



Attendance Policy and Procedures

Rationale

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

In June 2009, the Education Act 1990 was amended to raise the minimum school leaving age. Effective from 1 January 2010, all NSW students have been required to complete Year 10 and remain in education and training, full-time employment (average 25 hours a week) or a combination of these, until the age of 17.

Statement of purpose

The policy, in regard to attendance, is founded on the College's duty of care. The policy shows how we meet the NSW Government and SCS mandated requirements. It outlines daily procedures for the monitoring of student attendance and attendance Rolls.

Compulsory school age

For the purposes of the Education Act, a child is of compulsory school age if the child is of, or above, the age of 6 years and below the minimum school leaving age.

The minimum school leaving age is

- (a) the age at which the child completes Year 10 of secondary education
- or
- (b) the age of 17 years, whichever first occurs.

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

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

Responsibilities

Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with NESA for homeschooling.
- ensuring that their children attend school regularly.

- explaining the absences of their children from school promptly, within seven days, to the school.
- taking measures to resolve attendance issues involving their children.

Homeroom teachers are responsible for supporting the regular attendance of students by:

- recognising and rewarding excellent and improved student attendance
- maintaining accurate records of student attendance
- Work with the Year Coordinators and their Assistants in implementing programs and practices to address attendance issues
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Classroom teachers are responsible for supporting the regular attendance of students by:

- Marking the roll every lesson in Sentral using PxP marking and reporting and discrepancies to the student office.

The year coordinators and their assistants are responsible for supporting the regular attendance of students by:

- Working with their homeroom teachers in maintaining accurate records of student attendance
- Working with the assistant principal when implementing programs and practices to address attendance issues

The assistant principal is delegated the following responsibilities by the Principal to ensure that:

- staff record accurately the attendance of each student in each lesson when lessons are conducted in a number of locations
- attendance records are maintained in a Diocesan-approved format and are an accurate record of the attendance of students
- relevant school policies and procedures address attendance issues including truancy. They should provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance
- documented plans are developed to address the needs of students whose attendance is identified as being of concern
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.
- parents and students are regularly informed of attendance requirements

The principal is responsible for ensuring that:

- students are enrolled consistent with the Diocesan enrolment policy
- all attendance records including details of transfers and exemptions are accessible to the Diocesan Director or authorised Diocesan officer and to the Board of Studies Inspector
- the Diocesan Director or authorised Diocesan officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance

- school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised
- parents and students are regularly informed of attendance requirements

Roll marking guidelines and procedures

Daily roll marking procedures:

(See also Appendix I: NSW Attendance Register Codes)

- Rolls will be marked during homeroom time each day that the College is open for instruction.
- Rolls will be marked electronically on Sentral, using staff computers (Note: regular relief teachers will have access to Sentral via the school-issued laptop).
- Once the rolls are marked, an SMS message will be sent through Sentral informing parents/carers if their child is not at school.
- Students are required to supply an 'Absence Note' signed by a parent/carer. This is to be presented to the homeroom teacher preferably on the next morning of attendance. (The SMS from Sentral will ask for a note when the child returns to school).
- Verbal explanation is acceptable if a parent/carer phones the College office, offering an explanation for absence, but they should always be encouraged to supply a written explanation. The year coordinator should check/approve all verbal explanations that come to homeroom teachers).
- An absence will be deemed 'Unexplained' after 7 days without a suitable written explanation from a parent/carer. Students who accrue multiple unexplained absences will be referred to the year coordinator and/or assistant principal (see Appendix III).

Processing of notes during Homeroom:

- The homeroom teacher will process (in homeroom) notes mainly in relation to: Partial absences (Pa) and any absence to do with Sick Leave (S). The description and or code should be written in the top right-hand corner of the note to show the office staff that it has been processed
- Once processed, notes are placed in the students file in the student office.
- Applications for Leave (L) will be forwarded to the student office for processing.

