principal ([attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au))

### Roll Marking (See Appendix No1)

- The tutor teacher marks attendance on the College database at the start of each day during tutor group. In addition, a roll is taken during each lesson by the class teacher.
- Students are to be in their tutor group at 8:50am where the roll will be marked and absences recorded.
- Tutor teachers mark students as absent if they are not present in tutor group. The absence remains as unexplained until an explanation is received by the office, tutor teacher or Head of House at which point the appropriate absence code (See Appendix No 3) is entered by the tutor teacher or the office staff against this student in the electronic roll.
- Students arriving after the end of pastoral time should sign in at the office, where a note of the time will be made and the roll adjusted accordingly.
- Parents/carers will be notified via SMS of any unexplained late arrivals or absences.
- A list of absences for the day will be emailed each day to all staff once the rolls have been finalised.

### Absenteeism (See Appendix No 2)

- Parents/carers should contact the College to explain the absence either before the anticipated absence or when the student returns. This can be done via SMS, email, note in the planner or phone call.
- Tutor teachers follow up on absences to ensure all notes explaining absences are brought in by the student and then left in the roll to be collected and actioned by the tutor teacher or a member of the office staff.
- Absences are checked each day by the Head of House and tutor teacher and contact is made by the tutor teacher once a student has been absent for three days without explanation. A record of this contact is kept in the pastoral section of the student data base.
- A list of unexplained absences will be printed each fortnight by the appropriate site receptionist and placed in the rolls for the tutor teacher to follow up. Any concerns will be passed on to the Head of House for follow up.
- The tutor teacher and Head of House will monitor lateness and, where necessary, follow up with

parents of students who are regularly late or absent. Letters may be sent to families of concern in regard to absenteeism and / or lateness. Copies of these letters are kept in the document management section of the student's data base.

- More serious concerns (less than 80% attendance or 11 to 20 days of unexplained absence) will be referred to the Assistant Principal Students and Staff by the Head of House and discussion will take place as to how best to follow up with these students. Parent contact will be made, an interview will take place with the Principal or delegate and an action plan to address the concerns may be implemented. This may include a back to school transition plan.
- If the agreed back to school transition plan are not followed, then a new plan could be considered or the Principal will request a Compulsory Schooling Conference be convened. The Principal will liaise with the Lismore Diocese CSO in relation to a Compulsory Schooling Conference for the assistance of a trained officer to act as the convenor of the conference.
- If and when the range of College interventions have been unsuccessful, students under 17 years of age and with significant absenteeism will be reported to FACS (Neglect of Educational Needs) by the Principal or the Assistant Principal Students and Staff. A report will also be made to the local DOE HSLO

### **Reporting on attendance**

- The Principal, or delegate will ensure all student absences are recorded by teachers, are aggregated on our database and communicated to the Department of Education as required
- The Department of Education, HISLO may seek student attendance records.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.

### **Leave**

- Students intending to leave the College during the course of the school day are required to submit a note during tutor group to be signed by their Head of House. When signing out, this note is to be shown by the student to the front office for verification.
- Family holidays and travel plans are no longer considered under the *Exemption from School Procedures*. Travel outside of holiday periods is now counted as an absence.
- If a student requires leave during the school term, parents are required to submit an 'Application for Exemption from Attendance at School' (available from the College web page or the reception on either site) (See Appendix No 4) to the Principal. If the leave request is granted, the student will be issued with a Certificate of Exemption from School.
- A register of exemptions is maintained by the Personal Assistant to the Principal.
- Exemptions granted by the Principal cannot be more than 100 days in a 12-month period; more than this must be referred to the Minister.
- Procedural fairness must be accorded to an applicant for an exemption.
- Records are kept to ensure that leave granted does not exceed that which is allowable.

## APPENDIX 1 – ROLL MARKING PROCEDURES

Student rolls marked in homeroom each morning on the College database during tutor group by the tutor teacher

Absences for all year groups checked and entered by the front office assistant to create a daily attendance report

SMS sent to parents/carers for any student with an unexplained absence

Daily attendance report emailed to all staff.

Period by period roll marking undertaken each lesson by the class teacher and they to inform the front office of any concerns for follow up

## APPENDIX 2 – FOLLOW UP OF ABSENCES PROCEDURES

Daily attendance sheet emailed to all staff to check

Tutor teachers to check daily and follow up any concerns  
If the student has not returned after three days, then contact with home to be made by the tutor

A list of unexplained absences is placed in the roll each fortnight for the tutor teacher to follow up and any concerns passed onto the Head of House

Students of concern to be followed up by the Head of House. More serious cases passed onto the Principal or AP Students and Staff

Principal or AP Students and Staff to meet with the parents, carers and the student to put an action plan into place to support the student's return to school

If and when a range of College interventions have been unsuccessful, students with significant absenteeism will be reported to FACS and the DOE by the Principal or his delegate.

