

With Jesus Christ as our inspiration and guide, we are called to provide high-quality Catholic education in the Diocese of Bathurst'

ATTENDANCE POLICY

1. MISSION AND VALUES

In partnership with the family, parish and community, our schools nurture a relationship with Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore committed to:

- The provision of a safe, inclusive and professional learning environment
- The use of a variety of methods, technologies and techniques to enhance learning and teaching
- Recognition of the diverse needs of learners
- Excellence in learning and teaching.

2. PURPOSE

The purpose of this policy is to clarify the agreed practices at Catholic Education Diocese of Bathurst (CEDB) in relation to Attendance.

Regular school attendance is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Catholic Education Diocese of Bathurst works with schools to ensure this objective is realised. While parents are legally responsible for the regular attendance of their children, school staff monitor student attendance daily including part or whole day absences, as a consequence of both their duty of care and legislative requirements.

3. EXPECTATIONS

It is expected that all staff, community and students at CEDB and in CEDB schools will adhere to the scope and procedures outlined in this document as these are the agreed practices of CEDB. A local Policy is not required.

Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NSW Education Standards Authority (NESA) for home-schooling or distance education
- ensuring that their children attend school regularly
- explaining, to the school, the reasons for the absence of their children promptly and within seven days of absence
- taking measures to resolve attendance issues involving their children
- working in cooperation with the school to improve student attendance.

The Principal is responsible for ensuring that:

- attendance records are maintained in a CEDB approved format and are an accurate record of the attendance of students
- the approved NSW attendance register codes prescribed by the Minister of Education are implemented

- correctly and accurately
- clear information is provided
 - on a regular basis, to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
 - to the Executive Director of Schools or designated Catholic Education Officer about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance
- attendance records
 - are an accurate record of the attendance of students
 - include details of transfers and exemptions
 - are at all times accessible to the Executive Director of Schools, Consultant to Schools, Child Protection Team, designated Education Officer and NESAI Inspector
- school-based procedures are developed in accordance with the Diocesan Attendance Marking Policy that
 - reflect the school's local practices in the administration of the requirements
 - include processes for the school to regularly evaluate and address school attendance
 - support teachers in addressing issues of student non-attendance
 - inform the staff of the casual teacher processes of the school
 - timeframe the marking of rolls
 - clarify the processes for marking rolls off-site
 - include maintenance of accurate official records of attendance for each student. A Principal or delegated school executive must endorse this official record at regular intervals throughout the year. An electronic record is to be generated every 5 weeks as a minimum and endorsed certifying its accuracy. Once endorsed, this copy becomes the official record of attendance and must not be amended. A school must be able to access archived records for individual students at any time
 - interpreters and translated materials, including letters, are available when communicating with parents from language backgrounds other than English in matters relating to school attendance
- a system is established for signing in students who arrive late and for signing out students who need to leave the school premises during school hours
- school staff are trained to maintain the highest standard of roll marking and
 - know how to interpret and use the approved NSW attendance register codes
 - Mark Attendance Rolls in a timely manner
 - understand their obligations to follow up absences
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and appropriate intervention strategies are implemented to optimise regular school attendance and include
 - the development of documented plans, in consultation with parents, to address the needs of students whose attendance is identified as being of concern
 - accessing medical certificates, in the case of illness.
 - use of referral and support networks so that students and their families can be connected to relevant services within CEDB and diocesan system and with local external agencies. Appropriate staff members may be nominated to meet with parents, arrange referrals and be the contact points for consultation and coordination of school involvement
 - communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families
 - any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistently within the policies of Catholic Education Diocese of Bathurst.

Principals have the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- grant an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student providing certain conditions are met
- accept other explanations of absence
- decline to accept as satisfactory an explanation for an absence, or a proposed absence. The parent must be advised that the explanation has not been accepted and a reason for the decision provided.

The Executive Director of Schools is responsible for:

- determining an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student using the NSW attendance register code 'M'
- ensuring schools maintain accurate records of student attendance in a form approved by the Minister of Education
- ensuring that regular audits of school attendance procedures takes place and that principals are supported in this activity
- ensuring that plans are implemented for the improvement of the attendance of students who are identified by schools as chronic non-attenders
- making recommendations about the prosecution of cases of non-attendance or failure to enrol a child at school, in the first instance to Catholic Schools New South Wales (CSNSW)
- approving the participation of a student in an alternative education program.

School Staff support the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of well being and belonging to the school community
- promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students
- recognising and rewarding excellent and improved student attendance
- knowing the procedures in this policy including marking the attendance register and following up absences
- maintaining accurate records of student attendance
- seeking verbal or written advice promptly from parents regarding unexplained full or part day absences
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- retaining records of written, electronic and verbal explanations from parents. If teachers receive verbal explanations from parents, they should record, sign and date the explanation
- alerting the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes
- liaising with external agencies, arranging referrals and coordinating services and agencies working with students.

4. DEFINITIONS

Abandoned Enrolment or Destination Unknown is a circumstance where a student of Compulsory School Age has not attended school for 10 consecutive days and no explanation has been provided by the parent/carer.

Attendance Codes are codes approved by the Minister of Education for use in recording the attendance of students. Please refer to Appendix 1 for these codes.

Attendance Improvement Plan (AIP) is implemented to support a student whose attendance is of concern. This Plan should be developed with the student, parents/carers and any support staff or related organisations so they have ownership over the plan. Please refer to Appendix 7 for Template.

Attendance Register (Roll) is a record of the attendance of each student enrolled in a school for the period the student remains enrolled.

Common Leave Pass - Catholic systemic schools must implement a leave pass system for students who wish to leave school premises during normal school hours. The procedures for granting a leave pass to students are to be managed by the school and included in the School's Attendance Marking Policy.

Compulsory Attendance Plan (CAP) is developed to address attendance when AIPs have not achieved improvement in the attendance of a student. These are a legal requirement as a step after AIPs. Please refer to Appendix 7 for Template.

Compulsory School Age is a child the age of six years or above, and below the minimum school leaving age of 17.

Compulsory School Attendance Conference (CSAC) is a conference where the Children's Court may require a parent and/or a child to attend with other relevant persons. Please refer to Appendix 7 for Template

Explained/ justified absence is an instance where the parent/carer has explained the student's absence and this has been accepted by the Principal. It can be verbal, electronic or written.

Explained/unjustified absence is an instance where the parent/carer has explained the student's absence and this has not been accepted by the Principal.

Full-time student is a student who attends school on an average of 25 hours per week or more.

Minimum school leaving age is the age at which a child/young person completes year 10 or the age of 17 years whichever first occurs.

A child who completes Year 10 of secondary education, but who is below the age of 17 years, is of compulsory school-age unless the child participates on a full-time basis in:

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

Part time student is a student who attends school less than 25 hours per week.

Regular Attendance is a student attending school more than 90% of the time Primary and 85% of the time Secondary.

Seven day rule A parent must endeavour to provide an explanation for student absence within seven calendar days of the absence. If this occurs in conjunction with a term break they should provide the explanation before the end of term.

Suspension is where a student is absent from school under the care and responsibility of their parent/carer. Suspension is usually a decision made to ensure the safety and well-being of all in the school environment. It has a set time frame around period of suspension. **Suspension does not occur in school** - this is withdrawal from class.

Truancy is the absence of a student from school without the knowledge or permission of their parent/carer.

Unexplained absence is an instance where a parent has not provided an explanation of the students absence within seven days of the first day of the absence.

Unjustified absence is an absence where the parent has provided an explanation of the students absence but the explanation has not been accepted by the principal. A written notification of this is provided to the parent.

5. GUIDELINES

Attendance Records must include:

- a Register of Enrolments to be retained permanently
- notes and records of verbal explanations for absences from parents. This advice is to be retained for seven years from the date of receipt and Attendance Register (roll) to be retained for seven years
- 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 25 years
- the student's attendance record detailing the number of absences each year must be retained on the student's file for seven years after the student has left. In the case of a student who has had an accident

necessitating an accident report, the record card should be retained until the student reaches the age of 25 years

- records for Certificates of Exemption from attendance and enrolment

Attendance Registers (rolls) must

- reflect the highest professional standards
- be maintained in a form approved by the Minister
- be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events
- be recorded at the start of the school day - Primaries and at the start of each period - Secondaries
- be recorded for off-site activities. Schools are required to develop their own procedures to monitor attendance during these off-site activities
- record attendance information on an electronic attendance register on a daily basis
- in the case of late arrival or early departure, record the precise times of arrival or departure with the relevant attendance code
- create a Special Circumstances Register if required.

Electronic Attendance Registers (rolls)

- All schools in the Diocese of Bathurst use Electronic Attendance Registers (rolls).
- Codes to be used on attendance registers are found at Appendix 1. Additional codes must not be used.
- Supplementary comments regarding absences may be made in the 'notes' column, if required
- Schools must have an Attendance Marking Policy containing appropriate procedures to maintain accurate official records of attendance for each student.
- A school must be able to access archived records for individual students at any time.
- In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance code.
- Where an alteration is necessary on an electronic attendance register, alterations can be noted by using the 'comment' box. In hard copies a line should be ruled through the entry and the correct entry made above and the principal should initial any changes. Note: Alterations only apply to errors in roll marking.

Special Circumstance Registers (rolls)

- Attendance registers must be maintained each day the school is open with the exception of:
 - days on which there is part or full day industrial action involving teachers
 - approved staff development days
 - other days in which all students are not expected to attend
 - on days which the I.T. network is unavailable
 - days on which the school is inaccessible due to natural disasters such as fire or flood. Principals must consult with Consultant to Schools prior to declaring a school inaccessible.
- Special circumstance registers are to be maintained for circumstances listed above. They should:
 - specify the dates and times of the variation
 - indicate the reason for the variation
 - list students attending on that day
 - be signed by the teacher maintaining the register
 - be permanently attached to the main attendance registers (rolls).
- Electronic attendance registers have the facility to display a 'staff development day' message on staff development days. A similar notation must be made on a special circumstance register (e.g. industrial action or school closure due to natural disaster)
- Absences on these days are not to be recorded or counted as absences for statistical purposes

Specialist Education Setting

- Students can attend a specialist education setting separate to a mainstream school on a sessional or full-time basis:
 - Such settings include CEDB approved behaviour schools, juvenile justice and hospital schools
 - This does not refer to private coaching or tutoring even when it is delivered at a 'centre'

- Where the duration of attendance at a specialist education setting is more than four days in duration, the specialist education setting should use a special circumstance register to record student attendance. The special circumstance register should be returned to the student's mainstream school, preferably weekly.

Flexible timetables

- The attendance of students participating in flexible timetables must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences.
- The scheduled non-attendance of students participating in flexible timetables is not recorded as an absence for statistical purposes.
- In the case of students participating in course work or school activities away from the school site (such as work placements), the principal or an authorised person should obtain an accurate record of student attendance at other sites at the conclusion of each school week.

Security of Attendance Registers (rolls)

- Registers (rolls) must be stored securely electronically (CEDB manages this), and if a paper copy is retained this must be secure.
- The loss or damage to an Attendance Register (roll) is a serious issue and must be reported immediately to the School principal and relevant Catholic Education Diocese of Bathurst personnel.
- At the end of each school year the principal must ensure that paper Attendance Register (roll), endorsed rolls and Special Circumstance Registers are preserved securely
- A school must be able to produce past records of attendance

Overseas exchange students

- Students participating in accredited overseas student exchange programs for periods of up to 12 months are to remain on the school Attendance Register (roll). They are not to be marked absent for the duration of their exchange. In general, students on overseas exchanges are to be considered present. Schools should use the attendance code 'B' – 'The student is absent from school on official school business'
- An Application for Exemption is NOT required
- A note is to be included in the Attendance Register (roll) regarding the place and duration of the exchange. For statistical purposes, students on overseas exchange are to be considered present.

Staggered Date start

- Where students have a 'staggered start' to the school year, the following advice is provided regarding marking the Attendance Register (roll). This advice does not apply when an entire grade commences school on the same date.
 - The Roll Code 'F' would be used for days where the Principal has informed parents that the students are not required to attend school

Students who are suspended from school

- The Attendance Register Code for out-of-school suspension is 'E'. This is to be used for the duration of the suspension. Students who fail to return to school following the suspension period are Absent and 'A' code is used.
- Students who are removed from class temporarily but are at school, are withdrawn and counted as present.
- Students who are on out-of-school suspension are counted as absences for statistical purposes.

Students who are exempted from school

- The Attendance Register Code for exemption is 'M'. This is to be used for the duration of an exemption. Students who fail to return to school following the exemption period are Absent and 'A' code is used.
- Students who have been exempted from school are not counted as absences for statistical purposes.
- The register code 'M' is NOT to be used for travel within Australia or overseas.

Completion of Education under Special Circumstances

A child between the ages of 6 and 17 may leave school only after they have completed Year 10 of secondary education. One of the ways of completing Year 10 of secondary education is to complete education through a special circumstance approved by the Minister for Education and Training. These approved special circumstances generally are:

- through enrolment in home schooling
- through completion in another state
- through completion of a TAFE Certificate II (see Form A3.1)
- through full time employment in an apprenticeship or traineeship (see Form A3.2)
- through a combination of full time employment and training with an RTO (see Form A3.3)

Applications for Approval of completion of education under special circumstances must be made using the appropriate forms and with relevant documentary evidence to support the application.

