**ST EUPHEMIA COLLEGE**



 **YEAR 7 – YEAR 12**

**ATTENDANCE**

**PROCEDURES**

**2019**

**2018**

# **Introduction**

These Procedures should be read in conjunction with the St Euphemia College K-12 Attendance Policy.

St Euphemia College encourages regular attendance and punctuality. These are essential for academic achievement, self-discipline and employment opportunities. Students who attend school regularly also feel more connected to their community and develop important social skills and friendships. Schools support parents and caregivers by monitoring student attendance and helping to address attendance issues when they arise.

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

**Rationale**

St Euphemia College understands that student achievement starts with attendance. Regular attendance is essential for students to maximise the learning opportunities provided to them.

Attendance is a shared responsibility between the School, parents, caregivers and students. All students are expected to attend school each day it is open for instruction. Under the *Education Act (1990),* parents and caregivers are legally responsible for the enrolment and regular attendance of all children in their care up until the age of 17.

The School is committed to providing a safe environment that encourages positive attendance. We aim to use early intervention strategies and communication with parents and caregivers to assist those students where attendance is affecting their educational goals.

The School encourages maximum attendance by:

* ensuring that a safe, secure environment is provided for all students
* developing stimulating learning programs to meet the learning needs of individual students
* developing and implementing adjustments to suit individual needs
* encouraging full participation by valuing each student’s contribution and ensuring individual success
* fostering positive, open communication with parents and caregivers
* welcoming new students and their families into the School and making the School’s expectations known and clear to them
* gaining relevant knowledge about the newcomer and any factors which may affect their regular attendance
* providing extra or catch up work where requested, and/or address realistic renewed deadlines, if any work needs to be caught up.

# **Roles and Responsibilities**

***Responsibility of the Principal***

The Principal is expected to:

* ensure that monitoring regular attendance is a core School responsibility
* ensure there is an effective policy for School attendance
* maintain a register of enrolments
* maintain an attendance register in a form approved by the Minister that must be made available for inspection during School hours by a NESA inspector or by any authorised person
* provide clear information to students, parents and caregivers regarding attendance requirements and the consequences of unsatisfactory attendance
* ensure the School has effective measures in place to contact parents and caregivers when they have failed to provide a satisfactory explanation for an absence
* ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents and caregivers
* ensure that when any matter relating to School attendance where safety, welfare and wellbeing concerns for the student arise all required reports are made to the Community Services Child Protection Helpline on 132 111
* ensure that School staff are trained to implement School attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised
* ensure that all cases of unsatisfactory attendance, including part-day absences are investigated promptly and School based factors affecting attendance are addressed
* ensure early identification of students at risk of developing poor School attendance patterns through strategies such as regular roll checks
* ensure that attendance reports from roll checks are generated fortnightly and made available to the Pastoral Care Coordinators for follow up where necessary
* ensure parents, caregivers, students and the School community are regularly informed of the importance of School and attendance requirements
* establish effective referral and support networks so that students whose attendance is identified as being of concern and their families can be connected to local external agencies
* ensure communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families
* manage any other child protection concerns underlying school attendance issues (including educational neglect) consistent with the [Protecting and](https://www.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067.shtml) [Supporting Children and Young People Policy and Procedures.](https://www.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067.shtml)
* give consideration to the [Mandatory Reporter Guide](http://www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide) (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm
* establish procedures and structures to support teachers dealing with attendance problems and promote and recognise good attendance
* consider an application, and where appropriate, provide a Certificate of Exemption for students to be exempt from attending school for up to a total of 100 days in a year or an exemption from enrolment following the completion of Year 9 to undertake a full-time apprenticeship or traineeship.
* determine whether or not applications for leave are in the student’s best interest and grant leave or otherwise.

***Responsibility of the Welfare Coordinator High School***

The Welfare Coordinator High School is expected to:

* oversee the overall processes for monitoring regular attendance of students
* promote and support SEC High School attendance policy and procedures
* provide support for staff implementing the Attendance Policy
* organise regular meetings with the Attendance Officer to discuss attendance issues and identify students whose attendance is cause for concern
* interview and counsel students whose lateness and absences are deemed to be unsatisfactory
* organise for correspondence to be sent to parents and caregivers when lateness and attendances are excessive and where explanation notes have not been submitted
* meet with parents and caregivers to discuss the absences and implement strategies that address the learning and support needs of the student with attendance patterns of concern
* document any information in regard to a student’s non-attendance such as, student interviews and parent and caregiver contact
* disseminate attendance information to Executive staff
* coordinate whole School checks of period-by-period roll marking, to be carried out every lesson
* engage parents and caregivers in an attendance interview as part of the process in developing an attendance management plan
* liaise with relevant external agencies that are supporting students who have attendance issues
* develop and implement strategies for students for whom bullying, or other welfare-related issues are identified as a contributing factor to truancy
* develop and promote a Student Welfare Policy that promotes the School’s goals of good attendance
* provide support for students for whom attendance difficulties are under resolution
* place students on monitoring cards
* access the online Mandatory Reporter Guide to determine risk of harm and report any suspicions of significant harm to the Principal and Community Services Child Protection Helpline (13 3627)
* ensure that attendance causing concern and suggested strategies for dealing with the issue appear as an agenda item at Welfare meetings
* liaise with Pastoral Care Coordinators to coordinate student class group allocations
* disseminate updated DET attendance information to parents and caregivers via newsletters and the School website
* prepare referrals for Community Services and CCYP.

***Responsibility of the Teachers***

Regular attendance at school is essential if students are to maximise their potential. The School, in partnership with parents and caregivers, are responsible for promoting the regular attendance of students. While parents and caregivers are legally responsible for the regular attendance of their children, School staff, as a part of their duty of care, monitor part or whole day absences.

Teachers are expected to

* accurately mark School attendance rolls at Roll Call daily
* accurately mark class rolls every period
* maintain accurate and up to date attendance records for subject periods
* mark sport rolls at the beginning and end of School sport sessions
* provide the Attendance Officer with a list of students who will be absent due to sporting events, excursions, incursions and any other off site events
* follow up absentees promptly and ensure that the School’s procedures for managing fractional truancy are implemented
* promote regular attendance at School through teaching and learning activities that acknowledge the learning and support needs of students
* communicate high expectations for, and acknowledge, good attendance
* provide a caring teaching and learning environment which fosters students’ sense of wellbeing and belonging to the School community
* provide work for students to complete while they are absent due to illness, travel or suspension
* recognise and reward improved student attendance
* support the Welfare Team in attendance initiatives
* refer a student who is absent from School for 3 or more consecutive days to the Pastoral Care Coordinator
* report any other attendance concerns to the to the Pastoral Care Coordinator.

***Responsibility of the Pastoral Care Coordinators***

The Pastoral Care Coordinators are expected to:

* analyse student attendance data fortnightly and discuss concerns with the Welfare Coordinator
* regularly liaise with teachers to monitor student attendance and welfare concerns
* interview students with attendance concerns and document the interview
* support individual students with attendance concerns and address issues as needed through the appropriate referrals such as: Welfare Coordinator and School Counsellor
* attend Welfare meetings and discuss students causing concern
* support the Welfare Coordinator in attendance interviews with parents and caregivers
* liaise with outside agencies that are supporting the wellbeing of the students
* refer ongoing attendance concerns to the Welfare Coordinator
* contact parents and caregivers when a student has been absent for three (3) consecutive days
* supervise students on Monitoring Cards
* reinforce attendance procedures, consequences and the importance of attending School during Roll Call, Year assemblies and Pastoral Care lessons
* immediately pass on any relevant information received about any matters that may be affecting a student’s attendance to the Welfare Coordinator
* incorporate units of work into the Pastoral Care teaching programs which deal specifically with the importance of attendance, procedures, consequences and student feedback on possible interventions.