Absence with Leave (L)

- Principals may record up to 100 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal.
- **Leave** may be granted due to:
 - misadventure or unforeseen event
 - travel in Australia and overseas
 - participation in special events not related to the school
 - domestic necessity such as serious illness of an immediate family member
 - attendance at funerals
 - recognised religious festivals or ceremonial occasions (including weddings)

- Applications for leave should always be made in writing two weeks beforehand where possible and referred to the assistant principal. The assistant principal will communicate his decision in writing.
- The student/carer is required to complete an Application for Extended Leave - Travel Leave (Form A1) to be submitted to the assistant principal. This form is available from student services or on the College website).

Impact of Leave or Exemption from Attendance on Examination periods

- Exams may not be sat earlier than the published date due to leave or exemption applications.
- Students who miss exams will be expected to sit the paper, or a modified paper, on:
 - their immediate return to school.
 - Exceptions to this rule, such as estimates, will be at the discretion of the curriculum coordinator, in consultation with the relevant KLA coordinator.
- The College reserves the right to set aside a mark from a paper sat after the due date and replace it with an estimate based on the student's achievement in other tasks to ensure fairness and equity.

Additional notes on student leave:

- In general, the principal does not support applications for Leave (L) for the purpose of travel in excess of two days at a time. However, applications will be addressed on a case-by-case basis
- 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. Teachers will provide work to students on leave when they are able.
- All relevant staff will be notified of the leave via Sentral.

School Business (B)

- This will be recorded by the student office.
- It is the responsibility of teachers organising events that take students out of school during a normal school day (such as: excursions, work experience, work placement, leadership events etc) to:
 - inform staff (including the student office) of students expected to attend
 - Inform staff (including the student office) of students who did not attend (if there is a discrepancy with the original list)

Suspension (S)

- This will be recorded on the roll by the student office

Shared Enrolment (H) - Where applicable

- This will be recorded on the roll by the student office

Flexible timetable (F) - Where applicable

- This will be recorded on the roll by the student office
- Students who are operating on a flexible timetable most typically includes:
 - Students who have study lessons P1 and/or 2 and periods 5 and/or 6
 - TVET students (Note: These students are expected to come to school before attending

TAFE)

Flexible timetable during examinations

- When students are on approved study leave, and during the exam period the roll would be marked as on Flexible timetable (F).
- When a student attends school for part of a day during exam / study leave periods, the part of the day they are NOT present is recorded as Partial absence (Pa) and Flexible timetable (F)
- In the case of a student not attending school on the date when required to be present for an exam, then the appropriate roll code would be marked to replace 'Code F' (e.g. Code S: Sickness/Medical Appointment).

School Sports Rolls

- Sports Rolls are to be collected from the sport coordinator each Friday
- Sports Rolls are to be marked in the same as morning Pastoral Rolls are marked i.e. only showing student absence with a small 'a' during Sport Administration time.
- Sports Rolls are taken to the assigned sport by allocated teachers.
- Sports Rolls must be marked at the end of sport to ensure all students are present and accounted for and the Roll returned to the Staff Lunchroom at the end of the day.
- The Sport Coordinator checks each Sports Roll for inconsistencies with the Daily Absences and informs the Year Coordinator.

Students Attending Lessons Outside School During School Hours

- Involvement in private lessons, such as ballet and music classes, conducted outside the school during school hours may not be conducive to the effective operation of the school or 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.
- If parents withdraw their children from school for private lessons, an unjustified absence should be recorded and dealt with in the usual manner.

Partial absence

Student lateness

- Students who are late to school must report to the Student Office before going to class.
- If an explanatory note is provided at the time of arrival to school...
 - the Student Office will process the note immediately and record the lateness as 'Explained' or 'Unexplained' (depending on whether the note is deemed to justify the lateness (See Reasons for lateness / early departure below) and the appropriate code
 - the student will be issued with a copy of the *Late Arrivals/Early Departures* slip which must be handed to the classroom teacher before entering the room
- If an explanatory note is NOT provided at this time...
 - the lateness will be recorded as Unexplained. The student must supply an explanatory note to the Homeroom teacher within 7 days.
 - the student will be issued with two copies of the *Late Arrivals/Early Departures* slip. One

copy must be handed to the classroom teacher before entering the room. The other must be taken home to a parent/carer as a reminder that a valid reason must be supplied.

