

SAINT MARY MACKILLOP COLLEGES

B7: Enrolment and Attendance Policy and Procedure

Attendance Register

Reviewed Mar 2024

Rationale:

- The NSW Education Act (1990) requires that children of school age to be in full time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted exemption by the Education Department (See Attachment 1 for copy of NSW Education Act, legislation, requirements and responsibilities).
- Education is a sequential process. Absences mean students often miss important stages in the development of topics, causing them to find 'catching up' difficult.
- All enrolled students are required to attend at school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide an email/written note to the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are

adequately explained and/or reported to the Department of Education (See Attachment 3).

Aims:

To maximise student learning opportunities and performance by ensuring that children required to attend do so regularly.

Procedures for Monitoring Attendance:

- All student absences and late arrivals are noted in the morning by class teachers on a temporary roll. These roll books are returned to the admin officer each morning after roll call by a class student. The admin officer updates the roll books and then will text message/phone/email those parents each morning when an absence is marked, requesting notification such as an email/text message/phone to the school explaining the reason for absence. Full and partial absences are recorded according to the prescribed [School Attendance Register Codes](#). Partial absent students must sign in when they arrive at the admin office and take a late slip to the classroom teacher. A book in the admin office is signed by students and parents seeking leave during the day for a good reason — eg, a Doctor’s appointment.
- If a student is away, parents or guardians are asked to contact the school by phone or email.
- The phone call must be followed up by a note/email from one of the child’s parents, explaining the reason for absence. If no note/email or phone call/text has been forwarded to the admin officer, names of absentees are forwarded to the Principal/Admin Officer who will email the parents an “Absentee Note Request” (Attachment 2).
- If no phone/text/email has been received, parents or guardians are contacted by the Principal by email in the form of Attachment 3.

- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised with the Parent/guardian. An Attendance Improvement Planning meeting is held where agreed actions and goals are set to improve student attendance and the Attendance Improvement Plan Form is completed (Attachment 10).
- Unresolved attendance issues will be reported by the Principal, to the Department of Education's legal branch with regard to legal action against the parent or student.
- If a student of mandatory age is absent for a significant length of time and the whereabouts of the child/young person are unknown or enrolment destination is unknown when the student is believed to have left the school and the parent/guardian has not provided an explanation, the Principal will fill in a Student Enrolment Destination Unknown Notification Form (Attachment 4) to notify the Department of Education. The Department will act on behalf of the Minister through a School Liaison Officer (HSLO) who will attempt to locate the student and take appropriate action to ensure school attendance.
- The Principal will also notify the Police or the School Safety and Response Hotline (1300 495 051) if he considers there is /has been anti-social and extremist behaviour by a student/s.
- Students' absence figures will appear on student reports every semester.

Recording of Absences: Roll Call

- The roll and the accompanying absentee notes are legal documents.
- It is essential that the roll be kept daily and that it is accurate.

- The manual Roll Books used by Saint Mary MacKillop Colleges are in the form approved by the Minister of Education. The common code approved by the Minister is used in these roll books. Its recommendations for the recording of absences, as listed at the beginning of the book, are carefully noted and followed.
- All absences are verified with a note/email from the parent or guardian.
- These notes are kept and filed with the rolls at the end of the year. All unsatisfactory attendance information is transferred and maintained in the students' enrolment file.
- The Rolls are kept for a minimum of 7 years after the last entry was made.

Register of Enrolments-Attendance Register

A register of enrolments is maintained by the Principal/Business manager of the school. This register is on-line and includes the following;

- Name, age and address
- Name and contact telephone number of parent/guardian
- Date of enrolment and date of leaving and student's destination where appropriate.
- Previous school or pre-enrolment situation (for students older than 6 years)
- The register will be marked appropriately to indicate that the student has terminated his or her enrolment at the school. Record will be kept of the school or educational arrangements the student will be attending in the future.
- Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education officer 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 and any known work health and safety risks associated with contacting the parents or student

(Attachment 4) will be sent by the Principal — Student Enrolment Destination Unknown Notification Report.