***Responsibility of the Literacy and Support Teacher***

The Literacy and Support Teachers are expected to:

* develop ILPs for all targeted students, as well as students for whom classroom learning difficulties are identified as a contributing factor to truancy and/or absenteeism
* review the appropriateness of a student’s educational program.

***Responsibility of the Sport Coordinator***

The Sport Coordinator is expected to:

* allocate each student to a specific sport roll
* provide viable alternate arrangements for students unable to participate in sport
* provide the Attendance Officer with marked sport (or non-sport) rolls
* follow up absentees promptly and ensure that the School’s procedures for managing fractional truancy are implemented.

***Responsibility of the Administration Coordinator***

The Administration Coordinator is expected to:

* establish & maintain roll groups
* maintain accurate records of student attendance using Edumate
* implement effective roll marking procedures when variation to normal School routine occurs
* provide alternate teachers with access to Edumate for class rolls and procedures for reporting absent students.

***Responsibility of the Attendance Officer***

The Attendance Officer is expected to:

* enter and maintain accurate data for student attendance
* process late arrivals and early leavers
* upload accurate daily attendance records on Edumate
* print roll sheets as required
* confirm student absences by undertaking period-by-period check of roll marking
* contact parents and caregivers of absent students before 11:00am
* transfer Attendance information contained on sports rolls, excursions etc. to the attendance register
* update Roll Call folders daily for the collection of Roll Call teachers
* ensure ‘Absence Reason’ data is current
* analyse student attendance data and meet with the Welfare Coordinator to discuss attendance concerns
* generate reminder letters for unexplained absences
* generate, print and send out letters as required by the Welfare Coordinator or Pastoral Care Coordinators
* maintain attendance records ensuring accuracy and currency
* provide attendance history of students at the request of the Welfare Coordinator or Pastoral Care Coordinators
* publish student attendance data information for Pastoral Care Coordinators every fortnight.

***Responsibility of Parents and Caregivers***

It is a legal requirement that the parent or caregiver of a child of compulsory school age ensures their child is enrolled at, and attends, school up until the age of 17.

Parents and caregivers are expected to:

* enrol their children of compulsory school age to attend school
* ensures their child attends School on every day the School is open for their instruction
* ensure their child attends every activity of the School including attendance at an approved educational course, carnivals etc.
* provide an explanation for absences by telephone call, written note, or email to the School within 7 days from the first day of any period of absence
* work in partnership with the School to plan and implement strategies to support regular attendance at School
* communicate with the School if they are aware of issues impacting on their child’s attendance or engagement with School
* inform the School prior to a known absence or on the day of the absence
* provide a note when the student arrives late to School
* apply to the School well in advance when they require their child to be on extended leave such as an overseas holiday
* provide the School with updated contact details
* remain in constant communication with the School about any attendance concerns
* work with the School to resolve attendance issues that may arise and support any interventions that have been put into place to support the welfare of the student
* attend organised meetings with the Pastoral Care Coordinator or Welfare Coordinator to develop and discuss attendance management strategies.

***Responsibility of Students***

Students are expected to:

* attend School every day including excursions, carnivals etc.
* follow all School procedures in relation to attendance
* be punctual to the School in the morning and to classes throughout the day
* provide a parent or caregiver signed explanation note for all absences from School
* report to Roll Call on time in order to be marked as present
* present themselves to the Administration Office to sign in late
* bring notes to the School to explain late arrival
* provide a medical certificate to the Administration Office if they are absent for Grading or Assessment tasks
* take personal responsibility for any work missed while they are absent
* report to the Administration Coordinator before School to gain approval for early leave
* sign in and out of the Administration Office when arriving late or leaving School early for preapproved appointments
* follow procedures regarding illness and misadventure (Years 10, 11 and 12 students)
* catch up on any class work missed through absence
* carry their diary when out of class with teacher permission.

**ATTENDANCE PROCEDURES**

**REGISTER OF ENROLMENTS**

The register of enrolments is a legal document held on a School database. It includes the following information for each student:

* name, age and address
* the name and contact telephone number and emails of parent(s) or caregiver(s)
* date of enrolment and, where appropriate, the date of leaving the School and the student’s destination
* previous school or pre-enrolment situation

The register of enrolments is retained for a minimum period of five (5) years before archiving.

**REGISTER OF DAILY ATTENDANCE**

The register of daily attendance is a legal document held on a School database. It includes the following information for each student:

* daily attendance, using the common code approved by the Minister (Refer to Appendix 1)
* reason for absence
* documentation to substantiate reasons for absence
* time of arrival if late.

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

**ARRIVING TO SCHOOL**

Recognising that attendance has a direct effect on student learning outcomes, and in an effort to ensure the wellbeing of all of our students, St Euphemia College administers and maintains registers and records of attendance in accordance with the *1990 Education Act*.

* Attendance registers (rolls) are maintained on all days on which the School is open for instruction including School sports days, swimming carnivals, excursions and similar events.
* All students must proceed directly into the School grounds on arrival each morning. Once arrived, they cannot leave the grounds.
* All students must attend every timetabled lesson up until the end of the School day unless approved leave has been granted.
* Students must not leave the School grounds without a pass.
* The playground is unsupervised before 8.15 am. Generally, the School commences at 8.35 am and concludes at 3.10 pm. Period 0 classes commence at 7.35 am and Period 7 classes conclude at 4.05 pm. The School cannot take responsibility for children who are at School outside these hours unless they are attending approved out of hours School activities.

**ROLL CALL**

Students are expected to be on time to School.

* At 8.30 am each morning, a warning bell is sounded to notify students to proceed to Roll Call. Students in Years 7 to 12 must report to their Roll Call group by 8:35 am where the roll will be electronically marked and absences recorded.
* Roll call is in year groups and is important for both formal and informal communication between the School and students.
* Roll Call folders contain paperwork to be distributed to students. This includes reminder letters for unexplained absences, information letters for parents and caregivers etc.

**PROCEDURES FOR MONITORING AND FOLLOWING UP ABSENCES**

The School recognises that parent and caregiver involvement is vital to a student’s academic success.  Phone calls, letters, emails, student interviews and parent and caregiver meetings at School are employed to inform parents and caregivers of their child’s attendance status and proactively encourage cooperation in support of progress.

* Roll Call is carried out electronically at the start of the School day.
* Once the absentee list has been checked, the Attendance Officer contacts parents and caregivers in relation to student absences via SMS or email each day.
* Daily absentee and attendance lists are generated and made available to all staff through Edumate. Any changes to the list during the day are instantly updated. It is the responsibility of teachers to view for the maintenance of their own class rolls.
* When a student is absent from School, a written explanation (note or email) must be provided to the School within 7 days detailing the reason for that absence. While initial notification can be made by phone, students must supply a written note on the first day of their return.
* The note should be dated, state the student’s name, note the dates and reason for any absence and be signed by the parent or caregiver listed on the student’s records. This note should be given to the Roll Call teacher on the next day after any absence. The note is left in the roll call folder to be collected and actioned by the Attendance Officer. Parents or caregivers may email the office.
* Unexplained absence printouts are issued weekly to students by the Attendance Officer as reminders that a note(s) are outstanding. (Refer to Appendix 3)
* If the School has not received an explanation within 2 days, the Attendance Officer contacts the parent or caregiver to discuss the absence, or emails a reminder that a note has not yet been provided.
* An absence is “Unexplained” if parents or caregivers have failed to provide an explanation to the School within 7 days. This is recorded on the student’s semester report.
* Absences are checked daily by the Attendance Officer. The Pastoral Care Coordinator is informed once a student has been absent for three days without explanation. It is their responsibility to contact the parent or caregiver to ascertain the reason for the absence.
* A list of unexplained absences are printed each fortnight and given to the Pastoral Care Coordinators for their records.
* The Attendance Officer monitors lateness and absenteeism through Edumate. Students with three (3) or more unexplained absences are flagged and referred to the Welfare Coordinator for action at the weekly Welfare Meeting where individual student attendance trends and concerns are canvassed. The Welfare Coordinator sends an “Unexplained Absences” letter home for those identified students after first interviewing the student. (See Appendix 4)
* All students must maintain a minimum attendance rate of 80% since regular attendance is required in order to fulfil academic requirements.
* Parents and caregivers of students at risk of failure to maintain 80% attendance are contacted to discuss concerns and develop individual plans to promote attendance.
* Students who have accumulated five (5) or more absences in any nine-week attendance period (updated throughout the year) are also identified for intervention. After an interview with the Welfare Coordinator, an “Excessive Absences” letter is sent home. (Refer to Appendix 5)
* Where a student has had excessive absences and, despite numerous reminders and discussions with parents or caregivers, absences remain unexplained, an “Unexplained and Excessive Absences” letter is sent after the Welfare Coordinator as interviewed the student. (See Appendix 6).
* Copies of letters sent and documentation of interviews are placed in the student’s Welfare file.

