



Green Point Christian College

ABN 61 003 829 767 – ACN 003 829 767

Equipped for life

STAFF POLICIES AND PROCEDURES

v1.7 Attendance Policy

Prepared by Principal

Date Prepared June 2012

Date ratified by the Board:

Monitored by Principal

Review by Principal and Deputy Principal

Date for review 2022 or as required

Policy Pertains to: All staff

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Version History

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Policy

► CORE PURPOSE STATEMENT

“Equipped for Life” – The purpose of Green Point Christian College is to equip students for a life of redemptive action through a holistic education grounded in a Biblical perspective.

► INTRODUCTION

Regular attendance and punctuality are valued; this policy aims to assist:

- All students:
 - to attend school on a regular basis;
 - arrive and leave on time;
 - follow late sign in and early sign out procedures.
- Staff:
 - in maintaining strong pastoral care of students and encouraging regular school attendance;
 - in roll marking procedures.
- Parents:
 - in understanding their responsibilities regarding their child’s attendance at school.
(Refer: NSW Department of Education and Communities “Compulsory School Attendance – Information for Parents”).

► RATIONALE

The law in NSW states that all children between the ages of 6 and 17 years of age are required to attend school regularly (Section 21B Education Act 1990). It is the responsibility of parents or caregivers to make sure that their children attend school every day, unless there is a justified reason. The taking of holidays during the time the College is open for students does not constitute a reason to apply to the Principal for an exemption to attend school. Families are encouraged to travel during school holiday periods. For holidays taken during school time, these will be included as absences.

Regular attendance at school is essential to assist students in maximising their God given potential. Schools in partnership with parents/carers are responsible for promoting the regular attendance of students.

► RESPONSIBILITIES OF THE PRINCIPAL

- To maintain an accurate attendance register (roll) in a form approved by the Minister of Education;
- To provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance;
- Ensure appropriate communication is made to parents within three school days if an absence is unexplained;
- Inform the appropriate authorities regarding attendance problems and issues;
- Communicate with the Minister of Education (Section 25 of the Education Act) or their delegate when a student applies for an attendance exemption in excess of 100 days within a 12 month’s period, or when a student is absent for more than 100 days in a 12 month period;

- Provide College staff with information on attendance requirements and their obligations to monitor and promote regular attendance at school;
- Principals may grant:
 - i. sick leave to students who are satisfactorily explained as being absent due to illness;
 - ii. an exemption from school attendance (full day or part day) for periods totalling 100 days in a 12 month period for any one student.

▶ **ATTENDANCE REGISTER**

Green Point Christian College has an electronic roll marking system named TASSWeb School Management System. Rolls are legal documents and can be inspected or subpoenaed in court at any time. Therefore, rolls must be accurate and up-to-date and Attendance Registers should reflect the highest professional standards. All details, eg registration numbers, addresses, names, birth dates, age as at 1 January of the current year must be recorded in the TASSWeb attendance record. Records of daily attendance are kept for seven (7) years after the last entry. All attendance records are backed up electronically to multiple IT locations.

All details including the following must be recorded in the TASSWeb database:

- Daily attendance of students which may be noted by recording absences;
- Absences;
- Reason for absence;
- Documentation to substantiate reason for absence;
- Common codes (approved by the Minister of Education) of registering absences must be used (Refer: Section NSW Department of Education and Communities “**Symbols for Electronic Attendance Registers**”).

▶ **REGISTER OF ENROLMENTS**

The Register of Enrolments is located in the College office and is maintained by the Registrar located in Administration. It is updated on arrival and departure of students. Green Point Christian College complies with NESA requirements by maintaining an enrolment register that includes the following:

- The student’s
 - name
 - age
 - address
- Parent/carer
 - name
 - contact address
 - telephone number
- Date of enrolment, and where appropriate the date of leaving the school and the student’s destination.
- For children older than 6 years, previous school or pre-enrolment situation.
- The NSW Education Department can be informed if a student under 17 years of age is not attending school or cannot be located. The College completes the *Destination Unknown Notification for Non-government Schools (Appendix J)*.
Upon completion, this form is emailed to attendance@det.nsw.edu.au.
- Where possible, the destination of student leavers of an eligible school age is requested of parents by the Registrar. These details are entered in the Register of Admissions.

- Parents are reminded in the *Student Withdrawal - Exit Checklist* form of their legal obligations towards their child/ren's education.
- Register of enrolments must be retained for a minimum period of five (5) years before archiving.