- The enrolment register is backed-up regularly by the admin officer/business manager. A back-up enrolment register is kept on a USB held off campus by the Director.
- The register of enrolments is maintained for a minimum period of 5 years before archiving. The register of daily attendances is retained for a period of (7) years after the last entry was made.
- All unsatisfactory attendance information is transferred by the admin officer to student files.

Summary

The Principal/Business Manager of Saint Mary MacKillop Colleges maintains a register approved by the Minister 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.

Exemptions from Attendance and Enrolment

- Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education and Education Act (See attachment 1).
- The Principal will provide procedural fairness when considering the granting of an exemption. If they decide not to grant an exemption, the parent will be given an opportunity to respond to their concerns before a final decision is made. This opportunity will be offered to the parent in writing.
- If the applicant wishes to appeal against a decision made by the Principal, the school's suggestions, complaints and grievances policy and procedures will apply.
- For most exemptions parents are required to complete the application for Exemption from Attendance/Enrolment at School form (Attachment 7). This must be made in writing in advance. Parents are able to seek assistance from the Principal when completing forms.

- Parents may seek exemption from attendance due to provisions in any public health orders that exist at that time.
- If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case will be referred to the AIS Division Head, Education Regulations and Program Implementation prior to the exemption being granted.
- On approval by the Principal of Saint Mary MacKillop Colleges a Certificate of Exemption from Attendance/ Enrolment at school will be issued (Attachment 8). The original Certificate of Exemption will be provided to the parents and a copy placed in the student's file along with the application.

The Principal 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. For example, where the conditions attached to the exemption are not being met or cease to apply.

Saint Mary MacKillop Colleges retains copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25 or for 7 years, whichever is greater, and then the record is destroyed.

Exemption from Attendance at School

Reasons for granting full day exemptions from attendance at school

1. The Principal may grant exemptions due to: exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate).
2. A Principal's direction under the Public Health Act 2010.
3. Employment in the entertainment industry.
4. Participation in elite arts or elite sporting events

For any other matters not covered by the above points the Principal contacts the AIS Division Head, Education Regulations and Program Implementation.

The code 'M' is marked in the attendance register for full day exemptions.

Reasons for granting part day exemptions from attendance at school

1. The Education Act 1990 gives the Minister or Principal the power to grant a Certificate of Exemption from the requirement to attend school during the times specified in the Certificate.
2. Students participation in elite arts or elite sporting events who are required to attend regular activities/training during school time the appropriate application must be completed and submitted for approval prior to commencing the program.
3. For part day exemption due to the requirements of a health plan, the Principal obtains the parents consent to obtain information from health professionals responsible and prepares forms relating to exemption from attendance.
4. Students participating in school programs may be granted exemptions for periods of time not exceeding the equivalent number of full school days. Close monitoring of the exemption period occurs in these cases.
5. Participation in these school programs must be approved by the Principal.
6. The attendance rolls are marked with the code P/M.

Reasons for granting exemptions from enrolment at school —

See [Attachment 1](#)

- The Principal may grant exemptions to students from the requirement to be enrolled at SMMC provided approval has been given by the Commissioner for Vocational Education, State Training Services to their entering a full-time apprenticeship or traineeship. This applies to students who have completed year 9 and before they have completed year 12. Such exemptions are only given where the:
 1. The Principal considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship.
 2. The student's parents give permission for this to occur.
 3. The Principal has sighted a full-time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the RTO.
 4. The employer agrees to notify the DET (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17.
 5. Apprenticeships or traineeships are approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the Principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.
 6. If the student does not complete the apprenticeship or traineeship he or she will not have completed Year 10. They will be legally required to complete year 10 under another pathway of the Education Act (1990).

Application Extended Leave–Travel

- SMMC requires that an application for extended leave–travel (Attachment 5) is required to be submitted for any extended leave – international travel longer than seven school days by parents. These forms are kept by the Admin Officer.
- If families are planning travel that exceeds a school term, consideration should be given to other options for education, such as enrolment in Distance Education.
- Once application forms are completed by the parent they are submitted to the Principal for approval.
- If approved, the parent is given the original certificate of extended leave-travel (Attachment 6) by the Principal and a copy along with the application is placed in the student’s records.
- The Principal will provide procedural fairness when considering the granting of a certificate of extended leave- travel. If not approved Declining an Application for a Certificate of Extended Leave – Travel will be issued (Attachment 9).