Early departure

- Students who are requesting permission to depart school early must report to the Student Office in the morning.
- A request note, signed by a parent/carer, must be provided with an acceptable reason. (See Reasons for lateness / early departure below).
- The student will be issued with a copy of their request letter which will stipulate the time of departure.
- Students are encouraged to organise early departures around period changes.
- When it is time to leave school, the student must show the request letter to their teacher and proceed to the Student Office where they will receive a *Late Arrivals/Early Departures* slip. This early departure is processed on Sentral immediately by the Student Office including the exact time of departure.

Acceptable Reasons for lateness, early departure and absences

The list of acceptable and unacceptable reasons below is a guide only and is not exhaustive. A professional judgement will have to be made at times, based on patterns and the knowledge of students built up by the Homeroom teacher. If in doubt, consult your Year Coordinator, Assistant Year Coordinator or the Assistant Principal.

Examples of acceptable reasons on notes (with code to use):

- Car broke down: Leave (L)...If repeatedly used on notes, will need checking
- Medical appointment: Leave (L)
- Job interview Leave (L)
- Funeral: Leave (L)
- Religious event: Leave (L)
- School sanctioned sporting event: School Business (B)
- School bus was late arriving to school: Leave (L)...can be checked at the Office
- Had to drive a sibling to school because mum/dad in hospital / ill: Leave (L)
- Driving test: Leave (L)...encourage students to book outside of school time, but not always possible. Prefer only once.

Examples of unacceptable reasons on notes (with code to use):

- Slept in: Unexplained/Unjustified (A)
- 'Family matters'...without adequate explanation, and if such a generic term is used repeatedly: Unexplained/Unjustified (A)
- Missed bus: Unexplained/Unjustified (A)
- Driving lesson/s: Unexplained/Unjustified (A)

Please note that the only explanations / codes that can be used on the attendance roll are those outlined in Appendix 1.

Non-acceptance of an 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. An 'A' Code is used for an unjustified absence.
- When frequent absences are explained 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. Where principals have concerns about medical certificates being produced for absences, they 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 the absence, they can record the absence as 'unjustified' (attendance register Code 'A')

Appendix 1

Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance
- The symbol X is to be used for the first and last day that the student attended for each term

Symbols to be used for explanation of student absence	
Symbol	Meaning
a	The student was absent on that day.
Pa	The Student was late or was absent for part of a day. The time of arrival or departure must be recorded.
Attendance Register Codes	
Symbols to be used for explanation of student absence	
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: - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas

	- recognised religious festivals or ceremonial occasions.
E	The student was suspended from school

Attendance Register Codes

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 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
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> - work experience - school sport (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 symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education <p>Note: For Catholic Schools use “F” not “H” for students attending external tutorial centres and programs that are school authorised.</p>

Appendix 2

Exemption from Attendance at School

What are the exemption guidelines?

(‘a’ and) ‘M’ Codes: The student was exempted from attending school.

Principals may grant an exemption from school attendance due to:

- exceptional domestic circumstances, subject to being satisfied that this is in the best educational interests of the child. (Excluding holidays/travel)
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate
- a 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 of health. (The parent is not required to complete an application for exemption)
- From time-to-time students of compulsory school age may participate in school-based individual student programs which include programs that incorporate behaviour management plans to re-engage students with education.
- Students of compulsory school age participating in such programs may be granted 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.
- Students participating in school based programs including ‘behaviour management transition plans’. An Application for Part Day Exemption should be completed.
- employment in the entertainment industry. *Form A.2*
- Participation in elite arts or elite sporting events for short periods of time i.e. for one or two days, and at short notice. *Form A.2*

NOTES:

- The ‘M’ symbol is to be used only for the duration of the exemption and must not be applied to students who fail to return to school following the exemption period.