Yr 12 Student Attendance Roll Marking

- Year 12 students are considered to be enrolled as a student until they have completed their last HSC exam. Therefore, the last exam date for each student is the last date of each student's enrolment.
- The Attendance Register (Roll) must be kept for each student until the completion of each student's last HSC exam.
- During the period when students are on approved study leave – and during the HSC exam period – the Roll would be marked with Attendance Code 'F'. Students are participating in a flexible timetable and are not present because they are not required to be at school.
- In the case of a student not attending school on the date when required to be present for a HSC exam, then the appropriate Roll Code would be marked to replace Code 'F' e.g. 'S' or 'A'.

A student's name must be removed from an attendance register (roll) if:

- The student enrolls in another school.
- Parents inform the school that the student is enrolled in another school, or is registered with NESAs for home-schooling or distance education. Principals should request the name of the other school so that a check can be made. The status of the student should not be changed until confirmation of enrolment is received from the enrolling school.
- The student has been expelled from the school.
- Students are still of compulsory schooling age and have successfully completed Year 10, and there is documented evidence that they are engaged in full-time study, employment or a combination of both.
- Students have moved out of New South Wales and have not applied for a cross-border enrolment in New South Wales.
- Students have moved out of New South Wales and the school have received an Interstate Student Data Transfer Note from the student's new school.
- A student is of compulsory school age, and has been marked as 'absent' for a period exceeding 10 consecutive school days where the school is open for instruction, and there has been no communication with the school. This would then be treated as an Abandoned Enrolment (destination unknown).
- A student is no longer of compulsory school age and has not attended school for more than 15 consecutive school days where the school is open for instruction, and there has been no communication with the school. This would then be treated as an Abandoned Enrolment (destination unknown).
- If a student's name has been removed from the roll because 'their whereabouts are unknown', absences from the last day of attendance at school are not included for statistical purposes. The roll should be amended to reflect this.

Short-term attendance of students

- Students may be enrolled in one school only at any given time. However, for a variety of reasons, a student enrolled at a NSW Catholic systemic school may need to attend another school for a short period of time
- Short-term attendance arrangements should not disrupt programs in the host school. They should not result in any reorganisation of classes or timetables.
- Prior to agreeing to a short-term attendance of a student, the principal of the host school should gather the necessary information to permit a risk assessment to be conducted. The objective of the assessment should be the maintenance of a safe learning environment for staff and students.

Non-Acceptance of explanation for an absence

- Principals may decline to accept as satisfactory an explanation for an absence. The parent should be advised in writing that the explanation has not been accepted and a reason for the decision provided.

- Where frequent absences are explained as being due to illness, consultation with parents must occur regarding the health care needs of the child.
- Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Medical certificates are not sacrosanct documents. Principals with concerns can ask the parent to request that the doctor write on the certificate the statement 'this child is unfit for school' with specified dates included.
- Where principals have ongoing concerns, they can request the parents' consent to contact the doctor. If the request is denied, or if the principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified' using code 'A'.

Students Attending Lessons/Training Outside School During School Hours

- Involvement in private lessons, such as ballet and music classes, sports training (excepting Elite Sports and Elite Arts) conducted outside the school during school hours may not be conducive to the education of the student concerned. Students' involvement in extra-curricular activities will usually be limited to outside school hours.
- Where attendance at a private lesson during school hours is of exceptional importance, such as sitting examinations, principals may use their discretion in justifying the absence. This provision must not be used on a regular basis. The code to be used is 'L'.
- If parents withdraw their children from school for private lessons or training, an unjustified absence should be recorded and dealt with in the usual manner.
- This section of the policy does not apply to RoSA or HSC courses conducted outside school, or participation in work placement or TAFE based courses.

Role of the Police

- Police are authorised to act as attendance officers under Section 122 of the *Education Act (1990)*
- During school hours, an authorised officer or police officer may approach a student who is apparently of compulsory school age, and who is apparently not in attendance at school. They may request the student's name and home address and the name and address of his/her school. They may approach a student who is accompanied by an adult.
- A police officer or authorised officer, in the company of a police officer may accompany the student to his or her home, or to the school, to verify the information provided
- Under this authorisation, police have no power of arrest, detention or physical restraint
- Police and Department of Education personnel conduct regular Joint Anti-Truancy initiatives (JATS) targeting truancy.

6. PROCEDURES

Attendance Procedures can be found in the Appendices of this Policy for

- Management of students with Abandoned Enrolment (Destination Unknown)
- Management of Habitual Non-Attendance
- Managing Exemptions from Enrolment
- Managing Exemptions from Attendance
- Managing Leave Applications

7. LEGISLATIVE FRAMEWORK

NSW Education Act (1990) (the 'Act') Section 22 and Section 24

The Registration Systems and Member Non-Government Schools (NSW) Manual NSW Education Standards Authority (NESA)

Children and Young Person's (Care and Protection) Act 1998

8. RELATED POLICIES AND GUIDELINES

Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools CSNSW

Attendance Marking Policy Catholic Education Diocese of Bathurst

Risk of Significant Harm (ROSH) Policy Catholic Education Diocese of Bathurst

9. POLICY ADMINISTRATION

This policy has been ratified by the Executive Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from CEDB website.

Date of Implementation	2011
Date of Last Review	2019
Date for Next Review	2022

Contents

Appendix 1	Attendance Register Codes
Appendix 2	Managing Exemptions from Enrolment at School
Appendix 3	Managing Exemptions from Attendance at School
Appendix 4	Managing Leave Applications
Appendix 5	Managing Students with Abandoned Enrolment (Destination Unknown)
Appendix 6	Supporting regular attendance at school
Appendix 7	Forms

Leave (1)	A1	Application A1	Application for Leave
	C1	Certificate C1	Certificate for Extended Leave
	L1	Letter L1	Declining an Application for Extended Leave
Exemption from Attendance (2)	A2	Application A2	Application for Exemption from Attendance at School
	C2	Certificate C2	Certificate for Exemption from Attendance at School
	L2	Letter L2	Declining an Application for Exemption at school
	I1	Information I1	Application for Exemption from Attendance for Employment in Entertainment
	I2	Information I2	Exempt Participation in Elite Arts or Elite Sports Programs
Exemption from Enrolment (3)	A3	Application A3	Application for Exemption from Enrolment at school
	A3.1	Application A3.1	Application for Exemption from Enrolment to undertake the equivalent of Year 10 at TAFE NSW
	A3.2	Application A3.2	Application for Exemption from Enrolment to participate in a full-time Apprenticeship or Traineeship
	A3.3	Application A3.3	Application for Exemption from Enrolment to undertake full time employment or training
	C3	Certificate C3	Certificate for Exemption from Enrolment at school
	L3	Letter L3	Declining an Application for Exemption from Enrolment at school

Appendix 8	AL1-AL5 Attendance Letters 1 - 5 Letters Informing Parents of Attendance Issues and Processes. Attendance Meeting Template Attendance Improvement Plan (AIP) Attendance Improvement Plan (AIP) Sample Compulsory Attendance Plan (CAP)
Appendix 9	Management of Habitual Non-Attendance

Symbols to be used for explanation of student absence (counted as an absence for statistical purposes)	
Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> • a medical certificate is provided or • the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> • misadventure or unforeseen event • participation in special events not related to the school • domestic necessity such as serious illness of an immediate family member • attendance at funerals • travel in Australia and overseas • recognised religious festivals or ceremonial occasions
E	The student was suspended from school.

Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M	The student was exempted from attending school and a Certificate of Exemption has been issued by the principal or a delegated officer.
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> • HSC Pathways Program • Best Start Assessments • Trial or HSC examinations • VET courses • staggered start
B	The student is absent from school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> • work experience • school sport (regional and state carnivals) • school excursions • student exchange
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 student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> • tutorial centre and programs • behaviour schools • juvenile justice • hospital schools • distance education

Exemption from Enrolment at School

A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A *Certificate of Exemption* may be given subject to conditions and limited to a period specified in the certificate.

- It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the *Education Act 1990*.
- *Certificates of Exemption* must 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 should have been fully explored.
- *Certificates of Exemption* should not be approved where the student has been the subject of contact with Family and Community Services (FACS) and/or there are unresolved issues concerning a risk of harm. Prior to granting a *Certificate of Exemption* a risk assessment should be completed to identify and manage risks.
- Where the delegate is aware of existing child protection concerns, (including where it may be in the child's best interests to grant the exemption) the designated Consultant to Schools and the CEDB Child Protection Team should be consulted.
- Exemptions from school enrolment cannot be granted retrospectively.

Exemption from Enrolment at School Processes

- Applications for exemption from enrolment at school must be made in writing. An oral request can be made to the school principal, seeking assistance on completing an application for exemption from school enrolment.
- The power to exempt students from enrolment in Catholic systemic schools for periods more than 100 days in a 12 month period currently remains with the Minister. Applications should be forwarded through CEDB Consultant to Schools.
- Exemption from enrolment should only be granted where conditions exist which make it necessary or desirable in the view of the Minister (or delegate) that a Certificate of Exemption be granted.
- If there is a case, where there are circumstances that may not be considered by this Policy, and an exemption appears to be in the best interests of the child, the case should be referred to the Director-General DoE for consideration. This may be done through the Catholic Education Office.

Reasons for Granting Exemptions from Enrolment at School

The Executive Director of Schools may grant such exemptions (for up to 100 days in a 12-month period) due to:

- **age**, where a child turns six years on or after 1 October or later in a school year and is engaged in:
 - full time preschool education at an accredited preschool for the remainder of that 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.

Note: The Principal will require proof of enrolment or participation in the preschool and the child should be involved in a transition-to-school program as a condition of their exemption.

- **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.
 - Where children are expected to enrol in Kindergarten following the period of exemption from enrolment, they may be involved in a transition-to-school program as a condition of their exemption

Note: The Principal will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption.

Principals and the Executive Director of Schools may grant exemptions to students of compulsory school age from the requirement to be enrolled in school, provided they have completed Year 9 of secondary education and approval has been given to their entering a **full time apprenticeship or traineeship** before they have completed Year 10. Such exemptions will only be granted to a student where the:

- Principal considers that, in all the circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- The student's parents give permission
- The principal has sighted a full time full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation
- The employer agrees to notify CEDB (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17. 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, e.g. by returning to school or seeking enrolment in TAFE NSW
- The apprenticeship or traineeship is subsequently approved by the Commissioner for Vocational Training (State Training Services) as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the Principal but not approved by the Commissioner, the approval and the exemption from Enrolment Exemption ceases from that date, and the student's parents must comply with compulsory schooling obligations.

Authority to grant exemptions

Powers (Exemption from Attendance at School)	Delegates (Delegates cannot delegate this power)
Exemption from enrolment - Age	Executive Director via Consultant
Exemption from enrolment - Health, learning or social needs disability	
Exemption from enrolment - Completion of Education under Special Circumstances	Principal

Conditions Attached to Exemptions from Attendance at School

- Certificates of Exemption issued by the Executive Director of Schools and Principals must:
 - include the specific conditions that apply to the exemption
 - state that the exemption may be cancelled if these conditions cease to apply
 - specify a period for which the exemption had been granted.
- Examples of conditions for lengthy exemptions may include, but not limited to: completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which year group to return to etc.
- The original *Certificate of Exemption* will be provided to the parents
- A copy of the *Certificate of Exemption* must be attached to the student's record
- The delegate should retain a copy of the signed *Certificate of Exemption* in the delegate's official records.