- The Admin Officer marks the school roll as ‘L’ for the period of the leave and includes this in the school’s absence reporting.

Attachments:

1. Summary of student attendance legislation, requirements and responsibilities.
2. Absentee note request letter.
3. Extended and unexplained absence: Letter to Parent.
4. Student Enrolment Destination Unknown Notification.
5. Application for Extended Leave-Travel
6. Certificate for Extended Leave-Travel.
7. Application for Exemption Attendance/Enrolment from School.
8. Certificate for Exemption from School.
9. Declining an Application for a Certificate of Extended Leave – Travel
10. Attendance Improvement Plan

SUMMARY OF STUDENT ATTENDANCE LEGISLATION, REQUIREMENTS, AND RESPONSIBILITIES

The NSW [Education Act \(1990\)](#) sets out requirements for enrolment and attendance of students at school.

Section 21B of the Act states that a child is of compulsory school age when the child is of or above the age of 6 years and below the minimum school leaving age.

The minimum school leaving age is:

- a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3)), or
- b) the age of 17 years, whichever first occurs.

A child who completes Year 10 of secondary education but who is below the age of 17 years is of [compulsory school age](#) unless the child participates on a full-time basis in

- a) approved education or training, or
- b) if the child is of or above the age of 15 years --paid work or a combination of approved education or training and paid work.

Responsibilities of parents

Section 22 of the Act notes 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, or to be registered for home schooling under Part 7 and to receive instruction in accordance with the conditions to which the registration is subject.

Responsibilities of schools

In addition to the obligations of the Act, schools need to comply with NSW Education Standards Authority (NESA) registration requirements for attendance (3.8 in the manual).

These include

- Maintaining a register of enrolments
- Having in place and implementing policies and procedures to monitor attendance, identify, follow up and notify absences, and to keep relevant registers.

Schools must use the attendance codes approved by the Minister of Education.

Principals can also exercise their delegated powers under Section 25 of the Education Act when granting or cancelling a certificate of exemption from attendance or enrolment at school. Exemptions cannot be granted retrospectively, and must be applied for by the student's parent on a form that is provided by the school for this purpose. If approved, the original certificate of exemption must be provided to the parent and a copy placed on the student's file. The school roll is marked 'M' for the period of the exemption from attendance and this is not included in the school's absence reporting.

A principal cannot delegate the authority to grant and cancel exemptions to other staff. The table on this site also provides information about when an exemption must be approved by the delegate at the Department of Education.

Schools can also approve Extended Leave –Travel applications. The school can decide the minimum number of days before this type of application is made. This would be reflected in the school’s attendance procedures, and communicated to the school community. If a family was planning travel that exceeded a school term, consideration should be given to other options for education, such as enrolment in Distance Education.

The school roll is marked as ‘L’ for the period of the leave, which is included in the school’s absence reporting. The parent gets the original certificate of extended leave and a copy placed on the student’s records.

Registration conditions (3.6.2 in the Manual) also require that schools have in place strategies that can be implemented to improve unsatisfactory attendance. An Attendance Improvement planning meeting can be held where agreed actions are noted and goals are set to improve student attendance. Assistance with this, and other attendance support for individual students, including Compulsory Schooling Conferences, can be provided by contacting the AIS Student Services Team.

Where Attendance Improvement plans and Compulsory Schooling Conferences have failed to restore attendance, NSW legislation requires that consideration is given to legal action against the parent or student. Independent schools are supported in this process through the Department of Education’s legal branch and are invited to obtain assistance in these matters from the AIS Education Regulations and Program Implementation Team on (02) 9299 2845.

When the whereabouts of child/young person of mandatory school age are unknown or the enrolment destination is unknown when the student is believed to have left the school, the principal must use the form Student Enrolment Destination Unknown Notification to notify the Department of Education. The Department will act on behalf of the Minister, through a Home School Liaison Officer (HSLO), who will attempt to locate the student and take appropriate action to ensure school attendance.