## APPENDIX NO 3

### 2015 Attendance Register Codes Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

<b>Attendance Register Codes</b> <b>Symbols to be used for explanation of student absence</b>	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	The student's absence is unexplained or unjustified. This 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>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"><li>- a medical certificate is provided or</li><li>- the absence was due to sickness and the principal accepts this explanation.</li></ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"><li>- misadventure or unforeseen event</li><li>- participation in special events not related to the school</li><li>- domestic necessity such as serious illness of an immediate family member</li><li>- attendance at funerals</li><li>- travel in Australia and overseas</li><li>- recognised religious festivals or ceremonial occasions.</li></ul>
<b>E</b>	The student was suspended from school

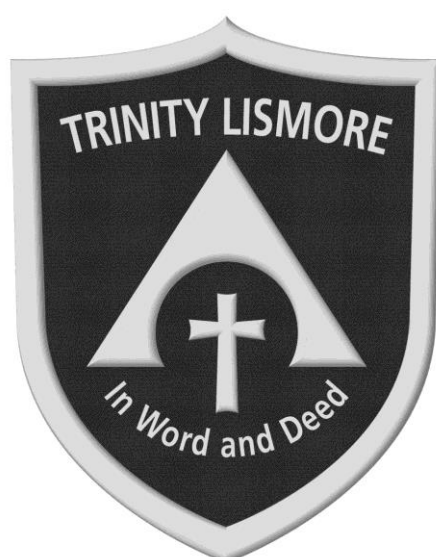
**Attendance Register Codes**  
**Symbols to be used to record a variation in attendance**  
(not counted as an absence for statistical purposes)

<b>Symbol</b>	<b>Meaning</b>
<b>M</b>	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
<b>F</b>	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>
<b>B</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 to undertake, for example: <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (regional and state carnivals)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>
<b>H<sup>1</sup></b>	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: <ul style="list-style-type: none"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>



## APPENDIX 4

# APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL FOR LESS THAN 100 DAYS



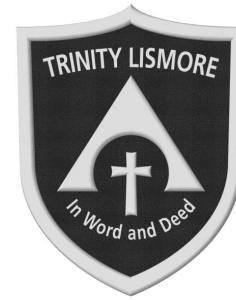
### **PRIVACY STATEMENT**

The information provided will be used to process the student's Application for an Exemption from the requirement to enrol at and/or attend school. It will only be disclosed for the following purposes.

- General student administration relating to the education and welfare of the student;
- State and national reporting purposes;
- For any other purpose required by law

The information will be stored securely.

**Once you have completed and signed Part A please return the  
entire form to the Principal**



## **Part A (to be completed by parent/carer)**

### **STUDENT DETAILS:**

Family Name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

### **APPLICATION FOR EXEMPTION**

#### **Dates of exemption applied for:**

From: \_\_\_\_\_

To: \_\_\_\_\_

No. of school days: \_\_\_\_\_

### **REASON FOR APPLICATION FOR EXEMPTION (please tick relevant box)**

- Exceptional domestic circumstances
- Other exceptional circumstances
- Employment in entertainment industry or participation in an elite sporting event for *short* periods of time (i.e. for one or two days and at short notice)
- Employment in entertainment industry or participation in an elite sporting event for 10 or more days in a 12-month period

### **PLEASE PROVIDE EXPLANATION OF THE EXEMPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Where the reason for Application for Exemption includes travel arrangements of more than twenty (20) school days, copies of travel documentation should be attached to this Application.

Are there any prior or current exemptions? No  Yes   
(please provide details below)

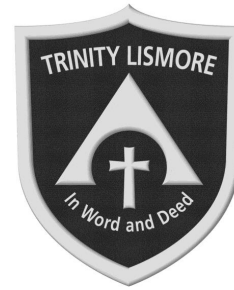
Dates of prior/current exemption:

From: \_\_\_\_\_

To: \_\_\_\_\_

No. of school days: \_\_\_\_\_

Is copy of prior/current Certificate of Exemption attached? No  Yes



## PARENT/CARER DETAILS:

Family Name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

### DECLARATION / SIGNATURE

As the parent/caregiver of the above-mentioned student, I hereby apply for a Certificate of Exemption from Attendance at School, under the *Education Act 1990*.

I understand that if the exemption is granted:

- I am responsible for the supervision of the student during the Period of Exemption;
- The exemption is limited to the period indicated;
- The exemption is subject to the conditions listed on the Certificate of Exemption;
- The exemption may be cancelled at any time

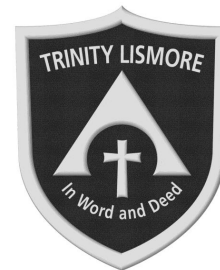
I declare that the information provided in this Application for a Certificate of Exemption is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this Application later prove to be false or misleading, any decision made as a result of this Application may be reversed.

I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B**

**PRINCIPAL'S DECISION AND SIGNATURE**



**Application for Exemption of less than 100 days**

Granted  Complete Certificate Form B6  
(Certificate of Exemption from Attendance at School)

Declined  Details below

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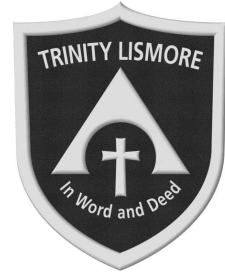
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**Principal / Delegate:** \_\_\_\_\_ **Contact Tel: 66 27 6634**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_



# **Certificate for Exemption from Attendance at School Under Section 25 of the Education Act 1990 (Certificate Form B6)**

## **STUDENT DETAILS:**

**Family Name:** \_\_\_\_\_

**Given name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

## **APPLICATION FOR EXEMPTION**

Dates of exemption applied for:

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Number of school days:** \_\_\_\_\_

## **Reason for Application for Exemption (please tick relevant box)**

- Exceptional domestic circumstances
- Other exceptional circumstances
- Employment in entertainment industry or participation in an elite sporting event for *short* periods of time (i.e. for one or two days and at short notice)
- Employment in entertainment industry or participation in an elite sporting event for 10 or more days in a 12-month period

***Attach a copy of any conditions of the exemption***

## **The Parent**

The parent of the above-mentioned student has been advised that they are responsible for the student's supervision during the period of exemption.

- Understands that the exemption is limited to the period indicated
- Acknowledges that the exemption is subject to the conditions listed and
- Understands that the exemption may be cancelled at any time

## **DELEGATE'S DETAILS AND SIGNATURE:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_