



ATTENDANCE POLICY

A registered non-government school must keep a register of enrolments and daily attendances of all children at the school. The Act requires that the Principal of a registered non-government school keep a register of enrolments and daily attendances of all children at the school. At Korowal, the register of enrolments and the register of daily attendances is maintained in electronic form, in a manner approved by the Minister for Education. In 2010 the Minister approved a common code for the attendance registers of all New South Wales schools.

Korowal School complies with all regulatory bodies and keeps all necessary documentation on student attendance, including participating in student attendance audits. In New South Wales, all children from six years of age are legally required to attend school or be registered for home schooling. After they complete Year 10 and until they turn 17 years of age, students then have the following options:

- full-time further education and training (e.g. TAFE, traineeship, apprenticeship);
- full-time, paid employment of an average of 25 hours per week; or
- a combination of both of the above.

Students are expected to attend all School activities, on time. Absences are required to be explained by one of the following means:

- a note, fax or email to the School
- a telephone call to the School, or
- a verbal explanation at the School.

EXEMPTION POLICY statement

In 2010 the Minister under section 25 of the Education Act 1990 delegated the power to the Principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities.

Policy reviewed	October 2016
Next review	October 2017
Signed: 	

ATTENDANCE PROCEDURAL GUIDELINES

Upon the commencement of an enrolment, Office staff will enter the following information onto Edumate, the software program used by the School. Hard copies of the enrolment application, contract and other requested information, eg copy of birth certificate, are placed into the individual student's file.

- name, age and address
- the name, email address and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- for students older than six (6) years, previous school or pre-enrolment situation
- where the destination of a student below seventeen (17) years of age is unknown, the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities will be notified

HS Teachers will

- mark the roll, on Edumate, at the beginning of each lesson

PS Teachers will

- mark the roll, on Edumate, at the beginning of each day

All teachers will

- identify absences from school and/or class(es)
- follow up unexplained absences of more than 3 days, by informing either the Office Manager or the relevant co-ordinator. When the Office Manager receives a report it will be taken to the relevant co-ordinator, who will decide whether it is a student of concern, in which case the co-ordinator will contact the parent or carer. If it is considered an oversight, the Office Manager can make the call and report back. In the event of an unsatisfactory response, or inability to make contact, a report is made to the Deputy Principal who will make contact and send an email. Lack of response or inadequate response is followed up by the Principal and a report made via the "Keep Them Safe" website.
- notify parent(s) and/or carer(s) regarding poor school and/or class attendance. This is undertaken by a subject teacher or year co-ordinator when significant absences are impacting on the student's learning. A record of absences is also noted on the half-yearly and yearly written school reports.

HS or PS Co-ordinator will

- transfer unsatisfactory attendance information to student file on Edumate.

Parents are required to come to the School Office to sign in students who arrive after first period. Any student leaving during the day needs to be signed out by a parent/carer. A book is kept for this purpose in the School Office.

The register of enrolments is retained for a minimum period of five (5) years before archiving. The register of daily attendances is retained for a period of seven (7) years after the last entry was made.

Information for Parents

The following statement is included in the Information Booklet emailed to all families at the beginning of each School year:

Absences

Please phone the school, email info@korowal.nsw.edu.au or write a note to explain your child's absence.

If you intend to take your child out of School for personal reasons (such as a holiday) during term time, you are required to complete a "Leave of Absence" form. Leave must be granted by the Principal. This is a legal requirement.

If your child has been absent and we have not received an explanation, you will be sent an automated email. Unexplained absences ie absences not explained within 7 days of the absence need to be reported when we complete the census return.

When absences are unexplained by parents, or the explanations are not accepted:

- Parents will submit the application and supporting documentation to the Principal.
- The School will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities.
- Applications for under 100 days in a year or a request to leave school to undertake an apprenticeship or traineeship, will be considered by the school.
- The Principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities.
- Where the application is supported, the Principal will provide the original exemption certificate to the parent/s.
- Where the application is not supported, the Principal will notify the parents in writing of the unsuccessful outcome using the format from the guidelines.
- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates should be filed in the school's attendance records.

Application for Exemption from Enrolment at School to be completed by the student's parents/carers

Student Details

Family name: _____ Given name(s): _____

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

Enrolment Registration Number (ERN): _____

Address: _____

_____ Postcode: _____

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

Number of school days: _____

Reason for application for exemption:

Please tick:

- Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year.
- Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.
- The health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.
- Participation in a full time apprenticeship or traineeship.

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

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

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 DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from enrolment 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 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: ___ / ___ / _____

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

CO-ORDINATOR'S RECOMMENDATION

To be completed by the investigating officer nominated by the school.

RECOMMENDATION

- 1. Following consideration of this application I am satisfied that conditions exist/do not exist that make it necessary and/or desirable for _____ (insert name of student) to be exempted from enrolment at school. I recommend that a Certificate of Exemption be granted/declined.

(Circle appropriate recommendation)

- 2. Specific reasons for recommendation not to grant a Certificate of Exemption.

- 3. Suggested conditions applying to recommendation to grant a Certificate of Exemption.

Co-ordinator's name: _____

Signature: _____

Date: ___ / ___ / ___

PRINCIPAL'S RECOMMENDATION (Delete that which does not apply)

Following consideration of this application I am/am not satisfied that conditions exist that make it necessary and desirable that _____ (insert name of student) be exempted from enrolment at school.

Name and position of delegate: _____

Signature of delegate: _____

Date: ___ / ___ / ___

Notification to applicant: ___ / ___ / ___

Application for Exemption from Attendance at School

To be completed by the student's parents

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

_____ Postcode: _____

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

Number of school days: _____

Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the Public Health Act 1991	<input type="checkbox"/>
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	<input type="checkbox"/>

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

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

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

Number of school days: ____

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent 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: ____ / ____ / ____

To be completed by the Principal of the school 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 (See page 4, 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):

Granted

Not granted

Please provide more detail here (if required):

Principal's name (please print): _____

Telephone number: _____

Signature of Principal: _____

Date: ____ / ____ / ____

Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted (Refer to Appendix 3.5).