What are the possible outcomes of an application for exemption from attendance at school?

If a family wishes to apply for exemption, they are required to submit to the principal (via the Curriculum Coordinator), the appropriate form explaining the request at least six weeks before the exemption period is due to commence. The principal will then decide on the outcome on a case-by-case basis.

OUTCOME 1: EXEMPTION APPROVED

Reasons for approval (within the guidelines mentioned above) are likely to include...

- Family circumstances (e.g. visiting a sick or dying relative; severe family hardship)
- Employment in the entertainment industry
- Accredited elite sports programs

In such cases, reasonable steps will be taken to ensure that a student's course rank is not detrimentally affected. The roll will be marked as 'a' and 'M' to show that the dates are approved.

OUTCOME 2: EXEMPTION NOT APPROVED

If an exemption is not granted, then the time missed at school is recorded in the roll as unexplained absence. Some missed assessment tasks* may result in a zero mark being awarded. The roll will be marked as 'a' and 'A' to show that the dates are not approved.

**Tasks to incur such a penalty include: exams in exam blocks, exam-style tasks or tasks requiring responses to unseen questions. Such tasks cannot be completed before or after the absences without running the risk of invalidating the whole task.*

NOTE: Other tasks (such as hand-in tasks or tasks that can be sat before the absence begins) will not result in a penalty if the student has made alternative arrangements with the relevant KLA Coordinator, and honours these arrangements.

How will the College educate community members about these guidelines?

- All new enrolments will receive written notification warning that BOS guidelines indicating that it is not an acceptable excuse to miss an assessment/exam due to a family holiday.
- Regularly publish rules in newsletters
- Publish on website and College diary

See summary diagram on next page

How will we process applications at DLS Caringbah?

Students who wish to apply for Exemption from Attendance at School must submit Form A.2 (collected from the Student Counter) to the Assistant Principal (again via the Student Counter) at least two weeks before the exemption period is due to commence.



Staff member at Student Counter will:

- Check that form is completed correctly
- Check with Business Manager for outstanding fees (when holidays applied for)
- Give the form to the Year Coordinator for processing

If approval likely



If not approved



The student & family will be informed by the Assistant Principal

The student will meet with the relevant KLA Coordinators to discuss assessments (if relevant).



Form passed to the Assistant Principal for final approval by the Principal



Assistant Principal ensures...

- Form A.2 is signed
- Form C.2 *Certificate for Exemption from attendance at School* is completed
- Both forms returned to Office staff



Staff member at the Student Counter will:

- Inform the homeroom teacher and staff, via Sentral, of dates exempt
- Insert the 'M' code into the electronic roll for relevant dates
- Keep a copy of all forms for filing in student file.

Appendix 3

Resolution of Attendance Difficulties

(See more complete procedures at SCS's [Procedures for Supporting the regular Attendance of Students at School](#))

- 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.

The Pastoral (Homeroom) Teacher...

- Must contact parents promptly when confronted with **1-3 unexplained absences (full or part day)** and/or lateness. Early telephone contact with parents is one means of achieving this. Records of such contact should be placed on Sentral. **After 4 days unexplained absences (full or part day) there should be attempted contact every day which must be logged as a Sentral communication entry.**
- Must recognise that parents may not be aware that their child has been absent from school and will expect to be informed promptly if unexplained absences occur.
- Has the responsibility to alert the Assistant Year Coordinator and/or Year Coordinator when a student's pattern of attendance is of concern, or if no explanation is received from the parent/carer.

The Year Coordinator and Pastoral Assistant...