**UNJUSTIFIED ABSENCES**

* The Principal may decline to accept an explanation that has been provided if they do not believe the absence is in the best interest of the student. In these circumstances, the student’s absence will be recorded as “Unjustified”. The Principal will discuss this decision with the parent or caregiver.

(See Appendix 7)

**MEDICAL CERTIFICATES**

* The Principal may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness.
* The Principal may also seek parental or caregiver permission to speak with medical specialists to obtain information in order to help develop a health care plan to support the student. If the request is denied, the Principal may record the absences as unjustified.

**LATE TO SCHOOL**

While the School understands that lateness is sometimes unavoidable, it is important to develop in students the value of being punctual. Late arrival to School can disrupt the learning of the individual and others. Consequently, unexplained lateness to School may require students to make up this time.

* Students are expected to arrive on time for all lessons. Arriving to School on time ensures that students do not miss out on important learning activities scheduled early in the day and helps students learn the importance of punctuality and routine. It also reduces classroom disruption.
* Students should only arrive late for school if there has been an unavoidable situation and have a signed note from a parent or caregiver.
* In the case of late arrival students must report to the Administration Office where they are marked present and a computer-generated late slip is issued. The slip shows the student’s name, photo and the precise time of arrival.
* Students must present their late slip to their classroom teacher in order to be allowed entry into class.
* The lateness is recorded with the relevant attendance register codes as a partial absence.
* Students who have accumulated five (5) incidents of lateness in any nine-week attendance period (updated throughout the year) will be penalised according to the behaviour flowchart.
* Students with a pattern of lateness are identified for intervention by the Attendance Officer who refers the matter to the Welfare Coordinator. After the Welfare Coordinator interviews the student, an “Excessive Lateness to School” letter is sent requesting the parent or caregiver to contact the School (Refer to Appendix 8).
* Years 10, 11 & 12 have stricter policies relating to absences, lateness and missed assessments. NESA guidelines determine that Year 10-12 students must provide a medical certificate the following day if they are absent on the day of an assessment task. (Refer to the 7-12 Assessment Policy and Procedures for details).

**CLASS ROLLS**

* Staff are required to record accurately the attendance of each student in every lesson.
* The procedure should be:
* Call each student’s name, verify the respondent and mark accordingly on Edumate electronic class roll.
* Perform a head count and ensure that heads present match the roll sheet.
* Where staff find a discrepancy between their class roll and the online record, the teacher is to report immediately to the Attendance Officer.
* Where the class teacher is satisfied a student is truanting their class, the Welfare Coordinator is to be notified immediately.
* If a student is identified as a whole day truant, the Welfare Coordinator and Pastoral care Coordinator will meet with parents or caregivers. A student may also be placed on a Monitoring Card where their attendance is monitored every lesson.
* In the event that a student has been found to have left the School grounds without permission, parents or caregivers will be contacted as soon as possible by the Welfare Coordinator and the duty of care for the student becomes the parent’s or caregiver’s responsibility.
* A student who comes to class late must have a signed note from the teacher responsible for detaining them. If no note is received, a student will be asked to find the teacher concerned during breaks and obtain a note at that time. If no note is produced, the student’s details and arrival time must be entered into the PBIS database.
* In all cases of truancy, the student’s infringement is to be recorded in the PBIS Demerit database and the parents or caregivers are informed by phone call.

**ALTERNATE TEACHERS**

* Casual teachers are given access for Edumate to mark rolls for every period.

**EARLY LEAVE**

* All students must attend every timetabled lesson up until the end of the School day unless early leave has been approved.
* Students requiring early leave must submit a note from the parent or caregiver to the Administration Coordinator **before the start of the School day** (if possible). The note should state clearly the name of the student, the reason leave is requested, the time of leaving and be signed and dated by the parent or caregiver. An email is also acceptable.
* Once approved, the student must report to the Administration Office at a prearranged time where they will be picked up and signed out by a parent or caregiver. The student will be issued with an electronic leave pass. This pass will contain a photo ID of the student and the reason for the leave.
* This pass assists attendance officers, police officers and community members to identify students who have permission to be out of School during normal School hours.
* The pass is only valid for the day of issue.
* Permission for early leave remains at the discretion of the Administration Coordinator.
* The School, when determining the legitimacy of such requests may request Appointment cards, or phone parents or caregivers for verification.
* Specialist appointments (medical, dental etc.) should be, where at all possible, made outside School times.
* In the case of an emergency only, a parent or caregiver must provide a written request (email) to advise of an early departure. An explanatory permission note from the parent or caregiver is to be given to the Attendance Officer when the student is signed out by the parent or caregiver only after the Administration Coordinator has been contacted to give approval for the early leave.

**TUESDAY SPORT**

* School sport is an integral part of the curriculum. All students must attend sport up until the end of Term 1, Year 12.
* Specific sports rolls are marked at the beginning and conclusion of each sports session. Students who are being used as helpers must be included on the sports roll.
* The School Sports Coordinator follows up absentees promptly and ensures that the School’s procedures for managing fractional truancy are implemented.
* The Sports Coordinator provides an accurate list of sport attendance information to the Attendance Officer as soon as practicable so the information can be recorded in Edumate.

**SPORTING EVENTS / EXCURSIONS / INCURSIONS**

* Any teacher responsible for students being absent from any normal timetabled lesson is to provide a list of names (organised alphabetically by surname) and dates of absence to the Attendance Officer at least 3 School days prior to the event. This list should be emailed to all Secondary Teaching staff.
* A final current list of students actually participating is to be provided to the Attendance Officer immediately prior to departure.

**WORK PLACEMENTS / WORK EXPERIENCE**

Work experience is the short term placement of students with employers to provide insights into the industry and the workplace in which they are located.

Work Experience

The following are procedures for monitoring absences during work experience:

* If a student is absent from Work Experience they must contact both the School and the employer. This information is supplied in the students’ Work Experience Pack.
* The final work experience report written by the employer and submitted to the Careers Adviser has a section asking for comment regarding the student’s attendance.
* Year 10 teachers are allocated students during work experience week. During their visit to the workplace or phone call where the destination is far, they enquire about attendance and punctuality of the student. If issues arise, the Careers Adviser is immediately notified.

Work Placement

For units of competency that must be assessed in a Hospitality work environment, work placement provides an opportunity to collect evidence required for a student to be deemed competent. Work placement also provides an opportunity for students to undertake ‘service periods’ for the collection of evidence of work performance required by the holistic units of competency.