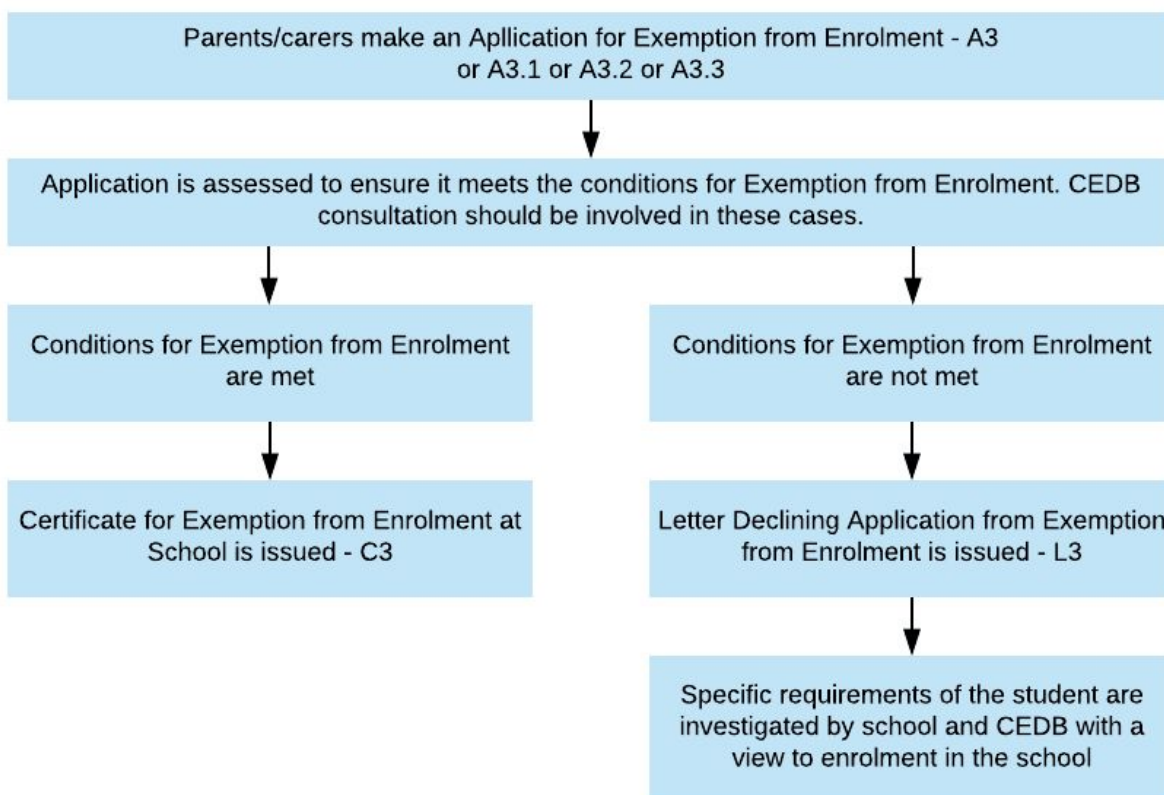
General principles for Exemptions from Attendance at School

- Procedural fairness must be accorded to an applicant. If the delegate is considering refusing granting an exemption, the parent should be given an opportunity to respond to the delegates concerns before a final decision is made. This opportunity should be offered to the parent in writing.
- If an applicant wishes to appeal against a decision made by a delegate, the appeal would go to the next more senior delegate.
- For most exemptions parents make an application by completing an *Application for Exemption from Attendance at School*. This must be made in writing and in advance (Appendix A). Parents can seek assistance from the principal or delegate when completing an *Application for Exemption from Attendance at School*.
- The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991. The principal may grant a *Certificate of Exemption* for the period determined by the medical officer.
- A delegate can refer the granting of an exemption to a more senior delegate where they identify circumstances that may make this more appropriate.

- If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the Consultant
- A delegate can cancel the *Certificate of Exemption* where they identify circumstances that they believe warrant this action. For example, where the conditions attached to the exemption are not being met or cease to apply.
- 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.

All forms are available through Unity for download, or in Appendix 7 of this Policy

Managing Enrolment Exemptions



Exemption from Attendance at School

A child may be exempt from attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A *Certificate of Exemption* may be given subject to conditions and limited to a period specified in the certificate.

- It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the *Education Act 1990*.
- *Certificates of Exemption* must 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 should have been fully explored.
- *Certificates of Exemption* should not be approved where the student has been the subject of contact with Family and Community Services (FACS) and/or there are unresolved issues concerning a risk of harm. Prior to granting a *Certificate of Exemption* a risk assessment should be completed to identify and manage risks.
- Where the delegate is aware of existing child protection concerns, (including where it may be in the child's best interests to grant the exemption) the designated Consultant to Schools and the CEDB Child Protection Team should be consulted.
- In the case of students of compulsory school age who are enrolled in a school, applications for exemption from school attendance must be submitted in advance.
- Exemptions from school attendance cannot be granted retrospectively.

Exemption from Enrolment at School Processes

- Applications for exemption from attendance at school must be made in writing. An oral request can be made to the school principal, seeking assistance on completing an application for exemption from school attendance.
- The power to exempt students from attendance in Catholic systemic schools for periods more than 100 days in a 12 month period currently remains with the Minister. Applications should be forwarded through CEDB Consultant to Schools.
- Exemption from attendance should only be granted where conditions exist which make it necessary or desirable in the view of the Minister (or delegate) that a Certificate of Exemption be granted.
- If there is a case, where there are circumstances that may not be considered by this Policy, and an exemption appears to be in the best interests of the child, the case should be referred to the Director-General DoE for consideration. This may be done through the Catholic Education Office.

Reasons for Granting Full/Part Day Exemptions from Attendance at School

The Executive Director of Catholic Schools in the Bathurst Diocese, Consultant to Schools and Principals may grant attendance exemptions due to:

- Exceptional domestic circumstances, subject to being satisfied that this is in the best educational interests of the child.
Note: Students travelling during school terms are not to be exempt. If the principal accepts the reason then leave is granted and the 'L' code should be used.
- Other exceptional circumstances such as the health of the student where sick leave or alternative enrolment is not appropriate.
- A direction under section 42D of the Public Health Act 1991 prevented the child from attending school. The principal may grant a *Certificate of Exemption* for the period determined by the medical officer. The parent is not required to complete an *Application for Exemption*.
- Participation in school-based individual student programs which include programs that incorporate behaviour management plans to re-engage students with education.
- School-based individual student programs may be granted as full or part day exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegate's power i.e. 100 days. Close monitoring of exemption periods is necessary so that the approval period is not exceeded.
- Participation in school based programs including behaviour management transition plans.

- Participation in such school programs must be approved by the Consultant to Schools. Principals should submit the transition plan to restore the child to full-time attendance to the Consultant to Schools.
- Employment in the entertainment industry.
- Participation in elite arts or elite sports for short periods of time i.e. for one or two days, and at short notice.
- For students participating in elite arts or elite sports who are required to attend regular activities/training during school time an *Application for Exemption from Attendance at School* must be completed and submitted to the principal for approval prior to commencing the program.
- Employment in the entertainment industry or participation in elite arts or elite sports for longer periods of time i.e. longer periods where a tutor is provided.
- There are very few circumstances that would warrant an exemption.
- The attendance register must indicate exemptions with the code 'M'

Examples

<p>Student exposed to a communicable disease but is not vaccinated or not showing symptoms, and/or teacher is pregnant, and/or unvaccinated students and/or teachers are in class</p>	<p>The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991.</p> <p>The principal may grant a <i>Certificate of Exemption</i> for the period determined by the medical officer. Principal to inform the Consultant to Schools.</p> <p>Code 'M'</p>
<p>Elite Arts</p>	<p>Elite Arts is an opportunity for a student to participate in an arts event or program that is beyond the gifted and talented opportunities that CEDB offers. If a principal is unsure if a program meets the definition they should contact Consultant to Schools</p> <p>Exemption from school attendance is for students participating in elite arts events up to 100 days in a twelve month period for anyone student</p> <p>For students participating in elite arts who are required to attend regular activities/training during school time an <i>Application for Exemption from Attendance/Enrolment at School</i> must be completed and submitted to the principal for approval prior to commencing the program.</p> <p>Code 'M'</p>
<p>Elite Sport</p>	<p>Accredited elite sports programs include national and international sports organisations which run camps for athletes and national sports squads in which students have been selected to participate. They include competition at national and international levels.</p> <p>They include talent identification programs run in New South Wales.</p> <p>For students participating in elite sporting programs who are required to attend regular activities/training during school time an <i>Application for Exemption from Attendance at School</i> must be completed and submitted to the principal for approval prior to commencing the program.</p> <p>Exemption from school attendance is for students participating in elite sporting events up to 100 days in a twelve month period for anyone student</p> <p>Where programs run for more than 5 school days, applicants should be provided with an educational program under this section.</p> <p>Code 'M'</p>

Authority to grant exemptions

Under Section 25 of the *Education Act 1990*, the Minister may grant a *Certificate of Exemption*. This power is delegated to:

- The Executive Director of Schools in the Diocese of Bathurst, in relation to granting of an exemption from school attendance totalling up to 100 days in a 12 month period.

- Principals, in relation to granting of an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student.

Powers (Exemption from Attendance at School)	Delegates (Delegates cannot delegate this power)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student	Principal In large scale productions or for long term commitments to a production the application should be referred to the Executive Director via the Consultant
Exemption from school attendance for students participating in elite arts or elite sporting events up to 100 days in a twelve month period for any one student	Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student	Principal Consultant
Exemption from school attendance totalling more than 100 days in a twelve month period for any one student	Education Minister: Applications should be forwarded through CEDB Consultant and Executive Director to CSNSW.
For periods exceeding the delegate's authority the application should be referred to the next most senior delegate	

Conditions Attached to Exemptions from Attendance at School

- Certificates of Exemption issued by the Executive Director of Schools and Principals must:
 - include the specific conditions that apply to the exemption
 - state that the exemption may be cancelled if these conditions cease to apply
 - specify a period for which the exemption had been granted.
- Examples of conditions for lengthy exemptions may include, but not limited to: completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which year group to return to etc.
- The original *Certificate of Exemption* will be provided to the parents
- A copy of the *Certificate of Exemption* must be attached to the student's record
- The delegate should retain a copy of the signed *Certificate of Exemption* in the delegate's official records.

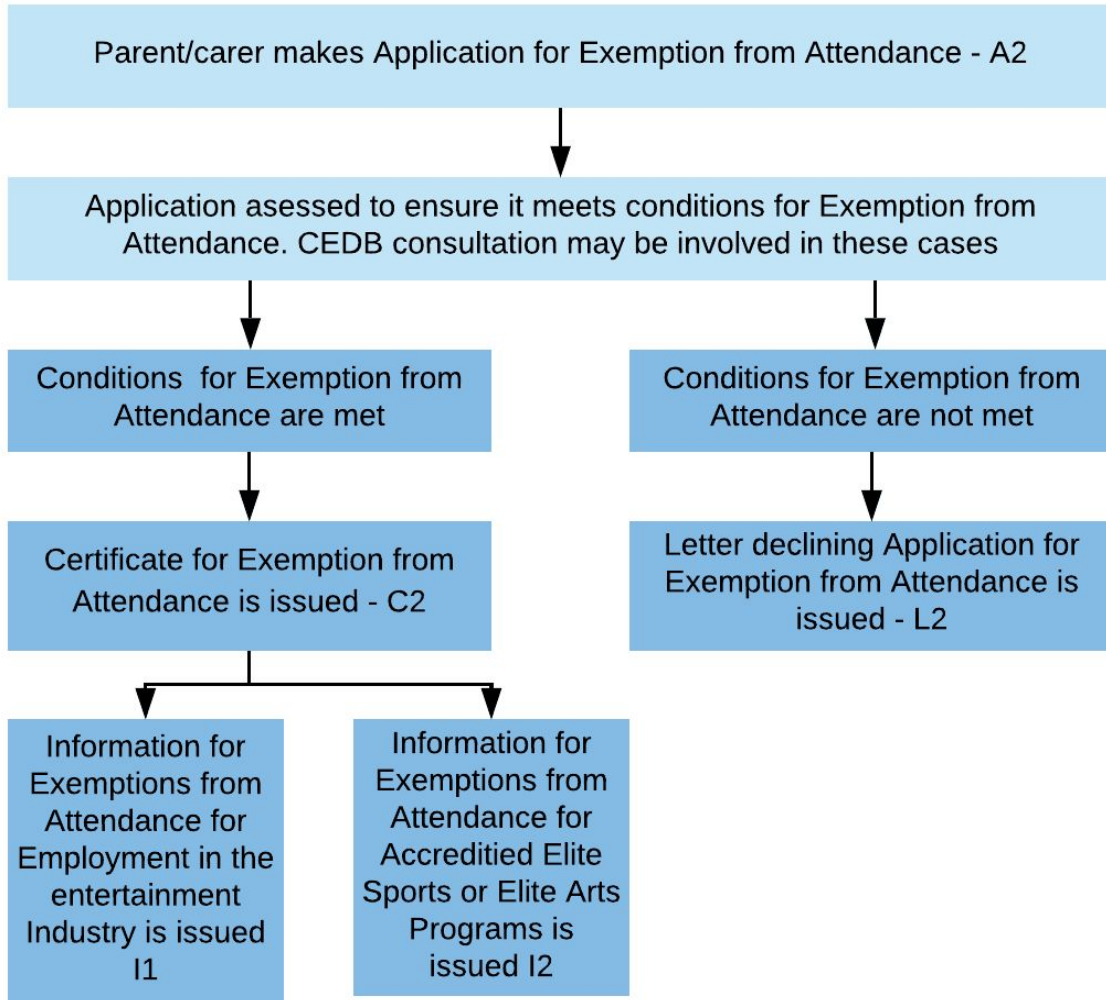
General principles for Exemptions from Attendance at School

- Procedural fairness must be accorded to an applicant. If the delegate is considering refusing granting an exemption, the parent should be given an opportunity to respond to the delegates concerns before a final decision is made. This opportunity should be offered to the parent in writing.
- If an applicant wishes to appeal against a decision made by a delegate, the appeal would go to the next more senior delegate.
- For most exemptions parents make an application by completing an *Application for Exemption from Attendance at School*. This must be made in writing and in advance (Appendix A). Parents can seek assistance from the principal or delegate when completing an *Application for Exemption from Attendance at School*.
- The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991. The principal may grant a *Certificate of Exemption* for the period determined by the medical officer.
- A delegate can refer the granting of an exemption to a more senior delegate where they identify circumstances that may make this more appropriate.
- If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the Consultant
- A delegate can cancel the *Certificate of Exemption* where they identify circumstances that they believe warrant this action. For example, where the conditions attached to the exemption are not being met or cease to apply.

- 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.