Schools should also consider notifying Police Liaison Officers, or if there is also a history of anti-social and extremist behaviour, notifying the non-government School Safety and Response Hotline (1300 495 051).

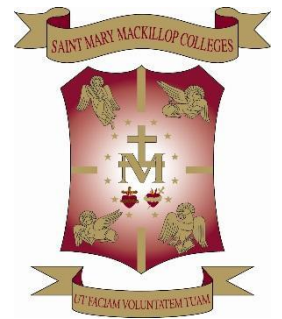
[The Children and Young Persons \(Care and Protection\) Act 1998](#) has requirements about determining if there is a risk of significant harm. The AIS Child Protection web page has more information about this, or the AIS Workplace Management Team can be contacted on 9299 2845 for further support.

Further Information

The related links on this site will take you to external sites that provide more information to support student attendance. Schools are also invited to contact the Education Regulations and Program Implementation Team on 92992845 for further support.

Attachment 2
SAINT MARY MACKILLOP COLLEGES LIMITED

ABN 70119089520
20 Hely Avenue
Wagga Wagga NSW 2650
Ph: 02 6925 6601



Email: absences@stmarymackillop.nsw.edu.au

Date

Dear

It has been brought to my attention that your child/children _____
has/have been absent from school recently and you have not yet provided a written note explaining the
reason for the absence.

The date(s) of the absence(s) is/are: _____

It is a requirement of Department of Education/**NESA**, that students provide a note from parents/guardians
explaining all absences.

Therefore, it would be appreciated if you could fill in the note below covering the above absence/s from
school as soon as possible or alternatively you can email the school at:
absences@stmarymackillop.nsw.edu.au.

Thank you for your cooperation.

In Jesus and Mary,

Dr Roland von Marburg
Principal

Dear Principal,

Please excuse: _____ of Year _____

for being absent from school on _____

as he/she was absent due to: _____

Signed: _____ Date: _____
Parent/Guardian

Attachment 3

Saint Mary MacKillop Colleges Limited
ABN 70119089520

20 Hely Avenue
Wagga Wagga NSW 2650
Ph: 02 6925 6601
Email: admin@stmarymackillop.nsw.edu.au



Date

Dear Parent / Guardian,

This letter is being sent to inform you of steps the School is taking in the light of your child,

_____ being absent from school for _____ without explanation.

The date(s) of the absence(s) are from _____ to _____

It is a Department of Education/**NESA** requirement that students provide an email/ note from parents explaining all absences. In this situation of extended and unexplained absence we will be contacting the Home-School Liaison Officer for the New South Wales Department of Education.

It is likely that the Department will be in touch with you to ensure that your child is enrolled in another school.

Alternatively, you may wish to inform us directly as to the current school your child is attending. This information will be included in our records.

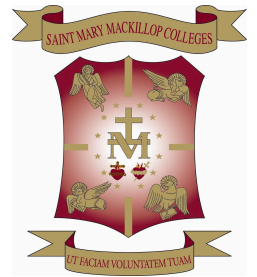
Yours sincerely,

Dr Roland von Marburg
Principal

Attachment 4

Saint Mary MacKillop Colleges Limited
ABN 70119089520

20 Hely Avenue
Wagga Wagga NSW 2650
Ph: 02 6925 6601
Email: admin@stmarymackillop.nsw.edu.au



Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:
Location of School:
School contact details:

Student Details

Student Name:
Date of Birth:
Last known address:
Last day attended:
Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):
Contact details:

Further information

Possible destination:
Other relevant information:

Any risks associated with contacting the student or parent?
Outline what efforts the school has taken to locate the child/children

Principal Name:
Principal Signature:
Date

Attachment 5

Saint Mary MacKillop Colleges Limited
ABN 70119089520

20 Hely Avenue
Wagga Wagga NSW 2650
Ph:02 6925 6601
Email: admin@stmarymackillop.nsw.edu.au



Application for Extended Leave –Travel

NOTE: PARTS A, B and C are 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 at this school associated with the period of travel. Separate applications are required for each school if siblings do not attend the same school.