The following are procedures for monitoring absences during work placement:

* The names of the students and the dates of their participation are provided to the Administration Coordinator immediately after the placements have been confirmed.
* Administration Coordinator enters information into Edumate.
* Students on work placement are visited by the supervising teacher who is informed when students have been absent.
* Students are required to contact the Faculty Coordinator TAS as well as the workplace if they are too sick to attend. A list of absent students is forwarded to the Attendance Officer by the Faculty Coordinator.
* A requirement to be deemed competent is the completion of 35 hours that must be signed off by the employer.

Accurate records of student attendance at School activities away from the school site are forwarded to the Attendance Officer at the conclusion of the School week.

For attendance procedures regarding students with external tutors and TAFE refer to the External Providers Policy and Procedures.

**SUSPENSION**

* The names of students and the dates of their suspension are passed on to the Attendance Officer by the Welfare Coordinator.
* Staff are informed of students on suspension through email.
* The students are marked as suspended on Edumate for the duration of their suspension.
* The correct attendance register code symbol for suspension is used to denote the absences of students whilst on (out of School) suspension, ‘E’.
* This symbol is used only for the duration of the suspension and is not to be applied to students who fail to return to School following the suspension period. In such cases, the student’s absence would be unjustified and recorded accordingly as ‘A’.
* The absences of students who are suspended are counted as absences for statistical purposes.

**SICK BAY**

* When a student attends Sick Bay, for simple treatment (band aid, wash, saline, etc), they will be treated and sent back to class.
* If a student is in sick bay for longer than 10 minutes, their attendance to sick bay is entered into Edumate. Once the student feels well enough to return to class, the entry in Edumate is updated.
* Any student who reports sick will be entered into the Medical Logbook.
* Students are NOT PERMITTED to call their parents or caregivers themselves OR to leave the School without permission if they are unwell.

**EXEMPTIONS**

There are two types of exemptions:

1. Exemptions from Attending School and
2. Exemption from Enrolling in School
	1. EXEMPTIONS FROM ATTENDING SCHOOL
* The Principal may grant **full day** exemptions from attendance at School for the following reasons:
* exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
* the child being prevented from attending school because of a Principal’s direction under the [Public Health Act 2010](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%2B127%2B2010%2Bcd%2B0%2BN). (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 or caregiver is not required to complete an application for exemption).
* employment in the entertainment industry
* participation in elite arts or elite sporting events (i.e. national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept. Sport and Recreation)
* For any other matter not covered by the above points, the Principal will consult the AIS Division Head, Education Regulations and Program Implementation.
* 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.
* Parents and caregivers must make an application by completing an “Application for Exemption from Attendance” form (See Appendix 9). This must be made in advance. Parents and caregivers may seek assistance from the Principal when completing this form.
* A Certificate of Exemption (See Appendix 10) will 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 must have been fully explored.
* Schools are to retain 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 destroyed.
* A Certificate of Exemption will not be approved where the student has been the subject of contact with a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption, a risk assessment will be completed to identify and manage risks.

Note: Parents and caregivers are not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the [Public](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%2B127%2B2010%2Bcd%2B0%2BN) [Health Act 2010](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%2B127%2B2010%2Bcd%2B0%2BN).

* The Principal may grant **part day** exemptions from attendance at School for the following reasons:
* students participating in elite arts or elite sporting programs who are required to

 attend regular activities/training during School time

* due to the requirements of a health care plan
* students participating in School programs
* Parents and caregivers must make an application by completing an “Application for Exemption from Attendance” form (See Appendix 9). This must be made in advance. Parents and caregivers may seek assistance from the Principal when completing this form.
* The attendance register must indicate part day exemptions with the code Pa/M.
1. EXEMPTIONS FROM ENROLMENT AT SCHOOL
* The Principal may grant exemptions to students from the requirement to be enrolled in School 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 10.
* Parents and caregivers must make an application by completing an “Application for Exemption from Enrolment at School” form. (Refer to Appendix 11) This must be made in writing and in advance. Parents and caregivers may seek assistance from the Principal when completing forms.
* A Certificate of Exemption (See Appendix 12) will only be granted when the Principal considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship and has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation.

**Note:** 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)*, for example, by returning to the School or seeking enrolment in TAFE NSW.

**TRAVEL**

* Travel, either local or international, is no longer considered eligible for consideration as an exemption under *Exemptions from Attendance and Enrolment*.
* Parents and caregivers are required to complete an Application for Extended Leave – Vacation/Travelform (See Appendix 13*)* at leasttwo weeks prior to the requested travel periodand it is at the Principal's discretion to accept the reason relating to the travel request. Evidence of the travel including a travel itinerary or eticket must be attached to the application.
* If the reason for requesting leave is within the requirements of the *Education Act*, and in the student’s best academic interests, the Principal may grant the leave.
* If the Principal accepts the application and agrees to grant a period of leave to the student then the Principal will complete a *Certificate of Extended Leave - Travel (*See Appendix 14*).* Parents and caregivers will be issued with the original *Certificate of Extended Leave* (as they may be required to produce the Certificate on demand from the Department of Immigration) and a copy of the Certificate and the application will be kept on the student's file.
* Any travel leave that the Principal does not consider to be in the student’s best interest may be declined and parents and caregivers will be notified in writing (Refer to Appendix 15).

There is no minimum or maximum time that a parent or caregiver may request leave for the student, however, if the leave request exceeds a school term, enrolment in Distance Education or another school may be considered. Since **a student cannot be enrolled in more than one school at a time**, enrolment in Distance Education would mean discontinuing enrolment at St Euphemia College and an application for leave would no longer be appropriate.

Absences related to travel will be marked as 'leave' (L) on the roll and therefore contribute to the student’s total absences for the year.

Please note that travel does not exempt a student from completing scheduled assessment tasks and penalties may apply.

**SENIOR STUDENTS/FLEXIBLE TIMETABLES**

* The attendance of students participating in flexible timetables includes, but is not limited to:
* Year 11 and Year 12 students not present at School because they are not required to be at School until later in the day.
* senior students during blocks of examinations where students attend on different days
* students participating in pathways to completing their Higher School Certificate course.
* Year 12 students are expected to be in attendance at scheduled lessons and to undertake all necessary attendance procedures (sign-in at the School Administration Office) when arriving later than Period one provided they have submitted the parental or caregiver permission note.
* Scheduled days or periods of non-attendance are not marked as absences. The Attendance Register Code ‘F’ will be used to denote periods of non-attendance.
* Senior students may leave the School grounds for the day on conclusion of their last timetabled lesson period provided they have submitted a signed note from a parent or caregiver to the Pastoral Care Coordinator.
* Senior students leaving after the conclusion of their last timetabled lesson must sign-out at the School Administration Office.
* Senior students who do not have a timetabled lesson are required to be in the Library where they will be able to conduct private study. They must sign the manual roll and note their arrival time.
* The DPHS is responsible for following up on any non-attending students.
* Students are not permitted to leave the School between lessons or during the timetabled day.

**SCHOOL BASED STRATEGIES FOR IMPROVING ATTENDANCE**

The School aims to identify students at-risk for attendance as early as possible and provide targeted intervention in support of improved attendance and achievement. Working collaboratively with students and their families is the best way to support the regular attendance of students at school.

