



KOROWAL SCHOOL

Innovating education with care | K - 12

Korowal School Limited

School Attendance & Exemption Policy

This policy directly relates to the Attendance Procedures and should be read in conjunction with the Procedure and related documents stated within the Procedure.

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1. Document Control

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2. Policy Statement

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at Korowal, regardless of their age, are expected to attend school each day the School is open. Regular attendance at school is essential to assist students to maximise their potential and in partnership with parents, Korowal School is responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

The principal of Korowal School maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by *Section B7 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual*.

Student absence and variation to attendance will be recorded using the Minister's codes.

Korowal School will monitor student attendance data and implement intervention strategies to improve unsatisfactory attendance of students.

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

The principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

3. Purpose

The purpose of this policy is to establish an effective, accountable and transparent framework in accordance with the *Education Act* to ensure that Korowal School meets its obligations in relation to attendance of students at school. The policy sets out the requirements for the attendance of students at Korowal School to ensure compliance with our legal obligations.

4. Scope

This policy applies to students, parents/carers and staff at Korowal School.

5. Related Policies

The following policies should be read in conjunction with the Attendance Policy:

- *Enrolment Policy*
- *Whole of School Wellbeing Policy*

- *Safe and Supportive Environment Suite of Policies*

6. Legislation

This policy has been drafted to comply with:

- NSW Education Act 1990
- Section B7 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual.
- Protecting and Supporting Children and Young People Policy (2010)

7. Definitions

For a full list of the definitions relevant to the School's policies refer to the Definitions Register located on the School website: <https://www.korowal.nsw.edu.au/who-we-are/policies/>

8. Principles

Korowal is committed to providing a safe and supportive environment where the risk of significant harm is minimised.

The school adheres to the following principles:

8.1 Safe and Supportive Environments

This Policy supports the commitment by the school to create safe and supportive environments for students and staff. A safe environment is one where the risk of significant harm is minimised and students and employees feel safe and secure.

8.2 Respectful Relationships

The school values relationships, in which an individual's personal growth can flourish in connection with other people.

8.3 Enhanced development for Students

A supportive environment facilitates and enhances the social, academic, physical and emotional development of students, employees and all those involved with the work of the school.

8.4 Protection of Students

The school is committed to fostering the wellbeing of students and to protect them from any form of exploitation, abuse or neglect.

8.5 Culture of Safety

The school is committed to maintaining practices that create a culture of safety within which students and employees are supported and protected.

9. Responsibilities

The following stakeholders have responsibilities related to the monitoring, evaluating, improving and record keeping processes related to Attendance:

- Students
- Parents
- Principal
- Principal's Delegate
- School Office Staff
- Year Mentor/Class Teachers
- Stage Advisors/Primary Coordinator
- School Staff