General Principles

- It is the responsibility of parents/carers to ensure their children regularly attend school and promptly explain the absences of their children from school.
- While parents/carers should be reminded of their legal obligations, the welfare of the student must be the focus of any consultation between the home and school.
- Parents/carers should be encouraged to make appointments with health professionals before or after school or in non-term time.
- The taking of family holidays during school time is discouraged.
- Parents/carers are encouraged to contact the Principal or Deputy Principal if they have any concerns in relation to their child's attendance.
- Parents/carers are to apply in advance to the Principal for their child to have extended leave (longer than 10 days) during term time.
- The Principal will determine whether the leave satisfies the granting of an exemption (Code M) or will be recorded as justified leave (Code L) or unjustified leave (Code A). Please see sections within this policy "**Symbols for Electronic Attendance Registers**" and "**Exemption of Attendance**".
- The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow up of unexplained absence by prompt parent/carer contact.
- During the August census, the College is required to identify numbers of students who have missed 20 or more days of school.
- Resolution of attendance difficulties may require a range of additional College based strategies including student and parent/carer interviews.
- Reviewing the appropriateness of the student's educational program and implementation of possible reasonable adjustments.
- Development of College-based attendance improvement plans.
- Referral to the College Counselling Team or external agencies.
- Support from College-based staff.

Procedure

► GENERAL ROLL MARKING PROCEDURES (K-12)

Legislation in NSW requires that all children between the ages of 6 and 17 years of age attend school on a regular basis.

- The roll will be marked on all days that the school is open for instruction, including sports carnivals and excursions;
- Students involved in an official school activity must not be recorded as absent;
- Students who arrive late or leave early must have the precise time of arrival or departure recorded at the student window of Administration;
- The correct codes (as specified in "**Symbols for Electronic Attendance Registers**") must be used by staff maintaining rolls;
- If a child is absent, parents can notify the College via:
 - i. An email to the College (office@gpcc.nsw.edu.au);
 - ii. Via Parent Lounge (Absentees) on TASSWeb (no printed version is required as log is kept on TASSWeb /Systems/Utilities/Change logs grid);

- iii. A telephone call to the absentee line 4367 9950 (notes of the telephone conversation need to be kept);
 - iv. A letter sent to the College.
- If a child is marked as absent and there is no known reason:
 - i. The parents will be sent a SMS by 11.00am on the day of absence to alert them to the absence and to notify the school of the reason;
 - ii. If no response is received an email will be sent from the office, after the absence;
- For partial absences the parents need to notify the College of an early departure time and the student needs to sign out at the student window located at the Administration office;
- The Heads of School will check student attendance regularly (fortnightly reports are given to the Heads of School and Year Advisor [for Secondary]);
- If it is believed that a student is truanting school, whether it is partial truancy or full day truancy, the Head of School should be advised immediately;
- Staff are required to follow these procedures to ensure the College fulfils its duty of care and pastoral responsibilities.

► **MONITORING ATTENDANCE – GENERAL INFORMATION**

During the August census, the College is required to identify numbers of students who have missed 20 or more days of school.

► **ILLNESS**

In the event of frequent absences being explained as due to illness, the Principal/delegate will ensure that:

- Consultation occurs with parents/carers regarding the health care needs of the student.
- Medical certificates could be sought for extended, regular absences or patterns of absence.
- Where there are ongoing concerns, approval is sought from parents/carers to contact the student's medical professional, so the College has all the relevant information regarding the student's health care needs.
- Strategies are developed to ensure regular school attendance.

► **FREQUENT ABSENCE**

In the event of frequent absences not related to illness, the Principal or their delegate will issue letters of concern and interview the student's parents/carers. In the event of a matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:

- Priority is given to the Green Point Christian College Child Protection Policy;
- All required reports are made to Family & Community Services;
- Documentation in relation to unsatisfactory attendance will be transferred to the student's electronic file in TASSWeb under the subsection identified as "Pastoral Care", if a formal investigation took place;
- Student punctuality and attendance is recorded on student reports which are issued in June and December each year;
- If no explanation about an absence has been provided by parents/carers within seven days or the explanation is not accepted by the Principal, the code used to describe the absence will be "A";
- Arriving late at school will be recorded as late.

► PARENT NOTIFICATION OF ABSENCE, PARTIAL ABSENCE AND LATENESS

Sickness

- Notification on the day required;
- Continued notification if student remains absent;
- The College may request a medical certificate;
- Secondary students should provide a medical certificate if they are absent on an exam or assessment date.

Medical or paramedical appointment

- Provide notice in advance notice if possible;
- Notification on the day is permitted;
- The College may request a medical certificate.

