

# Student Attendance Policy

## 1.0 Rationale

Schools have a responsibility to provide a safe and supportive environment for the students in their care. An accurate record of student attendance is fundamental to this responsibility. The pastoral responsibilities of a school require monitoring of student attendance and intervention strategies when appropriate.

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.

## 2.0 Legislative Requirements

The Education Act 1990 – *Part 5 Attendance of Children at School* contains the following provisions:

- 2.1 Section 21B of the Education Act, 1990 requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school and to attend school whenever instruction is provided.
- 2.2 All students who are enrolled at school regardless of their age are expected to attend whenever instruction is provided.
- 2.3 Compulsory schooling is the duty of parents.
- 2.4 Section 23 of the Act states it is an offence if a parent fails to send their child to school.
- 2.5 Section 24 of the Act requires Principals to maintain an attendance register (roll) in an approved form. The attendance register must be available to authorised officers at all times.
- 2.6 Section 25 of the Act requires Certificates of Exemption to be processed for students not attending school for extended periods of time.

### **3.0 System Requirement**

The use of a CEO approved electronic storage and management system allows schools to meet all Attendance Register compliance requirements, including offsite back-up of data. Consequently, Diocese of Wollongong system of schools must:

- 3.1 use a CEO approved electronic storage and management system as an electronic roll marking system;
- 3.2 use the attendance module in a CEO approved electronic storage and management system as the official attendance register (roll);
- 3.3 mark rolls daily and record attendance or non-attendance in a CEO approved electronic storage and management system ;
- 3.4 record a student's declared religion in a CEO approved electronic storage and management system, generally at the time of enrolment.

### **4.0 Monitoring**

The implementation of the Procedures will be monitored through the Principal's Annual Compliance Report – Section 8 Attendance (BOS Manual Section 5.8)

### **5.0 Implementation Timeframe**

Schools are required to implement the *School Attendance Guidelines and Procedures* from January 1, 2012.

### **6.0 Delegations**

Three attendance delegations are now operative to NSW School Authorities and Principals:

1. a delegation for granting and cancelling a certificate of exemption for a student from being enrolled and/or attending school for periods totalling 100 days in a twelve month period;
2. a delegation for granting and cancelling of a certificate of exemption from being enrolled and attending schools for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship;
3. a delegation giving power to make enforceable schooling arrangements for any student who has a history of habitual "non-attendance" with one or more parents of the child including written undertakings by the parent or parents with respect to how the child will comply with compulsory attendance requirements.

### **7.0 References**

References: *Education Act 1990* – Part 5 Attendance of Children at School  
Board of Studies NSW – *Registration Systems and Member Non government School (NSW) Manual – October 2014* ( incorporating changes from 2004 to 2014) Section 5.8