All forms are available through Unity for download, or in Appendix 7 of this Policy

Managing Exemptions from Attendance



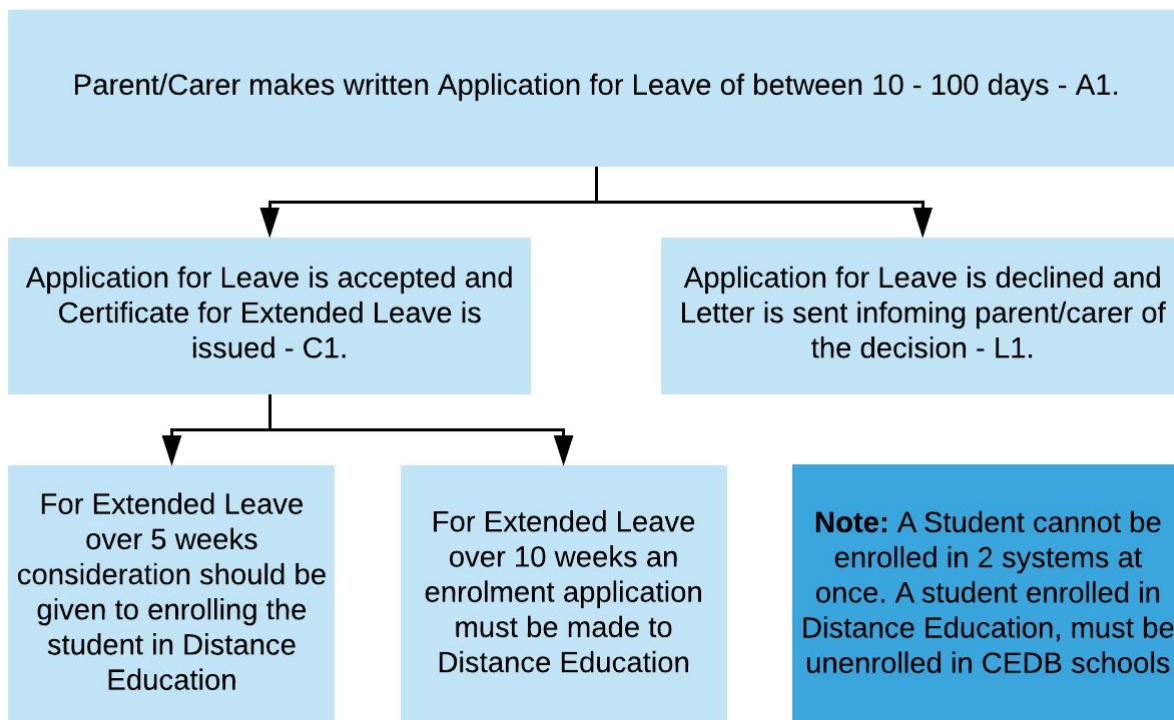
Managing applications for extended leave (Travel or holiday)

From the beginning of 2015, family holidays and travel are no longer considered under Exemption from Attendance at School. Travel outside of vacation period is now counted as an absence for statistical purposes.

- From time to time parents/caregivers may approach the school to seek permission for their child to travel during school term for periods of time.
- Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons.
- A Certificate of Extended Leave -Travel should not be issued where the principal is aware that the student has been the subject of contact with the Child Wellbeing Unit or a Community Services (Family and Community Services) report and for whom unresolved issues concerning a risk of harm remain.
- A principal should not accept a reason for travel during school term if it is not in the best interest of the student (e.g. educational and social reasons), which should be specified on the application.
- Principals should consult with parents about the intention of the travel and in the case of family holidays, encourage parents to take holidays with their child during school vacation periods.
- Principals should ensure that parents/caregivers understand any implications on student academic progress as a result of the extended leave.
- Principals should also ensure that parents/caregivers understand any implications on their child's academic year/class placement on their return from the extended leave.
- Part 2, 4(b) of the NSW Education Act (1990) states that the education of a child is primarily the responsibility of the child's parents. It should not therefore be an expectation of parents/caregivers that the school provide work for the student during the time of the extended leave.
- Where the permission sought is for less than 10 days, and the principal accepts the reason provided for the absence, the principal can record the code 'L' in the roll.
- Where the permission sought is for 10 or more days, and the principal accepts the reason provided for the absence, the principal can also record the code 'L' in the roll but must also ask parents to complete the Application for Extended Leave–Travel (Form A1). In completing the application, parents/caregivers must specify the reason for the application for extended leave. The Principal informs the parent that if the Application is accepted, the absence will be recorded as 'L' – Leave. Special conditions may be associated with the Certificate.
- Examples of conditions for lengthy leave may include, but are not limited to: completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which year level to return to etc. These should be discussed with the parent prior to issuing the certificate.
- Principals should request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the Application.
- Principals should ensure that parents are assisted with the completion of the Application and provide a translation service if required.
- Where the travel period exceeds one school term, the principal should contact the Consultant to Schools to discuss the particular circumstance and the resultant outcome.
- When the travel period exceeds one school term access to Distance Education or enrolment in another school must be considered.
Note, applications for access to Distance Education can be rejected by the DoE if the parents state their intention to leave NSW as NSW DoE are only responsible and funded for students within NSW.
- Principals may decline to accept a parent's Application for Extended Leave Travel. In this case the parent must be advised in writing. Refer to example letter - Declining an Application for a Certificate of Extended Leave -Travel.
- If a student or students do not return on the date specified, the principal must ensure the parents are contacted to establish the whereabouts of the student. If contact is not established then the principal should contact the Consultant to Schools and follow processes associated with informing the DoE 'Student Attendance & Educational Neglect Team' email: attendance@det.nsw.edu.au Record the absence as 'unjustified'. Attendance Register Code 'A' from the due date of return.

- On accepting a parent's Application, a Certificate of Extended Leave - Travel must be issued. The original certificate will be provided to the parent and a copy of the certificate will be placed in each student's record.

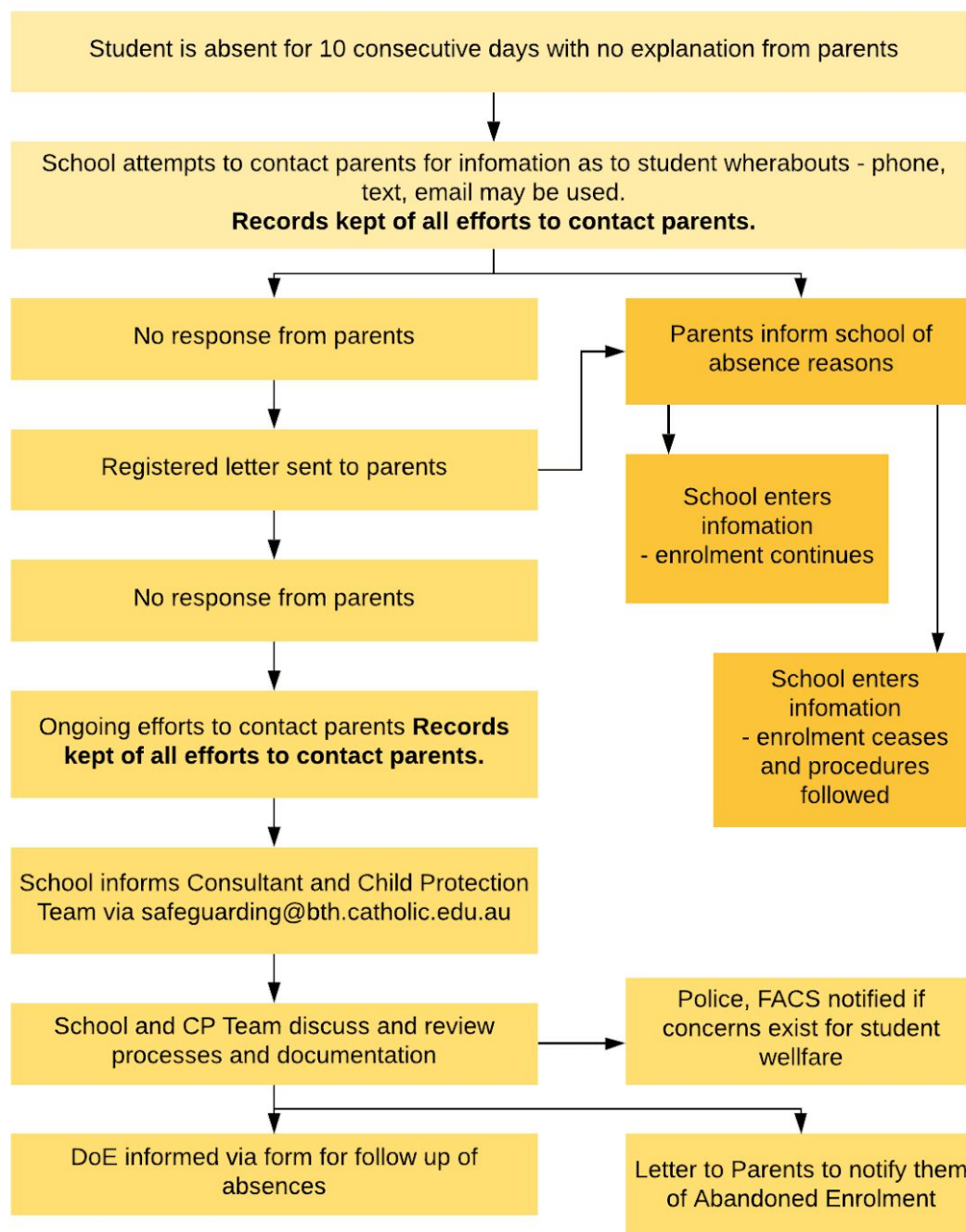
Managing Leave Applications



Student’s whose whereabouts are unknown

- Some students may not be attending the school because they may have moved or enrolled elsewhere, and their parents have not notified the school. These are treated as an Abandoned Enrolment.
- Prior to the student's name being removed from the Attendance Register (roll) a number of actions need to be instigated by the principal. See Flowchart.
- Where the family or student is missing (or their destination is unknown) and there are concerns for their safety, welfare or wellbeing, discuss with their Consultant to Schools and CEDB Child Protection Team, and if need be, report the matter to the Police and FACS.
- The Consultant to Schools or CEDB Child Protection Team can assist you to lodge a notification with the relevant DoE personnel. Please complete the notification also available on CEDB Unity.

Abandoned Enrolment (Student Destination Unknown)



Abandoned Enrolment (Student Destination Unknown) Notification

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

School Details	Name of School:	
	Location of School:	
	School contact details:	
	Principal Name:	
	Principal Signature:	
	Date:	
Student Details	Student Name:	
	Date of Birth:	
	Last known address:	
	Last day attended:	
	Student enrolment withdrawn and parent notified and date of:	
Parent/Carer Details	Parent Name(s):	
	Contact details:	
Further information	Possible destination:	
	Other relevant information:	
	Risks associated with contacting the student or parent:	
	Outline the efforts the school has taken to locate the child/children:	

Supporting the Regular Attendance of Students at School

Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) the welfare of the student must be the focus of this consultation.

- The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Early telephone contact with parents is one means of achieving this.
- A child is considered to have an unsatisfactory school attendance when they have:
 - Regular absences without explanation (despite follow-up from the school)
 - Regular absences and explanations provided by parents are not accepted by the principal
 - An extended period of absence without an explanation or the explanation is not accepted by the principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.
- Resolution of attendance difficulties may require more targeted school based strategies including:
 - Meeting with the student and parents
 - Referral to the school's Support Team to identify and implement strategies that address the learning and support needs for the student
 - Development of a school-based attendance improvement plan with the student and parents
 - Engaging identified groups of students in programs that support regular attendance and punctuality
 - Referral to the school counsellor
 - Requesting and sharing information and working collaboratively with relevant agencies
 - Use of interpreters and translated materials
 - Seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.
- The school should identify if other agencies are involved with the family and liaise 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. The school may have a role in working collaboratively with the services to engage the family. Family case discussions should be attended by school representatives if the issues relate to students whose attendance is a concern. Meetings and interviews at the school may also involve representatives from support agencies. They may be initiated by school, other agency or departmental staff. Schools may also refer families to services, in discussion with families.
- If a range of school based interventions has been unsuccessful in resolving attendance difficulties the principal can request support from CEDB by informing the Consultant to Schools or Child Protection Team.
- In managing attendance concerns consideration should be given to whether the pattern of unsatisfactory attendance may on its own, or with other risk factors, impact on the safety, welfare or well-being of the student. Contact with CEDB Child Protection Team should be made or a report to the Child Protection Helpline if they believe the student is at Risk of Significant Harm (RoSH).
- Legislative amendments effective in January 2010 increased the range of options available to deal with unsatisfactory attendance and non-enrolment at school
 - a) Compulsory Schooling Conferences are conferences directed by either the Children's Court or the Secretary of the Department of Education and Communities (or delegate) for the purpose of ensuring a student is provided with compulsory education. It aims to bring together the parents, student, a member of the school executive nominated by the principal, and where appropriate, relevant agencies to help parents to resolve the underlying issues that have led to the student's unsatisfactory attendance. Conferences are convened by an authorised person appointed by the Children's Court or the Secretary of the Department of Education and Communities. Students under the age of 12 are not required to attend compulsory schooling conferences
 - b) Undertakings are written agreed commitments regarding action that will be taken to resolve the student's unsatisfactory attendance. Undertakings can be obtained with parents at any time and

independently of the conferencing process. Undertakings are also a key outcome of a compulsory schooling conference and are often given by conference participants in addition to parents. They can be entered into evidence in any future court action

- c) Compulsory Schooling Orders - 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 child's attendance at school. The Application to the Children's Court can also include an application for a Court Ordered Attendance Conference
- d) Prosecution in the Local Court 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.