Lateness

- Clarification of lateness in writing, phone call, email, SMS, through the TASSWeb Parent Portal or in person to the College office;
- Clarification submitted before 9.00am on the day after the lateness.

► HOW CAN PARENTS NOTIFY THE COLLEGE REGARDING AN ABSENCE?

Day to day absence

- Telephone call;
- Email;
- SMS;
- Letter/note;
- TASSWeb Parent Portal;
- In person.

In advance

- “Notify of an Absence” on TASSWeb Parent Portal;
- Application for Exemption from Attendance at College
- For one day absences parents can inform the College in writing, phone call, email, SMS, through TASSWeb Parent Portal or in person.

Included are:

- Misadventure or unforeseen event;
- Participation in special events not related to the College;
- Domestic necessity such as serious illness of an immediate family member;
- Attending a funeral;
- Travel in Australia and overseas;
- Recognised religious festivals or ceremonial occasions.

* If any of these notifications exceed five school days, parents/carers will be required to provide additional information, eg letter outlining the absence, copies of air tickets, travel program etc.

► **EXEMPTION OF ATTENDANCE**

Exceptional circumstances (such as health of the student where sick leave or alternative enrolment is not possible – six (6) plus days:

- Employment in the entertainment industry;
- Participation in sporting events (including for short periods of time [one or two days] and at short notice);
- Participation in Elite Arts program;
- The student being prevented from attending school because of a direction under Section 42D of the Public Health Act 1991 (the parent is not required to complete an application for exemption).

► **SPECIFIC ROLL MARKING PROCEDURES IN PRIMARY SCHOOL (K-6)**

- The class teacher is responsible to check student attendance and to mark the roll accurately the start of each day on TASSWeb;
- When a student arrives after 8.45am, they must report to the student window in the Administration building where they will receive a late slip which must be presented to the teacher. The slip includes name, class, time of arrival and reason for lateness;
- The parents of the children who continually arrive late for school will be contacted by the class teacher and if this does not result in improvement in punctuality the parents will be contacted by the Head of Primary School. Class teachers are to report frequent late arrivals to Head of Primary School.

► **SPECIFIC ROLL MARKING PROCEDURES IN SECONDARY SCHOOL (YEARS 7-12)**

- Teachers are responsible for checking student attendance and marking the roll accurately each lesson on TASSWeb;
- If a student arrives after 8.45am, he/she must sign in at the student window of Administration and give the late slip to their teacher. The slip includes name, class, time of arrival and reason for lateness;
- If a student is late for school more than three times in five days, the Year Advisor/Head of Secondary School will be alerted and arrange for the parents to be contacted. A report of late arrivals will be given to the Head of Secondary School and Year Advisor fortnightly by Administration staff;
- If a student is absent for three consecutive days without the parents contacting the school, the Year Advisor/Head of Secondary School will be alerted and arrange for the parents to be contacted;
- If a student is absent for three or more days in a fortnight, a report will be given by Administration staff to the Head of Secondary School and Year Advisor – the Year Advisor will contact the parents;
- Students who fail to advise the school of their absence are referred to the Head of School;
- Students with unexplained/unacceptable patterns of attendance will be referred to the Principal;
- External support agencies may be involved;
- An Attendance Conference may result.

► **FLEXIBLE ATTENDANCE FOR YEAR 12 STUDENTS**

Year 12 students have the privilege of being offered flexible school hours to assist with their home study programs. It is expected that all Year 12 students will be in devotions each morning and in all timetabled classes.

Year 12 students may only leave at the start of lunchtime if they do not have any of the following classes on:

- Lunchtime class;
- Period 4 class;
- After school class.

This flexible program is only extended to Year 12 students. Year 12 students who choose to utilise this agreement must submit the appropriate application form to the Head of Secondary School for his/her approval. Students can only then leave early once approval has been granted. When students leave the school, they must adhere to the standard sign out procedures.

If Year 12 students have a study period in Period 1, they may arrive late but no later than 10.00am and must sign in at the student window of Administration.

► **SYMBOLS FOR ELECTRONIC ATTENDANCE REGISTERS**

In accordance with communication from the Minister for Education, the following symbols are to be used on electronic attendance registers (rolls).

Symbols to be used when students are absent from school	
Symbol	Meaning
W	The student was absent on that day
P	The student was late or was absent for part of a day. The time of arrival or departure must be recorded.
Symbols to be used for explanation of student absences	
Note: The following symbols should be recorded beside the W or P symbol as appropriate.	
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within 7 days of the occurrence of the absence.
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 - 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 duration of the absence is more than 4 days.
L	Principals may record up to 15 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. Additional days for students not of compulsory school age may be recorded at the Principal's discretion. This symbol is recorded where a student's absence is due to reasons 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 - recognised religious festivals or ceremonial occasions.