- Must ensure that the Pastoral (Homeroom) teacher has followed up on cases of unexplained absences (full or part day) and chronic lateness, and supplied records of such contact via Sentral..
- Must regularly check attendance of students in their year group.
- If a young person has not attended school for **7 consecutive days**, and there has been no satisfactory explanation from the parent despite the efforts to contact the parent, then the issue needs to be escalated directly to the Assistant Principal and steps in [Procedures for Supporting the regular Attendance of Students at School](#) are to be implemented immediately.
- Should make individual student attendance patterns a regular item at fortnightly Tuesday Pastoral Team meetings.
- Must alert the Assistant Principal to cases of unexplained absences (full or part day) and chronic lateness where the issue has not been resolved.
- Must work with the Assistant Principal to resolve cases of unexplained absences (full or part day) and chronic lateness as per the [Procedures for Supporting the regular Attendance of Students at School](#)

The Assistant Principal...

- Must liaise with Year Coordinators on a regular basis (e.g. Pastoral Care Coordinator

meetings) and make individual student attendance a regular item.

- Must work with the relevant Year Coordinator to resolve cases of unexplained absences (full or part day) and chronic lateness as per the [Procedures for Supporting the regular Attendance of Students at School](#)
- Must keep the principal informed of all significant cases relating to attendance.

The Principal...

- Must advise the Regional Consultant when all school-based procedures have been exhausted as per the [Procedures for Supporting the regular Attendance of Students at School](#)
- Enrolment future of the student considered.

Appendix 4

Medical Information Consent Form

AUTHORITY TO RELEASE MEDICAL INFORMATION

I _____ (name) authorise **INSERT SCHOOL NAME** and/or the Catholic Education Office, Sydney to **OBTAIN** and **RELEASE** verbal and/or written information regarding my **son/daughter** **INSERT NAME** from the following:-

- a) Doctor (GP): _____
- b) Hospital: (If applicable) _____
- c) Specialist: (e.g. Psychologist) _____
- d) Treating Party: _____
- e) Other: _____
(If applicable)

I understand that I may change or cancel this authority at any time in writing.

Signature: _____ Date: _____

Signature (Authorised officer – school)

_____ Date: _____

PLEASE COMPLETE AND RETURN TO:

Appendix 5

School Attendance Records Requirements

Maintaining an Enrolment Register

- All SCS schools are required to use SAS2000 as their Enrolment Register
- The following information must be recorded in the Enrolment Register (SAS2000) for each student:
 - Name, age and address
 - Name and contact telephone number of parent(s) / Guardian(s)
 - Date of enrolment and, where appropriate, the date of leaving the school and the student's destination
 - Previous school or pre-enrolment situation
 - Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities Officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents or student.
- 4.2.1 A hard copy of the electronic record is to be generated fortnightly. It must be certified (signed) as accurate by the Assistant Principal (as the Principal's delegate).
 - If an error is found after the two week period, it should be corrected in Sentral
 - A line is to be ruled through the existing hard copy entry and the correct entry made above the incorrect one. A new hard copy is not to be printed.
 - The Principal's delegate should initial any changes.
- 4.2.2 A hard copy of the electronic record of individual students must be generated at the end of each term and attached to the student record file.

Record Retention

School attendance records must include:

- The school's hard copy Enrolment Register in use prior to using SAS2000 must be stored in a secure location permanently.
- The SAS2000 Enrolment Register automatically retains records permanently.
- notes and records of verbal explanations for absences from parents. This advice is to be retained for seven (7) years from the date of receipt
- an Attendance Register (roll) to be retained for seven (7) years.
- The students' record card detailing the number of absences each year to be retained for seven (7) 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 records, detailing the number of absences each year, must be retained 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.

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

- the student enrolls in another school
- advice has been received from parents that the student is enrolled in another registered school, or is registered with the NSW Board of Studies for homeschooling. Principals who are concerned about information provided to them by parents should request the name of the other school or evidence of homeschooling so that a check can be made
- the student has been expelled or excluded from the school in accordance with Diocesan policy
- the student is of compulsory school age, and has been marked as 'absent' for periods exceeding a total of 10 consecutive school days over a three week period, where the school is open for instruction, and is believed to have left the school. The school should report the matter to the Diocesan office for advice or further action. Prior to reporting the matter all appropriate checks should be made
- the student is no longer of compulsory school age, their whereabouts are unknown, and the student has not attended school for fifteen consecutive school days for reasons not known to the school.
- 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 as absences for statistical purposes. The roll should be amended to reflect this.