Note: All serious cases of habitual absence should be reported to the Consultant to Schools and Child Protection Team.

Overview of Strategies that schools can undertake to help the management of Attendance Issues

The strategies listed below can be utilised by the Principal or their delegate to support them in managing Attendance Issues but are by no means an exhaustive list of possible strategies.

- Phoning parents
- Emailing parents
- Meeting with students to discuss issues
- Meeting with parents to discuss issues
- Registered letter to parents
- Discuss case with CEDB Child Protection Team
- Joint meeting between school and parents and student
- Development of Attendance Improvement Plan (AIP) with parent, student and school
- Review of of Attendance Improvement Plan (AIP) with parent, student and school
- Meeting between school and parents and CEDB staff
- Submission of RoSH to FACS
- Consultation with outside agencies e.g. Headspace, Centacare
- Consultation with local Police
- Consultation with Department of Education [DoE] Home School Liaison Officer
- Police Welfare checks
- Formal meeting to document Compulsory Attendance Plan (CAP). These are legal documents and can be subpoenaed in court.
- Notification to CSNSW and DoE to start legal proceedings

School Action for non-attendance by Students

These are the minimum requirements to be used.

If the school has concerns for the safety, welfare and wellbeing of the students then more urgent action would be required. If there is a need to escalate the response then consultation may be sought from the Consultant to Schools or CEDB Child Protection Team members.

As outlined in the Attendance Register [Roll] marking procedures:

If a child or young person did not attend school for **10 consecutive days**, and there has been no explanation from the parent despite the efforts to contact the parent – and steps outlined below are implemented – the roll is to be marked code **'A'** – unexplained absence.

CEDB Attendance Policy specifies the particular school's requirements for Parents/Carers to notify the school regarding the reason for absence.

The Principal will undertake all reasonable measures to contact Parents/Carers promptly concerning an unexplained absence. Contact with the parent may be made either by phone, email or SMS text message, if a pre-arranged secure address has been provided.

School action for Non-Attendance by Students:

<p>Attendance Improvement Meeting</p>	<ul style="list-style-type: none"> ● The purpose of this meeting is to ascertain why the student is not attending school and to explain the legal requirements and consequences. ● If a meeting takes place: formally record outcomes – with a copy sent to the parent/carer. The original to be placed in the student file. ● Possible attendees at the meeting: relevant school personnel e.g. Year Coordinator, Class teacher, AP and if appropriate School Counsellor and Special Needs staff. ● If the student is Aboriginal and an AEW is on staff then they should be in attendance. ● The initial meeting may or may not result in an Attendance Improvement Plan (AIP).
<p>Attendance Improvement Plan (AIP) Meeting</p>	<ul style="list-style-type: none"> ● The AIP meeting should include the parents/carers and the Year Coordinator, class teacher, Pastoral Care Coordinator/AP. You may also need: <ul style="list-style-type: none"> ○ School Counsellor ○ Support Teacher ○ AEW if the student identifies as Aboriginal ○ External Service providers [e.g. psychologists] ● The meeting should identify barriers to attendance and document agreed strategies to address these. ● It should agree to a date and time for a review of the AIP ● It is recommended that the AIP is reviewed every two weeks initially (by the school) then every four weeks if there has been improvement. Parents/carers and student are informed of improved attendance. ● AIP is amended through another parents/carers and student meeting if there is NO improvement. ● External providers may need to be accessed via phone/VC conferencing if not available to attend in person. ● Documented expert advice is essential for supporting students with mental health difficulties and other significant needs. Ongoing treatment for the student from a professional and communication by this person with the school could be an example of an agreed strategy. ● AIP periods are generally for 20 school days. The review date may be set either for the end of this period, or, if concerns indicate otherwise then possibly both at 10 days and 20 days.
<p>Compulsory Attendance Meeting creating a Compulsory Attendance Plan (CAP)</p>	<ul style="list-style-type: none"> ● If upon review there has been no engagement in the AIP from either the student or the parent/carers, and as such there is no improvement in attendance, the school should notify the Consultant to Schools and the CEDB Child Protection Team to request a Compulsory Attendance Meeting. ● All stakeholders should be invited to this meeting ● A Compulsory Attendance Plan (CAP) is formulated and signed off by the Principal, CEDB representative and parent/carer.

	<ul style="list-style-type: none"> • Reviews should take place in line with AIP reviews.
Secretary's (pre-court) Conference [SC]	<ul style="list-style-type: none"> • If upon review there has been no engagement in the Compulsory Attendance Plan from either the student or the parent/carers, and as such there is no improvement in attendance, the school should notify the Consultant to Schools and the CEDB Safeguarding Team to request a Secretary's Conference. This is a pre-court process. • A Secretary's Conference will be convened by an authorised Conference Convenor in accordance with the Education Act [1990], who has undertaken appropriate professional development with NSW DoE • The conference will involve the student, Parents/Carers, school personnel and other identified stakeholders. • The conference will result in the development of an agreed set of Undertakings which may be taken into evidence at subsequent court proceedings • The Conference Convenor will work with the school and with the Student and Parents/Carers prior to the conference in order to best facilitate a positive outcome. • The aim of the Secretary's Conference is to support the student to return to satisfactory attendance at compulsory schooling • Agreed and signed undertakings will be conveyed to all stakeholders and copies supplied to the CEDB. • If this matter proceeds to legal action the school must compile all documentation relating to the case in preparation for the development of the Brief of Evidence. • All parties are provided with a copy of the Undertakings.
Compulsory Schooling Conferences	<ul style="list-style-type: none"> • A conference directed by either the Children's Court or the Secretary of the Department of Education and Communities (or delegate) for the purpose of ensuring a student is provided with compulsory education. • Conferences are convened by an authorised person appointed by the Children's Court

Application for Extended Leave (Leave between 10 – 100 days)

Form A.1
1 of 2 pages

Note: Family holidays and travel are no longer considered under the *Exemption from School Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes.

Note: Part A is to be completed by the Student's Parent/Caregiver and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school.

PART A: STUDENT DETAILS

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE/CLASS	SRN
		/ /			
		/ /			
		/ /			
		/ /			
Student Home Address				Postcode	

School Name	
-------------	--

Details of Extended Leave

Start Date of leave		End date of leave	
Number of School Days to be absent			

Reason for Travel (including why this travel is occurring during school time)	
---	--

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

DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE

Start Date of leave		End date of leave	
Number of School Days previously absent			

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

PART B: PARENT DETAILS

Family Name		Given Name	
Address		Post Code	
Telephone Number		Relationship to Student	

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted

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

For leave greater than 50 days access to Distance Education or enrolment in another school must be considered.

I declare the information provided in this application is to the best of my knowledge and belief, to be 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* may result in the provided period of extended leave being cancelled.

Signature of parent/caregiver:

Date:

Once you have completed and signed this application please return this form to the school Principal

CERTIFICATE FOR EXTENDED LEAVE ACCEPTED

CERTIFICATE C1

Please attach the Application to this Certificate.
Parent receives the original and a copy is kept in the student's file.

I accept this Application for Extended leave

Student/s Name/s	
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Start Date of leave		End date of leave	
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Reason for providing the period of extended leave

_____ Co

Conditions applicable to providing the period of extended leave

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

The parent understands 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.

Principal's name:

Principal's signature:

Date:

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

Please place this template on a school letterhead.

APPLICATION FOR EXTENDED LEAVE DECLINED	LETTER L1
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Please attach the Application to this Certificate.
Parent receives the original and a copy is kept in the student's file.

Dear <Parent name/s>,

You recently applied for a *Certificate of Extended Leave* for your child/children. *Certificates* are provided when it has been clearly demonstrated by the parent that the leave is necessary or desirable and that alternatives to providing leave have been considered. Further, the providing of leave must be in the student's best interests in the short and long term.

Your application has been considered.

On closer examination I find there are insufficient reasons and I am not able to provide leave at this time. I am not satisfied that providing a period of extended leave is in the best interest of <student's name/s>.

Please be aware that any absences not accepted by the principal will be marked as 'A' - Absent (unexplained/unjustified) on the school's attendance register.

I encourage you to contact the school on the school's phone number to make an appointment with me if you wish to discuss this application further.

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.

Principal's Name

Principal

Insert date

Application for Exemption from Attendance at School

Form A.2
1 of 8 pages

PART A: STUDENT DETAILS

To be completed by parent/caregiver

If exemption is sought for more than one student, separate applications need to be made

Application to School	
School Name	
School Address	
School Phone Number	

Student Details	
Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	
Student Number:	

Application for Exemption			
If consecutive dates: Dates exemption applied for	From:	To:	Total number of school days:
If non-consecutive dates: Individual dates applied for:			Total number of partial school days:
If Partial Exemption Hours of Exemption e.g. 9:00am – 11:30am)	From:	To:	

Reason for Exemption from Attendance at School <i>(tick relevant box)</i>	
1. Exceptional circumstances	
2. Employment in the entertainment industry ** Part B must be completed by the employer for applications greater than 10 days.	
3. Participation in elite arts/sporting event <i>Please attach a schedule of training or tour itinerary from the arts/sporting body (for example, Australian Institute of Sport).</i> <i>This must include contact names and numbers.</i>	
Name of accredited elite arts/sports program:	
Reason (tick one): Training for elite program Elite program event or tour	

Please provide more detail about the reason for the Application for Exemption from Attendance at School

Are there any prior or current exemptions?	Yes	No	<i>(If yes, please provide details)</i>
Dates of prior/current exemption(s) applied for	From:	To:	No. of school days:
Is copy of prior/current <i>Certificate of Exemption</i> attached?	Yes	No	

Parent Details	
Family name:	
Given name:	
Home Address:	
Relationship to Student:	
Contact Number:	

Declaration and Signature	Date

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Attendance at School; under the [NSW Education Act 1990](#).

I understand that, if the exemption is granted:

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

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

Once you have completed and signed Part A please return this form to the school principal.

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.

PART B: EMPLOYER DETAILS

Employer's details: *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	
Company Address:	
Contact Number:	
Email Address:	

Reason for the Application for Exemption from Attendance at School

Attachments	Yes	No
Detailed itinerary/work schedule for the period of exemption sought		
Evidence of tutor's teaching qualifications supplied by employer		
Evidence that the tutor meets child protection requirements (WWCC)		

Employer's Signature		Date	
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Once you have completed and signed Part B please return this form to the school principal.

PART C: PRINCIPAL'S RECOMMENDATIONS

Principal's Details	
Name:	
Contact Tel:	Email:

Complete this section if the exemption is for the student's participation in an elite sporting event			
The tutor has consulted the school in the planning and development of this student's educational program for the period of the exemption	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; padding: 0 10px;">Yes</td> <td style="width: 50%; text-align: center; padding: 0 10px;">No</td> </tr> </table>	Yes	No
Yes	No		
Comment:			

Complete one either (i) or (ii)

(i) Principal's Decision and Signature: Application for Exemption of <u>less than 100 days</u>		
Granted		Complete Form C2 (<i>Certificate of Exemption from Attendance at School</i>)
Declined		Details: Complete Letter L2 Declining an Application for Exemption
Name of Principal:		Contact Tel:
Signature:		Date:
(ii) Principal's Recommendation and Signature: Application is for Exemption of <u>100 days or more</u>		
Principal makes a recommendation and forwards it to Consultant to Schools CEDB		
Granted		Forward recommendation to CEDB (CEDB to complete Part D)
Declined		Details:
Name of Principal:		Contact Tel:
Signature:		Date:

Principal's Signature		Date	
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PART D: CATHOLIC EDUCATION DIOCESE OF BATHURST RECOMMENDATIONS

Completed by the Investigating Officer of the CEDB for applications of 100 days or more

Investigating Officer's Details	
Name:	Position:
Contact Tel:	Email:

Investigating Officer's Recommendation
<p>Following consideration of this application, I am satisfied that conditions exist do not exist making it necessary and/or desirable for:</p> <p style="text-align: right;">_____ to be exempt from attendance at school.</p> <p>I recommend that the Certificate of Exemption be: Granted Not Granted</p>

Reasons for recommendation <u>not to grant</u> a Certificate of Exemption

Suggested conditions applying to the recommendation <u>to grant</u> a Certificate of Exemption

Investigating Officer's Signature		Date	
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PART D: EXECUTIVE DIRECTOR OF SCHOOLS CATHOLIC EDUCATION DIOCESE OF BATHURST
RECOMMENDATIONS for attendance exemption exceeding 100 days

<p><i>Where the exemption period requested <u>exceeds 100 school days</u> in a 12-month period, the application is to be forwarded to the investigation officer who will make a recommendation to the Executive Director for Schools CEDB and then this will be forwarded to CSNSW</i></p>			
Name:			
Email:		Contact Tel:	
<p>Following consideration of this application, I am satisfied that conditions exist do not exist making it necessary and/or desirable for:</p> <p style="text-align: right;">to be exempt from attendance at school.</p> <p>-----</p>			
<p>I recommend that the Certificate of Exemption be: Granted Not Granted</p>			
Executive Director's Signature		Date	

PART E: EDUCATION MINISTER'S RECOMMENDATIONS
for attendance exemption exceeding 100 days

Minister's Recommendation <i>(to be completed by the Delegate)</i>			
<p>Following consideration of this application, I am satisfied that conditions exist do not exist making it necessary and/or desirable for:</p> <p align="right" style="margin-right: 100px;">to be exempt from attendance at school</p> <hr style="border-top: 1px dashed black;"/> <p><i>Name of student</i></p>			
Delegate's Details			
Name:	Position:		
Contact Tel:	Email:		
Delegate's Signature		Date	

Date Applicant Notified	
--------------------------------	--

Principal issues Certificate of Exemption from Attendance at School (Form C2)
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**Certificate for Exemption from Attendance at School
Under Section 25 of the Education Act 1990**

**Form C.2
1 of 2 pages**

School Details

School Name	
School Address	
School Telephone Number	

Student Details

Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	

Application for Exemption

If consecutive dates: Dates exemption applied for	From:	To:	Total number of school days:
If non-consecutive dates: Individual dates applied for:			
If Partial Exemption Hours of Exemption e.g. (9:00am – 11:30am)	From:	To:	Total number of partial school days:

Reason for Exemption from Attendance at School <i>(please tick relevant box)</i>	
Exceptional circumstances	
Direction under section 42D of the Public Health Act 1991	
Employment in entertainment industry	
Participation in arts event or elite sporting event	

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

The parent:

- understands that the exemption (M) is limited to the period indicated
- acknowledges that the exemption (M) is subject to the conditions listed
- understands that the exemption (M) may be cancelled at any time

Principal's Details and Signature	
Name:	Position:
Contact Tel:	Email:
Principal's Signature:	Date:

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

Place on School Letterhead

< insert date >

< Insert parent address >

Dear < Insert parents name/s >

You recently applied for a Certificate of Exemption for < name of student > from attendance at < name of school >. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

Your application has been considered to assess its merit and a recommendation made to me as the delegated officer. On closer examination of your application I find there are insufficient reasons to grant an exemption at this time.