E	The student was suspended from school.
M	The student was exempted from attending school – Certificate of Exemption issued.
F	Senior student participating in flexible timetable not present because they are not required, eg HSC Pathways, 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: - work experience - school sport (regional and state carnivals) - school excursions.
H	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with the Department's Enrolment Policy (<i>Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy 1997</i>). The symbol is recorded where a student accesses education settings separate to their mainstream school such as: - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools.

► **RESOLUTION OF ATTENDANCE ISSUES – REFER TO TEMPLATES F - M**

Resolution of attendance issues with individual students will require a range of strategies that may include:

- a. Student and parent interviews;
- b. Consideration of the appropriateness of the education program for the student;
- c. Development of a School Attendance Improvement Plan (**refer to templates K – M**)
- d. Referral to College Counsellor or other agencies external to the College.

► **EXEMPTION FROM ATTENDANCE AT SCHOOL**

- At the commencement of the school year parents/carers will be notified of the procedures for exemption from attendance at school. The appropriate exemption forms will be available to parents/carers/students at the Administration office. All applications for exemption from attendance go to the Principal;
- The Principal may grant an exemption from school attendance for a period totalling up to 100 days in a 12 month's period for any one student. Where the exemption exceeds 100 days, the Principal must complete the Exemption Form and forward it to the Minister of Education or their delegate responsible for the approval;
- Procedural fairness must be accorded to an applicant. It must be demonstrated by the applicant (parent/caregiver) that it is in the student's best educational interest to be absent from school. The Principal will write to the parent giving them an opportunity to respond to concerns if he/she is considering refusal to grant the exemption;
- Applications must be made in writing to the Principal. An oral request for assistance to complete this may be made to the Principal;

- The Principal should not generally approve an exemption where there are unresolved risks of harm issues. A risk assessment however, should be used to identify and strategies developed to manage any risk prior to approval being granted.

► **GUIDELINES FOR GRANTING FULL DAY AND PART DAY EXEMPTIONS**

- The Principal will complete the appropriate Certificate of Exemption, depending on the reasons (refer to the forms **Appendix C-E**);
- The original copy will go to the parents/carers and a copy will be stored on a file in the Administration office and the student's file.

► **EXEMPTION FROM ENROLMENT AT SCHOOL**

- Application for exemption from enrolment at school must be made in writing to the Principal (forms **Appendix A-B**). In exceptional circumstances an oral request for assistance to complete this may be made to the Principal;
- Procedural fairness must be accorded to an applicant. The Principal will write to the parent giving them an opportunity to respond to concerns if he/she is considering refusal to grant the exemption;
- The Principal may grant exemptions to students of compulsory school age from the requirements to be enrolled in school provided approval has been given to their entering a fulltime apprenticeship or traineeship before they have completed Year 10 under section 21B of the Education Act.

Such exemptions will only be granted when 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;
- Student's parents/carers give permission for this to occur;
- Principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary of the training plan authorised by the Registered Training Organisation;
- The employer agrees to notify the College (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 of the Act (for example 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 their training contract attains "registered" status following the probationary period. (Where approval is granted by the Principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period, the approval and exemption from the compulsory school cease from that point to operate, and the student's parents must take steps to comply with their compulsory schooling obligations);
- Where granted, the Principal completes the Certificate of Exemption and provides the original to the parent/carer;
- If the exemption is declined, the Principal sends a Letter of Decline to the parent/carer;
- At the end of Year 10, students of compulsory school age will be notified of the need to make an application for exemption from enrolment if they are not enrolled at Green Point Christian College (or another school) for Year 11.

► INFORMATION ON EXEMPTION FROM ATTENDANCE AT SCHOOL FOR ACCREDITED ELITE SPORTS PROGRAMS

Accredited Elite Sports Programs

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

Educational Program

- a. An appropriate educational program must be provided by the student's school;
- b. The Principal is responsible for ensuring that an appropriate educational program is provided for the student;
- c. 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.

Periods

- a. 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 two hours instruction each school day;
- b. The student will not undertake the educational program during weekends or school holidays;
- c. Adequate meal and rest breaks should be undertaken by the student during their engagement with the educational program.

Places of Instruction

- a. A suitable area with adequate lighting, ventilation and space must be provided for the student while they are in engagement with the educational program;
- b. Furnishings should be suitable for the purpose of undertaking the education program;
- c. This area should be free from distraction.