Security of attendance registers (rolls)

- Registers (rolls) must be stored in a secure location within the school.
- They must not be removed from the school premises unless removal is warranted by exceptional circumstances such as fire or flood. Teachers must not take attendance registers home.
- The loss of an attendance register (roll) is a serious occurrence and must be reported immediately to relevant Diocesan personnel. A new register (roll) should be commenced immediately. Attendance information referring to absences on occasions prior to the commencement of the new register must not be included.
- A notice signed by the principal must be attached to the new register (roll). The notice must state the period for which the original register was a record of student attendance (eg 1 February - 30 March, 2009) and the date from which the replacement register (roll) commences.
- At the end of each school year the principal must ensure that the attendance register (roll) and attached special circumstance registers are preserved as a complete record of students' absences for that year.
- Copies only of the register of daily attendance should be stored offsite at regular intervals.

Appendix 6

'Special Circumstance' Registers

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
- days on which the school is inaccessible due to natural occurrences such as fire or flood.
- Principals should consult with Diocesan personnel prior to deciding that school is inaccessible.

Special circumstance registers are to be maintained on days as outlined 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 attendance registers (rolls).

For schools maintaining a manual attendance register (roll), a broken line must be ruled through that day's column and the notation 'Roll not marked - see special circumstance register' recorded within.

Absences on these days are not to be recorded or counted as absences for statistical purposes.

Students can attend a specialist education setting separate to a mainstream school on a sessional or full-time basis.

Such settings include tutorial centres and programs, behaviour schools, juvenile justice and hospital schools.

Where the mainstream school principal verifies that a student is attending a specialist education setting, the mainstream school can mark the attendance register with the Attendance Register Code 'H' to denote student attending a specialist education setting on a sessional or full-time basis.

Where the duration of attendance at a specialist education setting is more than four days in duration, the specialist education setting should use the special circumstance register to record student attendance.

The special circumstance register should be returned to the student's mainstream school, preferably weekly.

Appendix 7

Completion of Education under 'Special Circumstances'

General Principles

- 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 and caregivers to comply with the compulsory education requirements of the *Education Act 1990*.
- A child between the age 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.
- Completion of Year 10 of Secondary education is defined as:
 1. completion of Year 10 through secondary school or home schooling; or
 2. completion of a course of education provided by the TAFE NSW Commission and approved by the Minister for Education and Training as the equivalent of Year 10 of secondary education in NSW; or
 3. outside of NSW, completion of the equivalent of Year 10 of secondary education in this State.
- Completion of Year 10 **outside of these circumstances** is defined as a 'special circumstance' for the purpose of these guidelines.
- Approval of Completion of education under special circumstances may be granted by the Regional Director and should be regarded as a rarely exercised power

Reasons for granting *Approval of Completion of Education under Special Circumstances*

- The Minister's delegate (The Regional Director) may grant approval if he or she is satisfied that:
 - a. the applicant has demonstrated that he or she could not complete Year 10 of secondary education by any of the means set out above;
 - b. the program of education that has been undertaken by the young person, including the outcomes that have been achieved, amounts to an adequate basis for regarding the student's school education as complete in the special circumstances of the case.

Completion of Education by completion of an apprenticeship or traineeship

- The Minister has granted approval under section 21B (5) (d) for completion of an apprenticeship or traineeship subject to the permission outlined below to be a special circumstance for the completion of education.

Further details regarding Completion of Education under 'Special Circumstances' can be gained from the CEO document *Guidelines for NSW Catholic Systemic Schools on the Completion of Education Under Special Circumstances*