Below are strategies to help influence and improve attendance:

* promote and maintain high levels of attendance through whole School strategies
* regularly (fortnightly) monitor attendance to identify patterns that may show a student or group is at risk of disengaging and investigate promptly
* consider student and family circumstances that may explain patterns of poor attendance and look at specific support
* Pastoral Care Coordinators monitor their students’ attendance patterns and raise any concerns with the Welfare Coordinator
* contact parents and caregivers where there is a pattern of attendance causing concern or the parent or caregiver has failed to provide a satisfactory explanation for an absence
* Pastoral Care Coordinators meet with parents when students reach their 15th absence of the school year, and every fifth day thereafter
* clearly communicate School attendance expectations to students and their families, e.g. in the School diary, newsletters, School website, assemblies, Roll Call, Year meetings and Pastoral Care lessons
* regularly evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates through staff meetings, welfare meetings, Pastoral Care lessons etc.
* send commendation letters to students, parents and caregivers for improved School attendance and perfect attendance
* ensure that the School is a place where students are excited to be, feel happy and safe, both physically and emotionally so that they engage in School - this not only leads to higher attendance but higher academic achievement
* maintain a positive culture so that students become more invested in their learning and enthusiastic about attending School
* make attendance an item for discussion in all School events including information nights, Teacher and parent/caregiver conferences, Open Night and other opportunities to share goals with various stakeholders
* alert all teaching staff to students at risk
* encourage parents and caregivers who have difficulty ensuring the regular attendance of their children to discuss this with the Welfare Coordinator and Pastoral Care Coordinator
* attendance counselling sessions are held by the Welfare Coordinator, the Pastoral Care Coordinator and the student where they are reminded of attendance polices and course completion requirements
* review the appropriateness of the student’s educational program and make a referral to the Literacy Coordinator and Support Teacher to identify and implement strategies that address the learning and support needs for the student
* refer the student to the School Counsellor who will explore study skills, motivation and personal issues which may be the cause of the nonattendance
* request and share information and work collaboratively with other government or non-government agencies linking the student with appropriate support networks
* seek advice about culturally appropriate responses from relevant services and work collaboratively with them
* monitor attendance through the Student Monitoring Card
* organise a meeting with the student and parents or caregivers and the Welfare Coordinator to develop an Attendance Improvement Plan (See Appendix 16) where agreed actions are noted, and goals are set to improve student attendance.

**ATTENDANCE IMPROVEMENT MEETINGS**

Meetings with parents and caregivers are supportive rather than disciplinary, with a focus on positive and proactive solutions. While parents and caregivers are reminded of their legal obligations under the *Education Act 1990*, the welfare of the student must be the focus of this consultation.

The overall objective of the meeting will be to help identify strategies to support the student and their family.

This will be done by:

* establishing a shared understanding of accountability and strategies for improving attendance
* ensuring parents and caregivers are aware of the absences and fully appreciate the educational implications for the student
* identifying the reasons for the absences
* exploring any factors preventing attendance or participation
* identifying appropriate attendance improvement strategies
* documenting which improvement strategy has been selected, with clear discussion about the ways in which it will be monitored and when it will be reviewed
* developing an agreement with the student detailing the intervention strategy and expectations, to be signed by the student
* explaining the possible consequences of repeated non-attendance
* identifying if other agencies are involved with the family and liaising with them when a student’s attendance is of concern and where it is determined that the issues impacting on attendance are outside of the role of the School to address in isolation.

**WHERE INTERVENTION HAS BEEN UNSUCCESSFUL**

Where the School has unsuccessful in restoring the attendance of the student, it may request assistance from regional attendance officers of the Department of Education and Communities for additional support.

Further action that may be pursued:

*Compulsory Schooling Undertakings*

The Principal may make schooling arrangements with one or more parent or caregiver of a student that includes a written ‘undertaking’ by the parent or caregiver with respect to compulsory schooling for the student (a “Compulsory Schooling Undertaking”). The arrangements may be made before, during or after a conference.

* Undertakings deal with specific issues contributing to the habitual absence. Examples may include that:
* transport will be provided to get the student to School
* an alarm clock will be used and the student will be out of bed at a set time
* The School will keep signed undertakings and a copy provided to the parent or caregiver.
* A compulsory Schooling Undertaking is admissible in evidence.

*Compulsory Attendance Conferences*

Parents and caregivers (and sometimes the student) may be asked to attend a Compulsory Attendance Conference which will be run by a trained conference convenor. The aim of the conference is for the School, parents and caregivers (and sometimes the student) and other identified agencies to further identify the issues that are affecting the student’s attendance. The outcome of a Compulsory Attendance Conference is for the parties to agree to certain actions to improve the student’s attendance.

The Principal or their delegated Authority will attend the conferences because it is important that the School continue to support students and their families during these processes.

*Legal Action*

Where Attendance Improvement plans and Compulsory Attendance Conferences have failed to restore attendance, NSW legislation requires that consideration be given to legal action against the parent, caregiver or student.

* 1. Compulsory Schooling Order - Application for a Compulsory Schooling Order to the Children's Court can be considered where previous measures have been unsuccessful in improving student attendance. It is an extension of efforts aimed at addressing any welfare issues deemed to be adversely affecting a student's attendance at school. The Application to the Children's Court can also include an application for a Court Ordered Attendance Conference.
	2. Prosecution in the Local Court – This is only undertaken when all other avenues have been exhausted, or where there is no likelihood of an Application to the Children’s Court rectifying unsatisfactory attendance. An action for breach of a Compulsory Schooling Order issued in the Children’s Court must be undertaken in the Local Court. Penalties for these offences carry a maximum fine of $11,000.

*Police*

* Police officers are authorised to act as attendance officers under Section 122 of the *Education Act 1990*
* Police and Departmental personnel conduct regular Joint Anti-Truancy initiatives (JATS) targeting truancy.

*Report to Community Services- Students at Risk*

[*The Children and Young Persons (Care and Protection) Act 1998*](http://www.legislation.nsw.gov.au/#/view/act/1998/157) details requirements about determining if there is a risk of significant harm.

* Where there are concerns that a child or young person is habitually absent, in addition to following the policies and procedures for School attendance, all staff will consider whether the habitual absence places the child or young person at suspected risk of harm and where there are concerns that it does, convey these concerns to the Principal.
* The Mandatory Reporter Guide has been developed to assist staff in making decisions about the nature and seriousness of child protection concerns and what action should be taken in response to these concerns. This guide can be accessed at http://www. keepthemsafe.nsw.gov.au.
* The Principal will also refer to the requirements under the *Keep Them Safe* legislation in relation to determining whether there is risk of significant harm.

*Notify CCYP*

If, and when, a range of School interventions has been unsuccessful, students with significant absenteeism may be reported to the CCYP (Neglect of Educational Needs) by the Principal or the Welfare Coordinator.

**WHEREABOUTS UNKNOWN**

When the whereabouts of a child or young person of mandatory school age are unknown or the enrolment destination is unknown, the Principal will use the form “*Student Enrolment Destination Unknown Notification”* to notify the Department of Education (See Appendix 17). 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.

The following details need to be completed on the form:

* student’s full name
* date of birth
* last known address
* last date of attendance
* parents’ or caregivers’ 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, caregivers or student.

**RECORDS**

School attendance records must include:

* a Register of Admission to be retained permanently
* notes and records of verbal explanations (phone log) for absences from parents and caregivers. This advice is to be retained for two years from the date of receipt
* In a case where a student has an accident necessitating an accident report, all attendance records should be retained until the year the student reaches the age of 24 years
* a record of the attendance at each lesson, to be retained until the end of the School year
* the student’s record card listing the number of absences each year to be retained for seven years after the student has left.

Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

**STORAGE**

Copies of the information in the register of enrolments and the register of daily attendance are entered and stored online on the Edumate Student Management System. Attendance data is updated and backed up on the local network in real time and can be accessed electronically at any time from any connection.

***APPENDIX 1 – ATTENDANCE CODES***

**School Attendance Register Codes Explanation of Student Absence**

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 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 or caregivers within seven days of the occurrence of an absence or the explanation is not accepted by the principalIt 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:- 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:- 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 caregivers, 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:- 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:- 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:- 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. |

***APPENDIX 3 – UNEXPLAINED ABSENCE PRINTOUT SAMPLE***

(Issued to students by the Attendance Officer as reminders that a note(s) are outstanding)

**ST EUPHEMIA COLLEGE HIGH SCHOOL**

**UNEXPLAINED ABSENCE**

**Day, Date Processed**

Dear Parents/Caregivers,

Our records show that your child was absent from school on the date shown below and no satisfactory explanation has been received.