Records

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



Green Point Christian College

APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL

1. Parental Application Attendance

STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of Birth: (dd) _____ / (mm) _____ / (year) _____

Enrolment Registration Number (ERN): _____

Address: _____

Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick ✓

Exceptional domestic circumstances	
Other exceptional circumstance	
Direction under Section 42D of the <i>Public Health Act 1991</i>	
Participation in an elite sporting event for short periods of time ie for one or two days, and at short notice	

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school date: ____

Copy of Certificate of Exemption attached: *(Please tick one box)* Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the abovementioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision 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 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 reserved. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____



Green Point Christian College

APPLICATION FOR EXEMPTION FROM ENROLMENT AT SCHOOL

2. Parental Application Apprenticeship/Traineeship

To be completed by the student's parents

STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of Birth: (dd) _____ / (mm) _____ / (year) _____

Enrolment Registration Number (ERN): _____

Address: _____

Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick ✓

Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the 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.	
The health or disability of a child necessitating the continuation of an individual program supported by medical specialist not longer than six months after the child's sixth birthday.	
Participation in a full time apprenticeship or traineeship.	

Please provide more detail about the reason for the application for exemption here:

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school date: ____

Copy of Certificate of Exemption attached: *(Please tick one box)* Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the abovementioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision 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 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 reserved. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____



Green Point Christian College

CERTIFICATE FOR EXEMPTION FROM ENROLMENT AT SCHOOL UNDER SECTION 25 OF THE *EDUCATION ACT 1990*

3. Certificate Apprenticeship/Traineeship

STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of Birth: (dd) _____ / (mm) _____ / (year) _____

Address: _____

Postcode: _____

School name: _____

School telephone number: _____

Date of exemption from: ____ / ____ / ____ to: Completion of the apprenticeship/traineeship

This exemption is granted for the sole purpose of completion of education by completion of a full time apprenticeship/traineeship commencing in Year 10.

1. The training contract is approved by State Training Services.
2. If the arrangement with the employer ceases the above-named student must satisfy compulsory schooling requirements (ie complete Year 10 at school or at TAFE).
3. The employer must notify DEC in writing, through the Principal, if the abovenamed student does not complete the qualification or departs the program before the age of 17.

It has been explained to the parent of the above-mentioned student that they are responsible for his/her supervision during the period of exemption. The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of Principal: _____

Signature of Principal: _____ Date: ____ / ____ / ____

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



Green Point Christian College

CERTIFICATE FOR EXEMPTION FROM ATTENDANCE AT SCHOOL UNDER SECTION 25 OF THE *EDUCATION ACT 1990*

4. Certificate Apprenticeship/Traineeship

STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of Birth: (dd) _____ / (mm) _____ / (year) _____

Address: _____

Postcode: _____

School name: _____

School telephone number: _____

Date of exemption from: ____ / ____ / ____ to: Completion of the apprenticeship/traineeship

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the abovementioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: _____

Signature of delegate: _____ Date: ____ / ____ / ____

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



Green Point Christian College

CERTIFICATE FOR EXEMPTION FROM ATTENDANCE AT SCHOOL UNDER SECTION 25 OF THE *EDUCATION ACT 1990*

STUDENT/S DETAILS

Family name:

Given name(s):

DOB:

Address:

Reason for the exemption:

Date of exemption applied for:

Conditions of the exemption (Note: For a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the abovementioned student that they are responsible for his/her supervision during the period of exemption. The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

.....
Principal

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



Green Point Christian College

PRINCIPAL TO PARENT ADVISING OF INTENTION TO MEET TO DEVELOP AN ATTENDANCE PLAN

<Date>

<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

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

At a recent meeting, <Student First Name>'s pattern of attendance was reviewed and despite the school implementing a number of strategies <Student First Name>'s lack of attendance remains a concern.

Regular attendance at school is essential if <Student First Name> is to achieve his/her educational best and increase his/her career and life options. School staff remain committed to working in partnership with you to address the issues which are preventing <Student First Name>'s from full participation at school.

The school would like to meet with you to formulate an Attendance Improvement Plan. This is an opportune time to attempt to resolve your child's attendance issues and develop a plan that aims to restore your child's regular attendance at school.

I would like to remind you that The *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the Attendance Improvement Plan, or there is no improvement in <Student First Name>'s attendance during this time, the school may need to pursue further action such as a Compulsory Schooling Conference.