I am not satisfied that an exemption from attendance is in < name of student > best interest. I encourage you to contact < name and title of principal/student welfare consultant/disability programs consultant/CEDB personnel/school counsellor > to make an appointment to discuss this application further. They may be contacted on < insert telephone number >.

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. You may wish to contact Education Diocese of Bathurst Office on (02) 6338 3000 to discuss the appeal procedures.

Yours sincerely,

<Signature of Principal>

Name

Position Title

Date

EDUCATIONAL PROGRAM

1. Appropriate, regular and efficient instruction must be provided for all approved applicants.
2. The tutor must consult with the principal of the school at which the student is enrolled in the planning and development of the educational program meeting the learning and support needs of the student.
3. The educational program must be compatible with the program being undertaken at the student's school.
4. The educational program should be comprehensive, balanced and sequential.
5. There should be sufficient print and non-print resources to meet the demands of the program.

TUTORS

1. Tutors must provide evidence that they hold appropriate teaching qualifications recognised by the Diocesan office (e.g. Bachelor of Education, Diploma of Teaching/ Education).
2. The efficiency of tutors and effectiveness of their instruction may be assessed by the investigating officer during visits to the place of employment.

PERIODS OF INSTRUCTION

1. Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/learning program are being met. In general, there should be a minimum of 2 hours and an average of 4 hours instruction each school day.
2. Where possible, disjointed tutoring should be avoided.
3. Instruction shall only occur between 7:00 am and 7:00 pm on school days.
4. Instruction shall not occur during weekends or school holidays.
5. The tutor must ensure that adequate meal and rest breaks are provided during the period of instruction.

PLACES OF INSTRUCTION

1. A suitable area with adequate lighting, ventilation and space must be provided for instruction.
2. Furnishings should be suitable for the purpose of instruction.
3. During periods of instruction, this area is to be for the exclusive use of the student or other students away from distraction.

RECORDS

1. The tutor must complete a register of daily activities. It will include details of:
 - a. instruction taken from the educational program
 - b. the days on which instruction occurred
 - c. the length of the instruction periods.
2. The register must be available for inspection when requested by an investigating officer.
3. The tutor must evaluate the student's progress regularly and maintain appropriate records.
4. All records of the student's study, educational progress and actual work must be provided to the student's school at regular intervals.

A Certificate of Exemption may be cancelled at any time if any of these conditions are not being met.

ACCREDITED ELITE SPORTS PROGRAMS

1. Accredited elite sports programs include national and international sports organisations who run camps for athletes and national sports squads that students have been selected to participate in.
2. They also include talent identification programs run by the New South Wales Department of Sport and Recreation. Where programs run for more than 5 school days (1 week), applicants should be provided with an educational program under this section. See the requirements below.

ELITE ARTS PROGRAM PARTICIPATION

1. Elite Arts is defined as an opportunity for a student to participate in an event or program that is beyond the gifted and talented opportunities that CEDB offers.
2. Where a principal is unsure if a program meets the definition they should contact DoE *The Arts Unit*

EDUCATIONAL PROGRAM

1. Appropriate, regular and efficient instruction must be provided for all approved applicants.
2. An appropriate educational program must be provided by the student's school.
3. The principal is responsible for ensuring that an appropriate educational program is provided for the student.
4. The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.
5. The education program must be comprehensive, balanced and sequential.

PERIODS OF INSTRUCTION

1. The student must be able to engage in sufficient hours to ensure that the requirements of the teaching/learning program are being met. In general, the student should engage with the educational program for an average of 2 hours instruction each school day.
2. The student will undertake the educational program between 7am and 7pm on weekdays, and not during weekends or school holidays.
3. Adequate meal and rest breaks should be undertaken by the student during their engagement with the educational program.

PLACES OF INSTRUCTION

1. A suitable area with adequate lighting, ventilation and space must be provided for the student while they are engaged with the educational program.
2. Furnishings should be suitable for the purpose of undertaking the educational program.
3. This area should be free from distraction.

RECORDS

1. Records of the student's educational progress and actual work must be provided to the student's school at regular intervals.

A Certificate of Exemption may be cancelled at any time if any of these conditions are not being met

PART A: STUDENT DETAILS

To be completed by parent/caregiver

If exemption is sought for more than one student, separate applications need to be made

Application to School	
School Name	
School Address	
School Telephone Number	

Student Details	
Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	

Application for Exemption			
If consecutive dates: Dates exemption applied for	From:	To:	Total number of school days:
If non-consecutive dates: Individual dates applied for:			Total number of partial school days:
If Partial Exemption Hours of Exemption e.g. (9:00am – 11:30am)	From:	To:	

Reason for Exemption from Enrolment at School <i>(please tick relevant box)</i>	
Age, where a child turns six years on or after 1st October and is engaged in full-time pre-school education at an accredited pre-school for the remainder of the school year	<input type="checkbox"/>
Participation in full or part time accredited pre-school programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school no later than six months after the child's sixth birthday	<input type="checkbox"/>
The health or disability of a child necessitates the continuation of an individual program supported by medical specialists no longer than six months after the child's sixth birthday.	<input type="checkbox"/>
Cultural / trauma / medical	<input type="checkbox"/>
Please provide details about the reason for the Application for Exemption:	

Please attach any evidence of enrolment in the applicable pre-school or medical specialist.

Parent Details	
Family name:	
Given name:	
Home Address:	
Relationship to Student:	
Contact Number:	

Declaration and Signature	Date

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School; under the [NSW Education Act 1990](#).

I understand that, if the exemption is granted:

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

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

Once you have completed and signed Part A please return this form to the school principal.

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.

Suggested conditions applying to the recommendation to grant a Certificate of Exemption

Investigating Officer's Signature		Date	
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PART C: EXECUTIVE DIRECTOR OF SCHOOLS RECOMMENDATION

Complete one either (i) or (ii)

(i) Executive Director's Decision for exemption of <u>less than 100 days</u>	
Following consideration of this application, I am satisfied not satisfied , that conditions presented make it necessary and/or desirable for:	
to be exempt from enrolment at school	

<i>Name of student</i>	
(ii) Executive Director's Recommendation of <u>more than 100 days</u>	
Following consideration of this application, I am satisfied not satisfied , that conditions presented make it necessary and/or desirable for:	
to be exempt from enrolment at school.	

<i>Name of student</i>	
I recommend that the Certificate of Exemption be: Granted Not Granted	

Director's Details			
Name:		Contact Tel:	
Email:			
Director's Signature		Date	

PART D: MINISTER'S RECOMMENDATION

Completed by the Minister's delegate for applications for 100 or more days

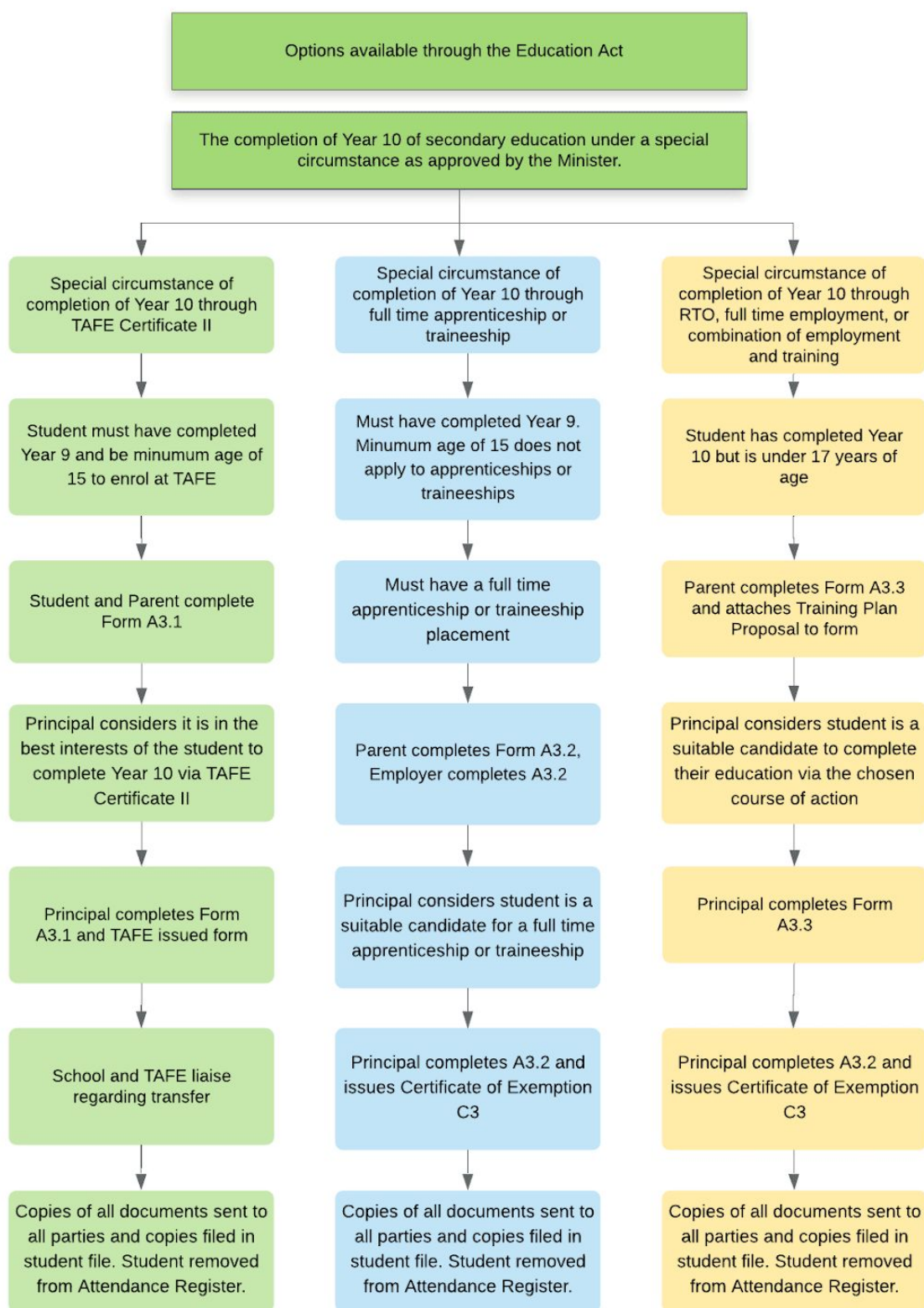
Minister's Recommendation	
Following consideration of this application, I am satisfied not satisfied that conditions presented make it necessary and/or desirable for:	
to be exempt from enrolment at school.	
----- <i>Name of student</i>	

Delegate's Details	
Name:	Position:
Contact Tel:	Email:

Delegate's Signature	Date

Please complete the Certificate of Exemption from Enrolment at School (Form C3) if the exemption is granted.

Compulsory Attendance Requirements Year 10 options



PART A: STUDENT DETAILS

To be completed by parent/caregiver

If exemption is sought for more than one student, separate applications need to be made

Application to School	
School Name:	
School Address:	
School phone:	

Student Details	
Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	

Student Signature		Date	
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Parent Details	
Family name:	
Given name:	
Home Address:	
Relationship to Student:	
Contact Number:	

Declaration and Signature		Date	
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As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School; under the [NSW Education Act 1990](#).

I understand that, if the exemption is granted:

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

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

Once you have completed and signed Part A please return this form to the school principal.

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.