The Education Reform Act 1990 requires that every student enrolled at school to attend on each day that instruction is provided unless prevented by sickness or other good reason.

Please provide an explanation for the unexplained absence below and return the bottom portion to the school as soon as possible. If you wish to discuss this matter, please arrange an appointment through the School Administration Office on 9796 8240.

Fr Peter Mavrommatis

Principal

***APPENDIX 4 – UNEXPLAINED ABSENCE LETTER***

**COMPULSORY SCHOOL ATTENDANCE**

**UNEXPLAINED ABSENCES**

March 2019

Dear Mr & Mrs,

I refer to the School attendance of your child, NAME of Year X.

The *Education Act (1990)* requires parents and caregivers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents and caregivers are required to provide the school with an acceptable explanation within **seven days of the absence**.

Schools are legally required to keep a record of student attendance. Rolls document absences and each absence must be supported and explained by notes from home and/or medical certificates.

A copy of your child’s record of attendance with a list of dates of unexplained absences has already been sent home with NAME, however, as yet, no response has been received.

You will have noted from the record sent home with your child that NAME’s attendance is cause for concern given the numerous unexplained absences.

You are requested to return the absence summary sent earlier with a valid reason for each absence (not collectively) that your child was absent.

If this summary is not returned by DAY an appointment will be made for you with the Welfare Coordinator, to discuss the matter further.

In future, you may email Ms Hantes, the Attendance Officer, at ehantes@steuphemia.nsw.edu.au when your child is absent from School.

Thank you for your cooperation.

Yours sincerely,

Fr Peter Mavrommatis

Principal

***APPENDIX 5 – EXCESSIVE ABSENCES LETTER***

**COMPULSORY SCHOOL ATTENDANCE**

**EXCESSIVE ABSENCES**

**(female years 7-11)**

April 2019

Dear Mr & Mrs ,

I refer to the School attendance of your child, FEMALE of Year 8.

The *Education Act (1990)* requires parents and caregivers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. NAME has accumulated too many absences this year.

Regular attendance at school is essential if NAME is to achieve her best educational outcomes. The School is committed to working with you to address the issues which are preventing NAME from fully participating in the School.

The School realises that some absences are unavoidable, however, unfortunately, when students miss too much school, regardless of the reason, they are unable to meet the desired learning objectives. Students are less likely to succeed if they have an unsatisfactory attendance pattern.

Below are the statistics of NAME’s accumulated absences up to and including DATE:

XX days absent from 45 school days.

**This represents an absence rate of 00%.**

You are reminded that this School has determined that satisfactory attendance is a minimum 85% (the maximum acceptable amount is 15% absences) of the available school days and a suitable pattern of attendance must be maintained.

Unless NAME’s attendance improves to the acceptable rate, NAME runs the risk of not being promoted into Year 9 in 2020.

Please make an appointment to speak with the Welfare Coordinator as a matter of urgency to discuss this matter. Appointments can be arranged with the School Administration Office on 9796 8240 during school hours.

Yours sincerely,

Fr Peter Mavrommatis

Principal

***APPENDIX 6 – UNEXPLAINED AND EXCESSIVE ABSENCES LETTER***

**COMPULSORY SCHOOL ATTENDANCE**

**UNEXPLAINED AND EXCESSIVE ABSENCES**

March 2019

Dear Mr & Mrs ,

I refer to the School attendance of your child, Student of Year 7.

The *Education Act (1990)* requires parents and caregivers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents and caregivers are required to provide the school with an acceptable explanation within **seven days of the absence**.

Schools are legally required to keep a record of student attendance. Rolls document absences and each absence must be supported and explained by notes from home and/or medical certificates.

A copy of your child’s attendance record with a list of dates of unexplained absences has already been sent home with Student, however, as yet, no response has been received.

The School realises that some absences are unavoidable, however, unfortunately, when students miss too much school, regardless of the reason, they are unable to meet the desired learning objectives.

Below are the statistics of Student’s accumulated absences up to and including 21 March 2019:

# days absent from # school days, # days of which are unexplained absences.

**This represents an absence rate of # %.**

You are reminded that this School has determined that satisfactory attendance is a minimum 85% (the maximum acceptable amount is 15% absences) of the available school days and a suitable pattern of attendance must be maintained.

Unless Student’s attendance improves to the acceptable rate, Student runs the risk of not being promoted into Year 9 in 2020.

Please make an appointment to speak with the Welfare Coordinator as a matter of urgency to discuss this matter. Appointments can be arranged with the School Administration Office on 9796 8240 during school hours.

In future, you may email Ms Hantes, the Attendance Officer, at ehantes@steuphemia.nsw.edu.au when your child is absent from School.

Thank you for your cooperation.

Yours sincerely,

Fr Peter Mavrommatis

Principal

***APPENDIX 7 – UNJUSTIFIED ABSENCE NOTIFICATION***

|  |
| --- |
| School Logo for webSt Euphemia College ***202 Stacey St,******Bankstown, 2200.******Phone: 9796 8240******Fax: 9790 7354******Website:*** [***www.steuphemia.nsw.edu.au***](http://www.steuphemia.nsw.edu.au)***Email: office@steuphemia.nsw.edu*** |

Dear Mr & Mrs ,

The Education Reform Act 1990 requires every student enrolled at School to attend on each day that instruction is provided unless prevented by sickness or another valid reason.

Your child NAME was absent from School on DATE(S). The reason you have stated for the absence(s) is not acceptable and this letter serves to inform you that the absence will be recorded as unjustified.

If you wish to discuss this matter, please arrange an appointment with your child’s class teacher through the School Administration Office on 9796 8240. (Primary)

Or

If you wish to discuss this matter, please arrange an appointment with the Principal by contacting the School Administration Office on 9796 8240. (High School)

Fr Peter Mavrommatis

Principal

***APPENDIX 8 – EXCESSIVE LATENESS TO SCHOOL LETTER***

**COMPULSORY SCHOOL ATTENDANCE**

**EXCESSIVE LATENESS TO SCHOOL**

Date 2019

Mr & Mrs

Street

SUBURB

Dear Mr & Mrs ,

I refer to the School attendance of your child, NAME of Year 8.

The *Education Act (1990*) requires parents and caregivers to ensure that children of compulsory school age attend school on each day that the School is open for instruction. NAME has accumulated too many absences this year.

Regular attendance at school is essential if NAME is to achieve his/her best educational outcomes. The School is committed to working with you to address the issues which are preventing NAME from fully participating in the School.

While the School understands that lateness is sometimes unavoidable, it is important to develop in students the value of being punctual. Late arrival to school can disrupt the learning of the individual and others. Additionally, students who miss too much school are unable to meet the desired learning objectives if they have an unsatisfactory attendance pattern.

Below are the statistics of NAME’s lateness up to and including Date 2019:

48 partial absences (late to school) totalling 530 minutes or 8 hours 50 minutes.

This is equivalent to 1 day’s absence.

Please make an appointment to speak with the Welfare Coordinator as a matter of urgency to discuss this matter. Appointments can be arranged the School Administration Office on 9796 8240 during school hours.

