



Related Policies:

Enrolment Policy
Student Conduct Policy
Assessment Policy
Student Withdrawal Policy
Pastoral Care Policy
Child Protection Policy
Suspension
Expulsion/Exclusion and Transfer Policy
Excursion Policy
Staff Induction Policy
Before And After School Policy

Purpose:

The purpose of this policy is to ensure that Trinity Catholic College meets its Legislative and System requirements in relation to attendance of enrolled students and that procedures for the recording and maintenance of attendance registers for all students enrolled at the College, are outlined clearly.

Policy:

Understanding that attendance has a direct effect on student learning outcomes, and in an effort to ensure the wellbeing of all of its students, Trinity Catholic College, Goulburn administers and maintains registers and records of attendance in accordance with the 1990 Education Act and CE Enrolment Policy.

Responsibilities:

- **The Principal** has ultimate responsibility to ensure that accurate records of attendance are maintained and that appropriate processes are developed and followed to ensure the College is meeting legislative requirements at all times. The Principal has delegated authority to approve up to 15 days of leave and up to 100 days of exemption from school in a twelve month period. The Principal does not have the authority to exempt students from school who have been the subject of a Community Services Report or Child Wellbeing Unit Report and for whom unresolved issues concerning risk of harm remain.
- **Parents/Guardians** of a child who lives in NSW, is of compulsory school age (up until the young person is 17 years old or has gained fulltime work or equivalent training) and who is enrolled at a school must ensure that the child attends school every day and during the times on every day when the school is open, including community and carnival event days. If students are unable to attend school for the published hours, an explanation for the absence from a parent/guardian is required. Such notification is to be in writing and may be

given in advance of the absence (if the absence is planned) or upon the student's return to school following an unexpected absence. Procedures for this are outlined below. Parents must have a reasonable excuse for not complying with the compulsory attendance requirements of the 1990 Education Act. If parents do not have a reasonable excuse they are liable under the Act and guilty of an offence.

- **Students** are expected to be on time to school. The hours of attendance at Trinity Catholic College are 8:55 am to 3:20 pm. Supervision is provided from 8:25 am to 3:45 pm each day.

Procedures for Parents/Carers

For Known Absences

- Where it is known that a student is to be absent from school, parents are required to complete an *Application for Exemption from Attendance from School (NSW) form*. This is available on the College website for download, or a hard copy can be obtained from Reception. Applications for Exemption are to be forwarded to the Principal and, if approved, a Certificate of Exemption will be issued. This is to be carried by the student throughout his or her absence and must be produced upon request by a Police Officer or authorised Attendance Officer.
- Legitimate reasons for Exemption may include participation in elite sporting events that are not administered as a College excursion, exceptional domestic circumstances, attendance at medical appointments and other health reasons where alternate enrolment or sick leave is not appropriate, and employment in the entertainment industry. Parents should note that from the beginning of 2015, family holidays and travel during Term time do not qualify for exemption from school. Application can be made to the Principal for permission to travel by using the relevant form which can be sourced from the CE website or Reception. Please note that Travel does not exempt a student from completing scheduled assessment tasks and penalties may apply.
- Where a request for Exemption or Leave is not approved by the Principal, a written explanation will be provided.
- Requests in excess of 100 days will be forwarded to Catholic Education who will seek approval from the Minister of Education as per legislative requirements.
- Exemptions from attendance at school cannot be granted retrospectively.
- As per the Assessment Policy, assessment tasks will not be renegotiated for non-essential leave.

For Unexpected Absences

- Where students are unable to attend school at short notice, parents are asked to contact the College by phone so that staff are aware that the student is safe and accounted for.
- Upon return to the College, students must supply their Home Room Teacher with a letter outlining the reason for the absence or a Doctor's Certificate. Please note: a Doctor's Certificate must be supplied where Assessment Tasks have been missed due to illness.
- Where written documentation is not provided within 7 days of the absence detailing a legitimate reason which is acceptable to the Principal, the absence will be recorded as unexplained or unjustified.

For application to exempt students under the age of 17 from compulsory school attendance to complete an apprenticeship, traineeship or attend TAFE

- **Effective from 1 January 2010, all students are required to complete Year 10 and remain in education and training, full-time employment or a combination of these, until the age of 17.** Under rare circumstances a student of compulsory school age can be excluded from attending school, be deemed to have completed Year 10 or be permitted to participate in alternative education.
- A student who has completed Year 9 may be eligible to complete Year 10 under special circumstances. These might include application to complete an apprenticeship or traineeship provided that the Principal and Employer agree to the requirements in the 1990 Education Act. The parents, Principal and Employer must meet and complete the Application for Exemption from Enrolment at School (NSW) which can be found on the CE intranet. In these circumstances, the employer undertakes to inform the college if the apprenticeship or traineeship is discontinued. At this time the student may return to school to complete formal studies.
- Where approval is given by the Principal for a student to complete Year 10 under special circumstances, the Principal will issue a Certificate of Exemption from Enrolment at School under Section 25 of the Act and a copy will be kept on the student's file.
- Similarly, a student in Year 9 who is over 15 years of age, may apply to complete Year 10 through an equivalent NSW TAFE course. In this instance the Principal and TAFE Director must agree to the requirements of the Act and meet with the student's parents to complete the Application for Approval to Undertake the Equivalent of Year 10 Secondary Education at TAFE NSW. If approval is granted a Certificate will be issued under Section 21B
- In the event that a student has completed Year 10 and wishes to undertake an apprenticeship, traineeship or enter full time employment, the student and parents must complete a Notice of Intention to Undertake Fulltime Employment and/or Training NSW. This formally informs the college of the student's intention to discontinue study and the parents of their responsibility to ensure the child continues study, training or fulltime work until they reach the age of 17

For students enrolling in another school

- If a student is withdrawn from Trinity Catholic College, it is the responsibility of the parent to inform the college prior to the student's final day. A Withdrawal Form is to be completed indicating that all college resources have been returned, fees accounts settled and the student's next school is identified and recorded in Trinity's database as per legislative requirements. Failure to identify the destination of students of compulsory school age will result in the Principal notifying Catholic Education and NSW DEC. A bill will be sent for all resources that have not been returned in good condition.

As a requirement of Registration, schools must keep a register of attendance of all students enrolled. This must be in a form approved by the Minister for Education using the common code for the attendance registers of all NSW Schools. Under Section 24 of the 1990 Education Act, all or part of these records must be made available by the Principal for inspection to an authorised person or Board Inspector on request.

References:

CEO Attendance Policy

NSW Education Act 1990

Approved By:	Principal
Issuing Group:	College Senior Leadership Team
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Contact Officer :	Principal