PART B: PRINCIPAL'S RECOMMENDATION

Principal's Recommendation and Signature:			
Following consideration of this application, I am satisfied/ not satisfied that it is in the best interests of the student to complete Year 10 through a TAFE Certificate II qualification			
Granted		Details:	
Declined			
Name of Principal:		Contact Tel:	

Principal's Signature		Date	
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Information
<p>Under Section 21B (5)b of the Education Act, the requirement to complete Year 10 of Secondary Education can be fulfilled by completing 'a course provided by the TAFE Commissioner that is approved by the Minister as the equivalent of Year 10 in NSW'.</p> <ul style="list-style-type: none"> • Acceptable equivalents to Year 10 are AQF II vocational certificates delivered by TAFE - not by other Registered Training Organisations (RTOs). • Eligible students must have completed Year 9 and be at least 15 years old, the minimum TAFE enrolment age. • Qualifications being offered as equivalent to Year 10 vary according to TAFE institutes' capacity and facilities. • A Year 10 student who wishes to apply to TAFE needs written approval from the school principal and relevant TAFE staff that an appropriate AQF vocational certificate II is available, and that it is the best option for the student. Informed agreement by the student and parent is also required. • Once TAFE AQF Certificate II has been completed, the student must remain in education, training or employment until age 17.

Checklist for Approval	Yes/No
1. The student has completed Year 9 and is at least 15 Years old.	
2. The student and parent complete, sign and submit this form along with TAFE issued form <i>Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW</i> . The form must be issued by and negotiated with the TAFE institute contact.	
3. The school provides counselling and advice to the student and parent. For students with additional needs schools liaise with CEDB Education Officer regarding transition.	
4. The school contacts CEDB Consultant to Schools and/or Education Officer: Compliance for advice.	
5. The Principal considers that, in all circumstances, it is in the student's best interest to complete Year 10 through TAFE Certificate II. The Principal completes relevant sections of TAFE issued form <i>Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW</i> .	
6. The school liaises with the TAFE NSW Institute School Leaving Age contact to negotiate the transfer.	
7. The school keeps a copy of all completed forms in the student's file.	
8. The student's destination is entered in the enrolment register and the student removed from the school roll.	

PART A: STUDENT DETAILS

To be completed by parent/caregiver

If exemption is sought for more than one student, separate applications need to be made

Application to School	
School Name:	
School Address:	
School phone:	

Student Details	
Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	

Student Signature		Date	
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Parent Details	
Family name:	
Given name:	
Home Address:	
Relationship to Student:	
Contact Number:	

Declaration and Signature	Date

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School; under the [NSW Education Act 1990](#).

I understand that, if the exemption is granted:

- I am responsible for the supervision of the student during the Period of Exemption
- if the arrangement with the employer ceases, the student must satisfy the compulsory schooling requirements (complete Year 10 at school or TAFE)
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

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

Once you have completed and signed Part A please return this form to the school principal.

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.

PART B: PRINCIPAL'S RECOMMENDATION

Principal's Recommendation and Signature:		
Following consideration of this application, I am satisfied that conditions exist / do not exist making it necessary for the student to be exempt from enrolment.		
Granted		Details:
Declined		Conditions applying:
Name of Principal:		Contact Tel:

Principal's Signature		Date	
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Principal issues *Certificate of Exemption from Enrolment (C3)*

Information
<p>Under Section 21B of the Education Act, Secondary Principals and the Executive Director of Schools may grant exemptions from schooling for the purpose of completing a full-time apprenticeship or traineeship.</p> <ul style="list-style-type: none"> • A student under the age of 17 who has not completed Year 10 must remain at school unless he/ she has been granted an exemption from attending school. • Whilst the Minister has allowed the category of full time apprenticeship or traineeship to be considered as a special circumstance, the use of the category is rare. • Eligible students must have completed Year 9 and be at least 15 years old, the minimum TAFE enrolment age. • Approval depends upon the student holding a registered apprenticeship or traineeship employment contract. The student approval process for apprentices and trainees involves collaboration between school principal, employer, RTO staff, student, parents and the Commissioner for Vocational Training.

Checklist for Approval	Yes/No
1. The student has completed Year 9 and has been offered a full time apprenticeship or traineeship.	
2. The student and parent complete, sign and submit this form along with a completed Training Plan.	
3. The school provides counselling and advice to the student and parent. For students with additional needs schools liaise with CEDB Education Officer regarding transition.	
4. The school contacts CEDB Consultant to Schools and/or Education Officer: Compliance for advice.	
5. The Principal considers that, in all circumstances, the student is a suitable candidate to complete his/ her education through an apprenticeship or traineeship.	
6. The Principal has recorded the sighting of a full time apprenticeship or traineeship contract signed by the employer and a training plan authorised by the RTO	
7. The school keeps a copy of all completed forms in the student's file.	
8. The principal advises the student and parents that the apprenticeship or traineeship must be subsequently approved by State Training Services as suitable for the student and that the training contract must attain <u>registered</u> status following the probationary period.	
9. The principal advises the student and parents that if the apprenticeship or traineeship is not approved, or for any other reason ceases before the student turns 17, he/she will not have completed Year 10 and will be legally required to do so through school or TAFE.	
10. The employer agrees to notify the principal in writing if the apprenticeship or traineeship is abandoned or ceases before the student turns 17.	
11. The principal issues a <i>Certificate of Exemption from Enrolment (C3)</i> , distributes copies to all parties, and files a copy in student file.	
12. The student's destination is entered in the enrolment register and the student	

removed from the school roll.	
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Application for Exemption from Enrolment at school for a student to undertake full time employment or training	Form A3.3 1 of 5 pages
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PART A: STUDENT DETAILS

To be completed by parent/caregiver

Application to School	
School Name:	
School Address:	
School phone:	

Student Details	
Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	
Completion date Year 10:	

Student Signature		Date	
--------------------------	--	-------------	--

Parent Details	
Family name:	
Given name:	
Home Address:	
Relationship to Student:	
Contact Number:	

Declaration and Signature	Date

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School; under the [NSW Education Act 1990](#).

I understand that, if the exemption is granted:

- I am responsible for the supervision of the student
- the exemption is valid until the student reaches the age of 17
- I must inform the school in writing within 1 week, should my child, while under the age of 17, cease full time work or cease full time work and training combination

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

Once you have completed and signed Part A please return this form to the school principal.

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.

Reasons for leaving school (please complete 1 section only of the 3 choices following)

Enrolling full time in TAFE or Registered Training Organisation

Qualification being undertaken	
Name of TAFE or RTO Address of TAFE or RTO	
Contact name at TAFE or RTO	
Is enrolment confirmed?	
Commencement Date	

Undertaking a full time combination of approved education or training and paid work (apprenticeship or traineeship)

A completed and signed Training Plan and Apprenticeship Contract is attached to this application.	
---	--

Participating in full time paid work

Employer legal/trading name	
Employer ABN	
Address of employer	
Address of workplace (if different)	
Employer contact person	
Employer contact person phone	
Is the employment full time (an average of at least 25 hours per week)?	
Is the employment paid?	
Briefly describe the nature of the employment	
Signature of employer	
Date	

PART B: PRINCIPAL'S RECOMMENDATION

Principal's Recommendation and Signature:

Following consideration of this application, I am satisfied that conditions do /do not exist which meet the requirements for exempt from enrolment at school

Granted		Declined	
Comments			
Name of Principal:		Contact Tel:	

Principal's Signature		Date	
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Principal issues *Certificate of Exemption from Enrolment (C3)*

<p>Information</p> <p>Under Section 21B (5)b of the Education Act, Secondary principals and the Executive Director of Schools may grant exemptions from schooling for the purpose of completing full-time employment and/or training.</p> <ul style="list-style-type: none"> ● A student who has completed Year 10 of Secondary Education and is under 17 years of age must continue to attend school or be engaged in one of the following <ul style="list-style-type: none"> ○ full time study in <ul style="list-style-type: none"> ■ a VET accredited course within the meaning of the <i>National Vocational Education and Training Regulator Act 2011</i> of the commonwealth (with TAFE or RTO) ■ a higher education course with in the meaning of the <i>Higher Education Act 2001</i> ○ full time paid employment ○ a combination of study, training and paid employment, such as an apprenticeship or traineeship on a full time basis ● Full time is regarded as an average of not less than 25 hours per week ● If the full time employment or combination of employment and study ceases or falls below an average of 25 hours per week, he/she does not have to return to school as long as the interruption does not exceed 3 months in any 12 month period ● If the principal becomes aware that the student is still under the age of 17 and is no longer in full time paid work or in full time combination of work and study for a period longer than 3 months in any 12 month period, then the principal is obliged to inform the Catholic Education Office for referral of the matter to the Department of Education

Checklist for Approval	Yes/No
1. The student has completed Year 10 but has not turned 17 years of age and wishes to leave school to enrol in full time work, or full time study at TAFE or an RTO, or a combination of full time work and study through an apprenticeship or traineeship.	
2. The student and parent complete, sign and submit this form.	
3. A completed Training Plan and Training Contract are attached to this form if the student is to undertake a combination of full time paid work and study through an apprenticeship or traineeship	
4. The Principal considers that, in all circumstances, the student is a suitable candidate to leave school and their notified intentions meet the requirements of the Education Act, and so completes this form.	
5. The school keeps a copy of all completed forms in the student's file.	
6. The student's destination is entered in the enrolment register and the student removed from the school roll.	

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

**Form C.3
1 of 2 pages**

School Details

School Name	
School Address	
School Telephone Number	

Student Details

Family name:	
Given name:	
Home Address:	
Date of Birth: Age:	

Application for Exemption

If consecutive dates: Dates exemption applied for	From:	To:	Total number of school days:
If non-consecutive dates: Individual dates applied for:			
If Partial Exemption Hours of Exemption e.g. 9:00am – 11:30am)	From:	To:	Total number of partial school days:

Reason for Exemption from Attendance at School (please tick relevant box)	
Age, where a child turns six years on or after 1 st October and is engaged in full-time pre-school education at an accredited pre-school for the remainder of the school year	
Participation in full- or part time accredited pre-school programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school no later than six months after the child's sixth birthday	
The health or disability of a child necessitates the continuation of an individual program supported by medical specialists no longer than six months after the child's sixth birthday	
Cultural / trauma / medical	
Participation in full time apprenticeship or traineeship	
Enrolment at TAFE to complete Year 10	
Employment in full time paid work or combination of full time employment and training	

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

The parent:

- understands that the exemption (M) is limited to the period indicated
- acknowledges that the exemption (M) is subject to the conditions listed
- understands that the exemption (M) may be cancelled at any time
- will notify the school of any changes to the arrangements with TAFE, RTOs and/or employers

Principal's Details and Signature	
Name:	Position:
Contact Tel:	Email:
Principal's Signature:	Date:

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

Place on School Letterhead

< insert date >

< Insert parent address >

Dear < Insert parents name/s >

You recently applied for a Certificate of Exemption for < name of student > from enrolment in a school. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

Your application has been considered to assess its merit and a recommendation made to me as the delegated officer. On closer examination of your application I find there are insufficient reasons to grant an exemption at this time.

I am not satisfied that an exemption from enrolment is in < name of student > best interest. I encourage you to contact < name and title of principal/student welfare consultant/disability programs consultant/CEDB personnel/school counsellor > to make an appointment to discuss this application further. They may be contacted on < insert telephone number >.

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. You may wish to contact *Catholic Education Diocese of Bathurst* on (02) 6338 3000 to discuss the appeal procedures.

Yours sincerely,

<Signature of Principal>

Name

Position Title

Date

Sample letter 1

<Insert school crest

<Insert date

<Insert parent address

Dear <Insert parent's/carer's name/s>

I write in regards to recent unexplained absenteeism of <name> on the following dates:
< dates>

As per the NSW Education Act (1990) and CEDB Policies (2019), it is a requirement that all absences must be explained in writing within seven days of the absence.

We look forward to continue working with you to ensure optimum education for your child. Please do not hesitate to contact the school should you wish to discuss this matter further.

Yours sincerely,

<Insert name>
Year Co-ordinator/ Classroom Teacher

<insert name>
Principal

Sample letter 2

<Insert school crest

<Insert date

<Insert parent address

Dear <Insert parent's/carer's name/s>

I refer to the non-attendance of your child <name> at school. We note that <name> now has hadday's unexplained absence. The school has implemented a range of strategies to encourage <name> to attend.

The school is required by law to inform you of any concerns around attendance.

The NSW *Education Act* (1990) and Catholic Education Diocese of Bathurst require Parents/Carers 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/Carers are legally required to provide the school with an acceptable explanation, in writing, within seven days of the absence.

Given the significant number of unexplained absences for <name's> we request that you attend a meeting to develop an 'Attendance Improvement Plan'.

I request that you attend the school on <day, date> at <time> to develop this Attendance Improvement Plan. Please contact the school to confirm this or to arrange an alternate meeting time.

We look forward to continue working with you to resolve this matter in the interest of <name's> education. Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

<Insert name>

Principal

Sample Letter 3 Registered Mail

<Insert school crest

<Insert date

<Insert parent address

Dear <Insert parent's/carer's name/s

I refer to the attendance of <Name> at school.

A letter was sent to you on <date> regarding <name>'s attendance at school and your legal obligations under the NSW Education Act (1990).