Yours sincerely,

Fr Peter Mavrommatis

Principal

***APPENDIX 9 – APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL***

|  |
| --- |
| **School Logo for web** St Euphemia College ***202 Stacey St,******Bankstown, 2200.******Phone: 9796 8240******Fax: 9790 7354******Website:*** [***www.steuphemia.nsw.edu.au***](http://www.steuphemia.nsw.edu.au)***Email: office@steuphemia.nsw.edu*** |

**Application for Exemption from Attendance at School**

To be completed by the student’s parent or caregiver

**PART A STUDENT DETAILS**

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

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

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

|  |  |
| --- | --- |
| **APPLICATION FOR EXEMPTION** |  |
| If consecutive dates: Dates exemption applied for: | From: | To: | Total number of school days: |
| If non­consecutive dates: Individual dates applied for: |  |  |
| Hours of Exemption (If Partial Exemption, e.g. 9:00am – 11:30am) | From: | To: |  |

**Reason for application for exemption:** Please tick: √

|  |  |
| --- | --- |
| Exceptional domestic circumstances |  |
| Other Exceptional Circumstance |  |
| Direction under Section 42D of the *Public Health Act 1991* |  |
| Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice |  |

Please provide more detail about the reason for the application for exemption here:

**DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)**

Date of prior/current exemption from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Copy of Certificate of Exemption attached: (Please tick one box) Yes □ No □

**PARENT/CAREGIVER DETAILS**

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

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

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B:** **EMPLOYER’S DETAILS**

To be completed by the employer for the student’s employment in the entertainment industry. Only to be completed for the student’s employment in the entertainment industry greater than 10 days.

|  |
| --- |
| Employer’s Details  |
| Company/Corporation Name: |
| Contact Person: |
| Address:  | Postcode: |
| Contact Tel: | Email:  |

|  |
| --- |
| Reason for the Application for Exemption from Attendance at School |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| Attachments |
| Detailed itinerary/work schedule for the period of exemption sought Yes □ No □ |
| Evidence of tutor’s teaching qualifications supplied by employer Yes □ No □ |
| Evidence that the tutor meets child protection requirements Yes □ No □ |

|  |  |
| --- | --- |
| Employer’s Signature | Date |

***Please forward the completed form to the School***

**PART C**

To be completed by the Principal where the exemption period requested exceeds 100 school days and forwarded to the delegate responsible for approval.

Prior to forwarding this application for exemption from attendance at school to the delegate responsible for issuing the Certificate of Exemption (*Guidelines for Exemption from School*), the Principal should complete the following advice for the delegate.

I recommend that this application from attendance at school is (Please tick one box ):

Granted 

Not granted 

Please provide more detail here (if required):

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

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Principal’s name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Privacy Statement

The information provided will be used to process the student’s Application for an Exemption from the requirement to attend school. It will only be disclosed for the following purposes:

* general student administration relating to the education and welfare of the student
* communication with students and parents
* to ensure the health, safety and welfare of students, staff and visitors to the school
* state and national reporting purposes
* for any other purpose required by law.

Notes: The information will be stored securely. You may access or correct any personal information by contacting the school. If you have any concerns or complaints about the way your personal information has been collected, used or disclosed, please contact the school.

**Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted.**

***APPENDIX 10 – CERTIFICATE FOR EXEMPTION FROM ATTENDANCE AT SCHOOL***

|  |
| --- |
| School Logo for webSt Euphemia College*202 Stacey St,**Bankstown, 2200.**Phone: 9796 8240**Fax: 9790 7354**Website:* [*www.steuphemia.nsw.edu.au*](http://www.steuphemia.nsw.edu.au)*Email: office@steuphemia.nsw.edu* |

**Certificate for Exemption from Attendance at School under**

**Section 25 of the *Education Act 1990***

**STUDENT DETAILS**

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Date of exemption from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the exemption:

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

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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).

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

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It has been explained to the parent or caregiver of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent or caregiver understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

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

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

***APPENDIX 11 – APPLICATION FOR EXEMPTION FROM ENROLMENT AT SCHOOL***

**Application for Exemption from Enrolment at School: Completion of Education under Special Circumstances (Apprenticeship or Traineeship)**

**PART A: FAMILY DETAILS**

 **To be completed by the parents and caregivers**

 STUDENT DETAILS

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_ (dd) / \_\_\_\_\_\_ (mm) / \_\_\_\_\_\_\_ (year)

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

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

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of exemption applied for:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ to: Completion of the apprenticeship/ traineeship

**DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)**

Date of prior/current exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

Yes □ No □

PARENT OR CAREGIVER DETAILS

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from enrolment at school, under Section 25 of 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 parent/s or caregiver/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**PART B: EMPLOYER AND TRAINING DETAILS**

**To be completed by employer**

Name of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facsimile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employer agrees to notify the Department of Education in writing (through the principal) if the apprenticeship or traineeship is abandoned or cancelled before the student turns 17

Employer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Name of registered training organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART C: PRINCIPAL’S RECOMMENDATION**

**To be completed by the Principal**

1. The Principal considers that in all circumstances the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship Yes [ ]  No [ ]
2. The Principal has advised the parent or caregiver and student that if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the Act Yes [ ]  No [ ]
3. The Principal has advised the parents or caregiver of the following conditions:
* That the apprenticeship or traineeship must subsequently be approved by the “Commissioner for Vocational Training, State Training Services, as suitable for the young person and that the training contract attains a ‘registered’ status following the probationary period
* That 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 from compulsory education, ceases to operate, and the student’s parents or caregivers must take other steps to comply with their compulsory schooling obligations.

 Yes [ ]  No [ ]

1. A full-time apprenticeship or traineeship contract, signed by the employer, plan has been sighted, photocopied and recorded by the Principal: Yes [ ]  No [ ]
2. A summary training plan has been sighted, photocopied and recorded by the Principal:

 Yes [ ]  No [ ]

Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Notification to applicant : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: The Principal is requested to provide a Certificate of Exemption if exemption is granted.**

**PART D: INVESTIGATING OFFICER’S RECOMMENDATION**

**OPTIONAL**

**To be completed by the investigating officer where further investigation has been necessary.**

Following consideration of this application, I am satisfied that conditions exist/do not exist (delete whichever does not apply) that make it necessary and/or desirable for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of student) to be granted an exemption from enrolment at school.

I recommend that a Certificate of Exemption be (Please tick one box ):

Granted 

Not granted 

1. Specific reasons for a recommendation **to grant** a Certificate of Exemption:

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

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1. Specific reasons for a recommendation **not** **to grant** a Certificate of Exemption:

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

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Investigating officer name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***APPENDIX 12– CERTIFICATE FOR EXEMPTION FROM ENROLMENT AT SCHOOL***

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

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

**STUDENT DETAILS**

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

Address:

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

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

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: Completion of the apprenticeship/ traineeship

This exemption is granted for the sole purpose of completion of education by completion of a full time apprenticeship/traineeship commencing in Year 10, subject to the following conditions:

1. That the apprenticeship or traineeship is subsequently approved by the Commissioner for Vocational Training, State Training Services, as suitable for the young person and that the training contract attains a ‘registered’ status following the probationary period
2. That where 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 from compulsory education, ceases to operate, and the student’s parents or caregivers must take other steps to comply with their compulsory schooling obligations
3. That if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the Act.