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address:

School name: Saint Mary MacKillop College, Wagga Wagga

Dates of extended leave applied for: From: / / to / /

Number of school days:

Reason for travel (including why this travel is occurring in school time):

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 B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: / / to / /

Number of school days:

Certificate of prior Exemption/Extended Leave -Travel attached (Please tick): Yes No

PART C: PARENT DETAILS

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 - 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 - 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 - Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s:

_____ Date: ____ / ____ / ____

PART D: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave - 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: ____ / ____ / _____

NB: Principal is to complete the *Certificate of Extended Leave – Travel* if requested leave is approved.

The original certificate is to be given to the parent, with a copy kept on the student's file.

The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.

Attachment 6

Saint Mary MacKillop Colleges Limited
ABN 70119089520

20 Hely Avenue
Wagga Wagga NSW 2650
Ph: 02 6925 6601
Email: admin@stmarymackillop.nsw.edu.au



Certificate of Extended Leave – Travel

The student/s whose details appear below has/have been provided a period of extended leave from school for the purpose of travel.

Note: Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	Enrolment Register Number

Student address:

School name: St Mary MacKillop College, Wagga Wagga | Phone: 02 6925 6601

Dates of extended leave: From: / / to / /

Number of school days:

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the period of extended leave.

It has been explained to the parent that the period of extended leave is limited to the period indicated and the parent has acknowledged that the provided period of extended leave is subject to the conditions listed.

Principal name: _____ Principal signature: _____ Date: ____ / ____ / ____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.

Attachment 7

Saint Mary MacKillop Colleges Limited

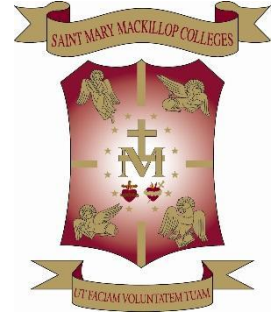
ABN 70119089520

20 Hely Ave

Wagga Wagga NSW 2650

Phone:02 6925 6601

Email: admin@stmarymackillop.nsw.edu.au



Application for Exemption from Attendance/Enrolment at School

PART A: TO BE COMPLETED BY THE STUDENT'S PARENTS

Student Details

(If exemption is sought for more than one student, separate applications must be made for each student.)

Family name: _____ Given name(s): _____

Age: _____ Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Enrolment Register Number: _____

Address: _____

_____ Postcode: _____

School name: _____

Date of exemption applied for: _____ / _____ / _____ to: _____ / _____ / _____

Number of school days*: _____

Reason for application for exemption:

Please tick:

Exceptional circumstances	<input type="checkbox"/>
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Please provide more detail about the reason for the application for exemption here:

Please attach any additional evidence, e.g., health care plan, medical advice etc.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days*: _____

Copy of prior/current Certificate of Exemption attached: (Please tick one) Yes No

PARENT/CARER DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent/carer 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 his/her supervision 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 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 of applicant/s: _____

Date: ____ / ____ / ____

***Please note:** if the number of school days requested in this application exceeds 100 or the total takes the student over 100 school days in a 12 month period, the [Attachment for Exemptions over 100 school days](#) must be completed in addition to this document and both documents forwarded to Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation at DMelrose-rae@aisnsw.edu.au. The AIS will check the documents and forward to the Department of Education's Delegate for approval.

Attachment 8

Saint Mary MacKillop Colleges Limited

ABN 70119089520

20 Hely Avenue

Wagga Wagga NSW 2650

Ph:02 6925 6601

Email: admin@stmarymackillop.nsw.edu.au



Certificate for Exemption from Attendance at School under Section 25 of the *Education Act 1990*

The student whose details appear below has been granted an exemption from attendance for the period indicated.

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption, the hours of program participation must be specified, including the plan to have the student attend school full time).