It is important that we work together to improve <Student First Name>'s attendance at school. If you wish to discuss this matter further with me please contact the school on the school's phone number to arrange an appointment.

Yours sincerely,

<Principal's Name>

Principal



Green Point Christian College

PRINCIPAL TO PARENT ADVISING OF SECRETARY'S COMPULSORY SCHOOLING CONFERENCE

<Date>

<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the attendance of <Student's Name>.

I am advised that despite the attendance improvement strategies being implemented at the school <Student First Name's> attendance at school remains of serious concern.

In an additional attempt to resolve <Student First Name's> attendance issues I request that you attend a Secretary's Compulsory Schooling Conference. The purpose of the conference is to discuss the issues relating to <Student First Name's> attendance at school and to explore ways of resolving the situation. The conference will help to identify the supports your family may need to have <Student First Name> attending school regularly.

As arranged with you a Secretary's Compulsory Schooling Conference will be convened for <Date> at <Venue> at <Time>.

<Convenor's name>, an authorised convenor will be convening the Conference. He/she will be in contact with you shortly to outline how the conference will work. He/she will also discuss the option of bringing a support person with you to the Conference.

It is most important that you attend the Conference so that <Student First Name's> attendance issues can be resolved. If we are unable to resolve the issues the Department of Education must consider further action specified in the Education Act such as, an application to the Children's Court for a Compulsory Schooling Conference and/or Compulsory Schooling Orders, or prosecution in the local court with the possible imposition of a fine. Please be advised that prosecution in the local court can result in an imposition of a fine with the maximum penalty under the law of \$11,000.

Yours sincerely

<Principal's name>

Principal



Green Point Christian College

PRINCIPAL TO PARENT ADVISING OF FURTHER ACTION

<Date>

<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the attendance of <Student's Name>.

I wrote to you recently regarding <Student Name's> unsatisfactory attendance at school. In the letter you were also advised of your legal obligations under the *Education Act (1990)* to ensure that <Student's First Name> attends school regularly and that any absences are satisfactorily explained.

To assist you in restoring <Student First Name's> attendance at school, you were previously advised that you were required to attend a Secretary's Compulsory Schooling Conference. You failed to attend the Conference to address the issues impacting on <Student First Name's> attendance at school.

I am advised that despite the ongoing strategies employed by the school <Student First Name's> attendance remains unsatisfactory.

As the issues have not been resolved, consideration must now be given to taking further action specified in the *Education Act* such as an application to the Children's Court for Compulsory Schooling Conference and/or Compulsory Schooling Orders, or prosecution in the local court. Please be advised that prosecution in the local court can result in an imposition of a fine with the maximum penalty under the law of \$11,000.

If you have any questions, please contact the school on <school's phone number>.

Yours sincerely

<Principal's name>

Principal



Green Point Christian College

PRINCIPAL TO PARENT ADVISING OF COURT ORDERED CONFERENCE

<Date>

<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the recent court matters relating to the attendance of <Student Name>.

A Compulsory Schooling Order was issued by the magistrate on <Insert date> which requires that you:

- meet your duty to ensure <Student Name> attends school at all times that the school is open for instruction; and
- you, and <Student First Name> attend a Compulsory Schooling Conference to be convened and conducted by an authorised convenor.

As arranged with you a Court Ordered Compulsory Schooling Conference will be convened for <Date> at <Venue> at <Time>.

The purpose of this conference is to discuss issues relating to <Student First Name's> attendance at school and to explore ways of resolving the situation.

<Convenor's name>, an authorised person will be convening the Conference. He/she will be in contact with you shortly to outline how the conference will work and discuss the option of bringing a support person with you to the Conference.

Yours sincerely

<Principal's name>

Principal



Green Point Christian College

STUDENT ENROLMENT DESTINATION UNKNOWN NOTIFICATION



Education
Public Schools

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

Name of School:
Location of School:
School contact details:

Student Details

Student Name:
Date of Birth:
Last known address:
Last day attended:
Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):
Contact details:

Further Information

Possible destination:

Other relevant information:

Any risks associated with contacting the student or parent?