The NSW *Education Act* (1990) and Catholic Education Diocese of Bathurst require Parents/Carers 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/Carers are legally required to provide the school with an acceptable explanation, in writing, within seven days of the absence. I advise you that Parents/Carers who fail to fulfil these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

The letter requested that you take part in an Attendance Improvement Meeting. At this point in time the school has received no response from you regarding this matter.

I am obliged under NSW Education Act (1990) to support the regular attendance of students at school. Therefore, I make a second request that you attend the school for an Attendance Improvement Meeting on <day, date> at <time>. Please contact the school to confirm this or to arrange an alternate meeting time.

Depending on the age of the student and circumstances, you could also request they attend. We also request that <student name> attends this meeting.

It is important that you work with us to resolve the issue of <name>'s attendance.

Yours sincerely,

Principal Signature

Sample Letter 4

<Insert school crest

<Insert date

<Insert parent address

Dear *<Insert parent's/carer's name/s>*

I refer to the attendance of *<name>* at school.

The school has addressed these concerns with you as follows: **Provide log of calls and letters**
<date> at *<time>*.
<date> at *<time>*. Etc.....

Despite the strategies implemented, regular school attendance has not improved.

The school will now be working in conjunction with the Catholic Education Office to address the situation.

Therefore, you are required to attend the school on *<day, date>* at *<time>* to review *<name's>* attendance. A representative from Catholic Education Diocese of Bathurst will also be present at this meeting.

The purpose of this meeting is to:

1. review the process thus far,
2. determine further support strategies,
3. outline the legal ramifications, including reports to Family and Community Services (FACS) due to neglect - education.

It is important that you work with us to resolve the issue of *<name>*'s attendance.

Yours sincerely,

Signature of Principal

Sample Letter 5



<Insert date

<Insert parent address

Dear <Insert parent's/carer's name/s>

I refer to the attendance of your [son/daughter], <name> at <school name>.

The school has engaged with you in a process of trying to improve <name's> attendance during which you have been informed of your legal obligations under the NSW Education Act (1990) to ensure your child attends school.

As this process has not lead to an improvement in school attendance, I am obliged to inform you of the following:

1. You are required to contact the school within 7 days of the date of this letter to make an appointment to attend a Secretary's Conference. This is the final attempt to engage and address the serious habitual non-attendance of <name> prior to the commencement of legal action.
2. Failure to engage in this process will result in referral to Catholic Schools NSW (CSNSW) for the commencement of legal action. I remind you that if found guilty the maximum penalty is \$11,000.
OR
3. Provide evidence that your child is enrolled in an alternative school.

Yours sincerely,

CEDB Personnel role/name.

Attendance Meeting Plan

1 of 2 pages

Date			
Student's Name			
School			
Parent/Legal Guardian			
Student Attendance History Please attach print out of electronic roll to meeting notes			
School Personnel to be utilised in the intervention process			
Student Characteristics	<input type="checkbox"/> Low achievement	<input type="checkbox"/> Low Attendance	
	<input type="checkbox"/> Health related issue	<input type="checkbox"/> Drug/alcohol problem	
	<input type="checkbox"/> Discipline	<input type="checkbox"/> Other:	

2. What factors contribute to the student's attendance problem?

[Please tick all that apply, add others that may be pertinent]

Transportation Issue		Safety Issue	
<input type="checkbox"/>	Too far to go	<input type="checkbox"/>	Surrounding neighbourhood not safe
<input type="checkbox"/>	No money for transportation	<input type="checkbox"/>	School not safe
<input type="checkbox"/>	No reliable means of getting to school	<input type="checkbox"/>	School problems
<input type="checkbox"/>		<input type="checkbox"/>	Feel unsafe travelling to school
Academic/School Issue		Home Issue	
<input type="checkbox"/>	Problems with school staff	<input type="checkbox"/>	Tending to younger siblings
<input type="checkbox"/>	Poor academic performance	<input type="checkbox"/>	Parent/Guardian not well
<input type="checkbox"/>	School discipline	<input type="checkbox"/>	Physical abuse in the home
<input type="checkbox"/>		<input type="checkbox"/>	Substance abuse in the home
<input type="checkbox"/>		<input type="checkbox"/>	Homeless
<input type="checkbox"/>		<input type="checkbox"/>	Domestic violence
<input type="checkbox"/>		<input type="checkbox"/>	Runaway
<input type="checkbox"/>		<input type="checkbox"/>	Neglect
<input type="checkbox"/>		<input type="checkbox"/>	Student is also a parent
Social Issue		Personal Issue	
<input type="checkbox"/>	Gender Intimidation	<input type="checkbox"/>	Sensory sensitivity
<input type="checkbox"/>	Difficult peer relationships	<input type="checkbox"/>	Inability to manage unstructured times
<input type="checkbox"/>	Bullying – past history	<input type="checkbox"/>	
<input type="checkbox"/>	Personal relationships	<input type="checkbox"/>	
<input type="checkbox"/>	Social Anxiety	<input type="checkbox"/>	
Health Issue			
<input type="checkbox"/>	Pregnancy	<input type="checkbox"/>	
<input type="checkbox"/>	Lacking medical care	<input type="checkbox"/>	
<input type="checkbox"/>	Medical problems	<input type="checkbox"/>	
<input type="checkbox"/>	Substance abuse	<input type="checkbox"/>	
<input type="checkbox"/>	Disability	<input type="checkbox"/>	
<input type="checkbox"/>	Mental illness	<input type="checkbox"/>	

3. Actions to be taken by the parent[s]/guardian[s] to resolve the causes of the absences:

- The parent will ensure that the student is up and prepared for school each day
 - The parent will make sure the student has transportation to and from school each day
 - The parent will notify the school by phone or email when the student is absent
 - The parent will send written note and/or medical certificate for the student's absence
 - Other:
-

4. Actions to be taken by the student to resolve the causes of the absences:

- The student will take the necessary steps to ensure that he/she is awake and ready for school
 - The student will attend school daily and be absent only for lawful reasons
 - The student will submit written note and/or medical certificate for all absences
 - The student has signed an Attendance Intervention Plan
 - Other:
-

5. Actions to be taken by school team to resolve the causes of the absences:

- Develop and Attendance Intervention Plan
 - Monitor student's attendance at school
 - Inform parents of improvements or non-improvements in student's attendance
 - Review and update the Attendance Intervention Plan
 - Other:
-

6. Actions to be taken in the event unlawful absences continue:

- School officials will review and update the Attendance Intervention Plan
 - School officials will contact the parent by letter or phone to notify them of the continued absences
 - School officials will refer the student to Catholic Education Diocese of Bathurst for further review of non-attendance
 - Student will be referred to the appropriate outside agency [i.e. FACS, Centacare]
 - Other:
-

7. The next meeting to review the progress of the Attendance Improvement Plan will be held on

8. Meeting attendee's signatures and date

Attendance Improvement Plan [AIP]

Goals of the Plan	
1.	
2	

1 st Proposed Modification	
Rationale for Modification	
Conditions	
2 nd Proposed Modification	
Rationale for Modification	
Conditions	
2 nd Proposed Modification	
Rationale for Modification	
Conditions	

School Attendance Officer Signature:

Date:

Parent/Guardian Signature:

Date:

Student Signature: [If reasonable]

Date:

Attendance Intervention Plan (Sample)

1 of 2 pages

Goals of the Plan

- | | |
|----|--|
| 1. | To attend school 85% of the days that school is open |
| 2. | To complete 100% of all Maths activities set |
| 3. | To only use devices for 1 hour during school time [when not at school] |

1st Proposed Modification

That Fred would be on a partial placement for the first 2 weeks [He attends from 8.55 till 11.50]

Rationale for Modification

- To slowly re-engage Fred with his teacher and cohort
- To reduce anxiety
- To provide Fred with opportunities to succeed and enjoy being at school

Conditions

- The teaching staff will provide tasks at Fred's level, so that he is able to experience success
- The school will make the Library available for Fred as a supervised place of respite when his anxiety is heightened.
- Fred is expected to complete all work asked of him to the best of his ability
- Fred to use an anxiety thermometer so the teacher can track how he is feeling

2nd Proposed Modification

That Fred will use a school i-pad to complete his Maths work

Rationale for Modification

- Reduces Fred's anxiety about completing set Maths work
- Fred is able to receive instant feedback on how he is going with the exercise

Conditions

- The Maths teacher will set activities on the app to Fred's level of ability
- Fred will only use the apps appropriate to completing his Maths work

3rd Proposed Modification

That when Fred is not at school during school hours he will only spend 1 hour on devices

Rationale for Modification

- Constant use of devices disengages Fred from what is happening around him
- It is more enjoyable to play devices than attend school and meet the expectations of staff

Conditions

- Fred must start the day as if he is going to school.
- Fred must complete work that has been sent home from school
- Only when set work and chores have been completed then Fred may play a device, for no longer than 20 minutes at a time.

School Attendance Officer Signature:

Date:.....

Parent/Guardian Signature:

Date:.....

Student Signature: [If reasonable]

Date:.....

Compulsory Attendance Plan (CAP)

Name of Student		Year Class	
Names of Parents/ Guardians			
School			
Principal			
Key Staff involved		Today's date	

Undertaking 1	Type of Goal	Specific goal
	Specific	
	Measurable	
	Achievable	
	Realistic	
	Timestamped	

Undertaking 2	Type of Goal	Specific goal
	Specific	
	Measurable	
	Achievable	
	Realistic	
	Timestamped	

Undertaking 3	Type of Goal	Specific goal
	Specific	
	Measurable	
	Achievable	
	Realistic	
	Timestamped	

Undertakings Reviewed on:

Ratified by:

Parent/Guardian:

School Representative:

CEDB Representative:

MANAGEMENT OF HABITUAL NON-ATTENDANCE

This document

- guides schools in managing the habitual non-attendance process
- may be altered to suit individual cases
- supports the CEDB Attendance Policy
- may be supported by Compass data and graphics
- may contain links to other documents

Days	Information	Documentation of actions - date, time, type, attachments, links etc
5-10 Days	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <ul style="list-style-type: none"> • Who is managing the overall situation? • What tasks are delegated? • Who is responsible for the upkeep of the documentation at each point? <p><i>Actions</i></p> <ul style="list-style-type: none"> • Contact parents. • Send Letter 1. • Document all actions on Compass/Chronical/Google Docs. <p><i>Considerations</i></p> <p>Is absence consecutive days? Is there a pattern of absence eg Fridays? Is absence identified by teacher? Do all appropriate staff have access to update documentation? Are all staff aware of the need to add additional information?</p>	
11-20 Days	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • Phone calls on each subsequent day of unexplained absence. • Continue to document all actions on Compass/Chronical/Google Docs. • Letter 2 requesting meeting (Principal's discretion re: timing during this period, must be sent by day 20). • Letter 3 - Registered letter must be sent if there is no response to Letter 2. • Develop Attendance Improvement Plan AIP (at parent meeting) template on Unity and in Policy • Regular monitoring and documentation. <p><i>Considerations</i></p> <p>Will mentoring help? What are the barriers? Is medical assistance or mental health intervention required? Have all supporting documents and information been collected eg medical reports etc? What family support is needed in AIP? Is there a need for referral to external support agencies eg Family Support? Is there a need for broader interaction and help from extended family? Would an am/pm check in with staff be helpful to organise for or review the day and address potential problems?</p>	
21-30 Days	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • Review AIP and alter as necessary. • Continue to document all actions on Compass/Chronical/Google 	

	<p>Docs.</p> <ul style="list-style-type: none"> • Use medical certificates, reports, management plans and recommendations to assist student. • CEDB involvement through communication with Challenging Behaviours and/or Safeguarding Team. • Continued to assist the student and family until the student reaches the legally required level of attendance and a pattern of attendance has been established. • It is recommended that the plan is reviewed fortnightly however, professional judgement may determine an earlier review cycle. • Link family to external supports eg. Family Support Service, parenting programs, mental health services, school counsellor, charities and other support groups <p><i>Considerations</i> What is working? What is not working? Is there continuity of care with medical and allied health? Can Challenging Behaviours and/or Safeguarding Team assist? Is a case conference needed with all stakeholders? Is there a need for medical certificates rather than a sick note from parent? All previous considerations may apply</p>	
30+ Days Non-compliance	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • Inform Consultant to School and CEDB Safeguarding Team • Send Letter 4 • Continue to document all actions on Compass/Chronical/Google Docs. • FACS report -RoSH <p><i>Considerations</i> Is a FACS Report required? Is the absence approved leave? Is the absence of a medical plan supported with ongoing and regular engagement, or is it random with occasional medical certificates? Do you need to consider whether to continue to accept the medical certificate or is a broader health plan needed? All previous considerations may apply</p>	
Above 30 Days with no AIP improvement	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • Attendance Meeting to develop a Compulsory Attendance Plan (CAP) 20 day plan • Regular FACS reports • Continue to document all actions on Compass/Chronical/Google Docs. <p><i>Considerations</i> All previous considerations may apply</p>	
Above 30 Days with no compliance with Undertakings	<p>School follows CEDB Attendance Policy - refer to CEDB and school procedures</p> <p><i>Actions</i></p> <ul style="list-style-type: none"> • Send Letter 5 • Participate in a Secretary's Conference initiated by CEDB Conveynor. • Commence legal action. • Continue to document all actions on Compass/Chronical/Google Docs. <p><i>Considerations</i> All previous considerations may apply</p>	