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/caregiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of parent/caregiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**

***APPENDIX 13 – APPLICATION FOR EXTENDED LEAVE – TRAVEL***

|  |
| --- |
| St Euphemia College*202 Stacey St,**Bankstown, 2200.**Phone: 9796 8240**Fax: 9790 7354**Website:* [*www.steuphemia.nsw.edu.au*](http://www.steuphemia.nsw.edu.au)*Email: office@steuphemia.nsw.edu* |

**Application for Extended Leave – Vacation/Travel**

**NOTE: PART A** – is to be completed by the student’s parent or caregiver and returned to School Principal.

**PART A: STUDENT DETAILS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FAMILY NAME** | **GIVEN NAME** | **DOB** | **AGE** | **GRADE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Student address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dates of extended leave applied for: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of school days:

Reason for travel:

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

**PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)**

Date of prior exemption/extended leave: From: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

Number of school days:

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick þ) Yes [ ]  No [ ]

PARENT/CAREGIVER DETAILS **(Applicant)**

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

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I understand that if the application is accepted:

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

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

Signature of parent/caregiver:

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

**PART B: TO BE COMPLETED BY THE PRINCIPAL**

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

(Please tick one box ):

Yes [ ]  No [ ]

Please provide more detail here (if required):

\_

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

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

***APPENDIX 14 – CERTIFICATE OF EXTENDED LEAVE – TRAVEL***

|  |
| --- |
| School Logo for webSt Euphemia College202 Stacey St, Bankstown, 2200.Phone: 9796 8240Fax: 9790 7354Website: [www.steuphemia.nsw.edu.au](http://www.steuphemia.nsw.edu.au)Email: office@steuphemia.nsw.edu |

**Certificate of Extended Leave – Vacation/Travel**

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

Note: Where an application is made by a parent or caregiver 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Student address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dates of extended leave applied for: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Number of school days:

Reason for providing the period of extended leave – vacation/ travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Conditions applicable to providing the period of extended leave – vacation/ travel:

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

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

The parent or caregiver acknowledges that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

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

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

***APPENDIX 15 – DECLINING AN APPLICATION FOR A CERTIFICATE OF EXTENDED LEAVE – TRAVEL***

<Correspondence Name>

<Correspondence Address>

<Date>

Dear <Correspondence 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,

Fr Peter Mavrommatis
Principal

***APPENDIX 16- STUDENT ATTENDANCE IMPROVEMENT PLAN***

**Student Attendance Improvement Plan**

St Euphemia College understands that student achievement starts with attendance. Regular attendance is essential for students to maximise the learning opportunities provided to them and is necessary in order to demonstrate completion of course outcomes.

Attendance is a shared responsibility between the School, parents, caregivers and students.

Conference Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Absences\_\_\_\_\_\_ ( \_\_\_\_\_\_ explained \_\_\_\_\_\_ unexplained) number of school days

|  |  |  |
| --- | --- | --- |
| **Student Name:**  | **Year:**  | **Percentage Absence:**  |

**Intervention Strategies:**

The following strategies will be used to improve attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| **Issues/ Reasons given for excessive absences** | **Responsibilities of the Student** | **Responsibilities of the** **parents or caregivers** | **Responsibilities of the** **School** |
|  | The student will:* take the necessary steps to ensure that he/she is awake and ready for school
* attend school daily and be absent only for valid reasons
* provide written reasons and/or medical certificates for all absences

The student has signed an attendance contract (see attached). | The parent/caregiver will:* make sure that the student is up and prepared for school each day
* make sure the student has transportation to and from school each day
* notify the School by phone or email when the student is absent
* send written explanation and/or medical certificate when the student is absent for a valid reason
 | The School will:* Monitor student’s attendance at school.
* Review and update the Attendance Improvement Plan as appropriate.
* Provide counselling for the student in support of the student reaching their goal.
* contact the parent or caregiver by letter, email or phone to notify them of the continued absences
* refer the matter (as a last resort) to the appropriate outside agency (i.e. FaCS, CCYP)
 |

**TU**

**Check-in and Review Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

**Agreement:**

I understand that I must meet the expectations described above or I will be in danger of not satisfying course requirements and as a consequence, not proceeding into Year \_\_\_\_\_\_.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

I/we understand if the student fails to improve their attendance per this plan or has refused to participate in this plan, the School is under a legal obligation to refer the matter to government agencies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Principal |  | Parent/Caregiver 1 |  | Parent/Caregiver 2 |
|  |  |  |  |  |
| Student |  |  |  | Date: \_\_\_/\_\_\_/\_\_\_ |

**STUDENT ATTENDANCE IMPROVEMENT PLAN**

**STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_\_\_**

**ATTEMPTS TO CONTACT PARENTS/CAREGIVERS RE ABSENCES**

|  |
| --- |
| **First Attempt to contact Parent/Caregiver**  |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |
| **Second Attempt to contact Parent/Caregiver** |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |
| **Third Attempt to contact Parent/Caregiver** |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |

**PRELIMINARY MEETING**

Date meeting held

Persons in Attendance

Attendance Statistics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unexplained Absences |  | School days to date |  | Percentage Absence |  |
| Explained Absences |  |  |  |  |  |
| Total Absences |  |  |  |  |  |

BARRIERS STUDENT EXPERIENCES CONTRIBUTING TO ABSENCES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ☐ Academics  | ☐Basic Needs  | ☐ Behavioural  | ☐ Chronic Medical Condition  | ☐Family  |
| ☐ Housing  | ☐ Mental Health  | ☐ Social  | ☐ Transportation  | ☐ Other:  |

Please Describe:

**FOLLOW UP TO CONFERENCE – CONTACT WITH PARENT/CAREGIVER**

|  |
| --- |
| **First Attempt to contact Parent/Caregiver**  |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |
| **Second Attempt to contact Parent/Caregiver** |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |
| **Third Attempt to contact Parent/Caregiver** |
| Date:  | Successful? ☐ Yes  | ☐ No  |
| ☐ Phone Call ☐ Email ☐ Home Visit ☐ Letter, Regular Mail  | ☐ Other  |

**STRATEGY REVIEW**

|  |
| --- |
| The student successfully implemented the absence intervention plan ☐ Yes ☐ No |
| The student failed to participate in the agreed upon plan ☐ Yes ☐ No |
| The student failed to improve school attendance as agreed upon in the plan ☐ Yes ☐ No |
| The student will be referred to HSLO, FaCS ☐ Yes ☐ No |
| If yes, date of filing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

After review of the student’s current attendance and grades, it was determined that the School will:

Continue the plan; Progress is being made by the student.

Revise the plan; Progress is insufficient to meet the student’s attendance and academic goals.

Refer the student to an outside agency

**REPORT TO PRINCIPAL**

|  |  |
| --- | --- |
| Review Date: | Parent or caregiver has meaningfully engaged with the plan: Yes / No |
| Plan is to be extended: Yes / No | Student has meaningfully engaged with the plan: Yes / No |
| Recommendations: |  |
| Principal’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ATTENDANCE CONTRACT**

**STUDENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I am being asked to sign an Attendance Contract because I have had excessive absences from School this year.

I understand that my absences are interfering with my learning and preventing me from satisfying course outcomes.

I further understand that if my absences continue to be unexplained and excessive, I might not be allowed to proceed into Year \_\_\_ in 2024.

In order to achieve my goal of improving my attendance I agree to do the following:

1. I will use an alarm clock daily.
2. I will make attending school every day a priority.
3. I will attend every class every day.
4. If I have a valid reason for being absent, I will ***immediately*** bring in a note or medical certificate on the first day I return to School.
5. I will maintain regular School attendance thereby reducing the percentage absences.
6. I will catch up on all work I have missed whilst I was absent.
7. I agree to meet with the School Counsellor in order to discuss whether I am achieving my goals and any other concerns which may arise.
8. I understand that if I break this agreement, I will be responsible for the consequences.

As parent/caregiver, I agree to the following:

1. I will ensure my child’s regular and consistent attendance.
2. I will help my child develop a structured, consistent morning routine.
3. I will help my child develop a structured, consistent evening routine.
4. I will monitor my child’s attendance.
5. I will maintain regular communication with the Attendance Officer and Welfare Coordinator regarding my child’s absence.
6. When my child is absent I will contact the School to inform them and provide a note with a valid reason on the first day my child returns to School.
7. I will make every attempt to set medical and dental appointments for weekdays after school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
*Student’s Signature* *Date* *Parent/Caregivers’ Signature* *Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_
*Principal’s Signature*  *Date*

***APPENDIX 17- STUDENT ENROLMENT DESTINATION UNKNOWN NOITIFICATION***

****** **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**

 Return to: NSW Department of Education attendance@det.nsw.edu.au

***APPENDIX 18 - COMPULSORY SCHOOL ATTENDANCE***

***Information for other government and non-government agencies and organisations***