Outline what efforts the school has taken to locate the child/children

Principal Name:

Principal Signature:

Date:

Return to: NSW Department of Education attendance@det.nsw.edu.au



Green Point Christian College

STUDENT ATTENDANCE IMPROVEMENT PLAN

Student Name: _____ Class: _____ DOB: / /

Strategies:

Barrier	Family/Student Responsibilities	School Responsibilities	Intended Outcomes

Agreement:

_____ / ____ / ____
 Principal Parent/Carer 1 Parent/Carer 2 Student

Review Date: ____/____/ ____

Plan is to be extended: Yes / No

Recommendations:

Parent/Carer has meaningfully engaged with the plan: Yes / No

Student has meaningfully engaged with the plan: Yes / No



Green Point Christian College

GRADUATED ATTENDANCE IMPROVEMENT PLAN

Student Name: _____

School: _____

Class: _____

Term and Year: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Reading	Reading	Reading	Reading	Reading and Library
Session 2	Maths	Maths	Writing/ Spelling	Writing/ Spelling	Maths
Recess					
Session 3	Writing/ Spelling	Writing/ Spelling	Maths	Maths	Writing/ Spelling
Session 4	STEM	History	Geography	Health	Sport
Lunch					
Session 5	STEM	History	PE	Drama	Sport

Term 4 Expected Attendance	M	T	W	T	F	Weekly attendance achievement	School Special Events	Focus for week - scaffolded	Goals
Week 3 3 days	Sessions 3 and 4	Sessions 3 and 4	Sessions 3 and 4	Sessions 1 and 2	Sessions 3 and 4		Friday am Year 6 Graduation photo	Developing the good habit of being at school every day.	<ul style="list-style-type: none"> • Increase attendance at school a little each week. • Develop skills in managing feelings of anxiety or stress whilst at school. • Develop social group and social skills. • Develop and practice coping strategies- short rest periods, distraction techniques, chill out time etc.
Week 4 4 days								Adjust to longer periods of time in school.	
Week 5 4 days									
Week 6-8 4 days									
Week 8									
Week 9									
Week 10									



Green Point Christian College

RETURN TO SCHOOL RUBRIC

Consult with the student and their support team to:

- Select areas of concern from the rubric
- Tailor the stages to suit the student
- Delete the rows if not required.

Focus Area	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Uniform	I won't put on the school uniform	I try on some of the items of my school uniform at home	I put on my school uniform and wear it for a period of 2 hours at home	I put on my school uniform and wear it to school for a set period of time	I put on my school uniform and wear it at school for the duration of the day	I am comfortable wearing my uniform at school
Contact with someone at school	I am not in contact with anyone from school	I am in contact with one or two teachers and students at school via email fortnightly	I speak with a teacher and a student from school at least once per week.	I attend school and spend time with both a teacher and a student from school for a set period of time, eg 2 hours	I attend school and spend time with both a teacher and a student from school for a set period of time, eg 4 hours	I attend school and spend time with teachers and students from school for the duration of the school day
Sleep routine (e.g. get up time being 7.30, allowing for minimum 8 hours sleep)	I go to bed late and have difficulty going to sleep	I go to bed late and can't get up for school	I go to bed late and get up late for school	I go to bed late but still get up in time for school	I mostly go to bed on time, and mostly get up on time for school	I go to bed on time and get up on time for school
School work	I don't do any school work	I do school work once a week for my favourite/chosen subject OR I do some school work with support	I do some school work on my own and some with support at least twice a week	I do some school work every day, with support, in my favourite subject	I do some school work every day for my favourite/chosen subject and finish the task	I do some school work every day for 2 or more subjects and finish the task
Attending school	I am driven past the school with my mum/dad/carer	I get out of the car at school and walk to the school gate with my mum/dad/ carer	I get out of the car and walk to the school gate independently	I walk around the school grounds with mum/ dad/ carer/ teacher	I walk to the classroom door with my mum/dad/ carer/teacher	I enter the classroom for a set time with a support person from school