As the parent of the above-mentioned student, I am responsible for his/her supervision during the period of exemption. I understand that this exemption is limited to the period indicated. I understand that this exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of parent: _____ Signature of parent: _____

Name and position of delegate: _____

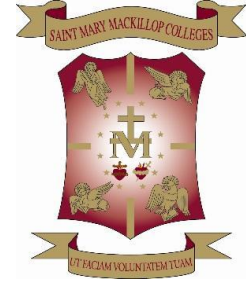
Signature of delegate: _____ Date: ____ / ____ / ____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers

Attachment 9

Saint Mary MacKillop Colleges Limited
ABN 70119089520

20 Hely Avenue
Wagga Wagga NSW 2650
Ph:02 6925 6601
Email: admin@stmarymackillop.nsw.edu.au



Declining an Application for a Certificate of Extended Leave – Travel

<Correspondent Name>
<Correspondent Address>

Dear <Correspondent Name>

You recently applied for a Certificate of Extended Leave – Travel for <Student Name> from attendance at school. Certificates of Extended Leave - Travel are provided when it has been clearly demonstrated by the applicant that the leave is necessary or desirable, and that alternatives to providing leave such as distance education, have been considered. Further, the period of extended leave must be in the student’s best interests in the short and long term.

I have carefully considered your application and I am not satisfied that the requested leave is in <Student Name>’s best interest. My reasons for declining your application are

.....

Please note any absences in relation to your application for extended leave will be recorded as unjustified in <Student’s First Name>’s student records and school reports.

If you wish to discuss this application further with me please contact the school on the school’s phone number to arrange an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely,

<Principal’s/Principal’s Delegate Name>

Principal/Principal’s Delegate

<Date>

SAINT MARY MACKILLOP COLLEGES
STUDENT ATTENDANCE IMPROVEMENT PLAN

SCHOOL:	STUDENT:	YEAR:	DOB:
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STRATEGIES:

FAMILY RESPONSIBILITIES	STUDENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	INTENDED OUTCOME

COMMENCEMENT OF PLAN: ___/___/___	END OF PLAN: ___/___/___
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AGREEMENT: _____

Principal

Parent

Student

REVIEW DATE: ___/___/___ PARENT HAS MEANINGFULLY ENGAGED WITH PLAN: YES/NO PLAN IS TO BE EXTENDED: YES/NO

RECOMMENDATIONS:

Principal signature: _____ Date: _____

Attachment 11: School Attendance Register Codes

Schools are required to have policy and procedures to monitor regular attendance and to ensure that records are current, accurate and accessible. The procedures should reflect how attendance is marked, followed up and records maintained at that particular school.

The tables on the following pages indicate:

- Attendance Register Codes – Explanation of student absence
- Attendance Register Codes – Variation in attendance

The symbol 'X' is to be used for the first and last day that the student attended for each term.

Schools must use the following symbols to record an absence or variation in attendance, *in addition to* the appropriate attendance register code shown on the following pages.

Symbol	Meaning
a	The student was absent for the whole day
Pa	The students was late or was absent for part of the day. The time of arrival or departure must be recorded.

NESA requires that the register of enrolments must be retained for a minimum of five (5) years before archiving.

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

Attendance Register Codes – Explanation of student absence

The following attendance register codes are to be used to record the explanation of student absence and **are counted** for statistical purposes.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
A	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.	To be also used if the principal does not accept that an absence (e.g. for extended leave/travel during school term) is in the student's best interests and that the reason is unjustified.
S	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"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance. 	
L	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"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions. 	Note that this code is to be used if the reason for the absence (e.g. extended leave/travel) is accepted by the principal. The principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.
E	The student was suspended from school	

Attendance Register Codes – Variation in attendance

Only the following attendance register codes must be used to record a variation in attendance – they are **not** counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	
F	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"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses 	The “F” code is no longer only for senior students participating in a flexible timetable. The code should also be used in independent schools for students attending external tutorial centres and other programs that are school authorised.
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"> - work experience - school sport (representative events) - school excursions - student exchange 	The ‘B’ code is used for sport when the student has been selected to represent the school at an event. If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts)
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: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education 	In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools. The “F” code, not the “H” code is to be used by independent schools for students attending external tutorial centres and programs that are school authorised.