Focus Area	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Attending school: Joining the class	I join the whole class for 10 minutes in the classroom in the morning session	I join the whole class for 20 minutes in the classroom in the morning session	I join the whole class for 1 hour in the morning session	I join the whole class for 2 hours in the morning session	I join the whole class for activities for a set period of time	I join the whole class for the whole morning session
Attending School: Recess and lunch routines	I stay in the classroom with my teacher at recess time	I go to the library/ student welfare office/ designated "spot" etc during recess/lunch time	I go with a friend to the library or designated spot at recess/lunch time	I spend 10 minutes in the playground with a friend and then go to the library/designated spot	I spend half of each recess or lunchtime with a friend in the playground and then go to the library/designated spot	I spend all of my recess and lunchtimes in the playground with a friend/s
Home routine	I don't have an evening or morning routine	With active 1:1 support from my family, I follow my home routine. In the evening: e.g. set alarm, packing my bag and preparing uniform In the morning: e.g. get up, breakfast, shower	With verbal encouragement and reminders from my family, I follow my home routine. In the evening: e.g. set alarm, packing my bag and preparing uniform. In the morning: e.g. get up, breakfast, shower	With one verbal reminder from my family, I follow my home routine. In the evening: e.g. alarm, packing my bag and preparing uniform In the morning: e.g. get up, breakfast, shower	I mostly follow my home routine without reminders from my family. In the evening: e.g. alarm, packing my bag and preparing uniform In the morning: e.g. get up, breakfast, shower	I follow my home routine independently. In the evening: e.g. alarm, packing my bag and preparing uniform In the morning: e.g. get up, breakfast, shower
Screen Routine	My screen routine takes up more than 5 hours of my day. Before I go to bed I spend 5-10 minutes without screen contact. I have unlimited access to screens in my bedroom	My screen routine takes up 4-5 hours of my day. Before I go to bed I spend 10-20 minutes without screen contact. In my bedroom there are screens but I do not access them between 8pm and 8am	My screen routine takes up 3-4 hours of my day. Before I go to bed, I spend 30 minutes without screen contact. In my bedroom there are screens, but I do not access them between the hours of 8pm and after school	My screen routine takes up 2-3 hours of my day. Before I go to bed, I spend at least 30 minutes without screen contact. There are no screens in my bedroom	My screen routine involves less than 2 hours of my day. Before I go to bed, I always spend at least 1 hour without any screen contact. There are no screens in my bedroom	My screen routine involves less than 2 hours of my day. Before I go to bed, I always spend at least 1 hour without any screen contact, and read for 1 hour before sleep. There are no screens in my bedroom

► **RELATED POLICIES AND PROCEDURES**

- Enrolment Policy
- Child Protection and Wellbeing Policy

► **TABLE OF RESPONSIBILITIES**

This policy is to be read in conjunction with related Green Point Christian College policies as stated in this policy.

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Principal	
Maintain a Register of Enrolments	TASSWeb System
Maintain an Attendance Register in a form approved by the Minister, documenting absences; kept available for inspection	Hard copy Class Rolls; TASSWeb records
Ensure procedures for a safe environment and pastoral care for students	Policies – WHS; Welfare; Discipline; Attendance; Child Protection
Ensure procedures which:	This document
- Monitor daily attendance	Class rolls; notes; Certificates of Leave
- Identify and follow up absences	TASSWeb
- Inform staff; students and parents of attendance requirements	Enrolment Pack; parent information nights; newsletters; website; Student Code of Conduct
- Inform school staff of attendance requirements	Staff Handbook; PD week; section meetings
- Follow procedural fairness guidelines in all circumstances	
Ensure procedures for exercising the Minister’s delegation under Section 25 of the Education Act to grant leave of absence; and maintain records	Filed notes; TASSWeb Filed copies of Leave Applications; Certificates; reason for declining leave
Provide clear information to parents/ students regarding attendance requirements + consequences of unsatisfactory attendance	Enrolment agreement; procedures of this policy
Inform School Liaison Officer of attendance problems/ issues	TASSWeb
Board	
Review reports and attendance patterns	Board reports
Business Manager	
Overview of attendance registers; administrative procedures; Staff training	Class rolls; TASSWeb; procedural review; Staff meetings
Maintenance of records	TASSWeb
Heads of School	

Follow up unexplained absences	Unexplained Absences List; Individual student reports;
Report patterns of significant absences	Significant Absences List; monthly Board report
Consult/ preparation of attendance action plans	Attendance Action Plans
Deputy Principal	
Enforce current procedures; Follow up welfare	TASSWeb records; secure confidential files on server
Staff training	CPL calendar; staff meetings
Year Advisors	
Contact parents for student welfare and missed schoolwork third day	TASSWeb; Co-ordinator file on server
Collaborative Return to School plans	Notes re: parent meetings; Return to School Plan; Rts Register
Teachers	
Daily attendance rolls; Follow up notes	Class rolls; TASSWeb
“Three Day Rule” call parents after two day student absence	Teacher records; TASSWeb comments
Pastoral care of students	Teacher records; TASSWeb comments
Communication with parents re: child’s education and well-being	Parent/teacher meetings; reports; file notes
Administration Office Staff	
Maintain rolls and update TASSWeb records; receive notes + App notifications; communicate to staff	Attendance records; notes from parents; TASSWeb
Counsellors	
Pastoral care of students	TASSWeb
Parents	
Ensure their school aged child attends school	Enrolment Terms of Agreement
Explain absence of child within seven days	Filed notes; TASSWeb
Apply in advance for Certificate of Exemption for any exceptional leave	Website; filed records; TASSWeb