

STAFF POLICIES, PROCEDURES AND RESPONSIBILITIES

v1.0 Attendance Policy and Procedures

Prepared by	Executive Principal
Date prepared	February 2021
Monitored by	Principal
Review by	Principal, Executive Business Manager
Date for review	2022
Policy pertains to	All staff
NESA Reference	RANGS reference 3.6.2

Version History

Version	Date	Notes
1.0	February 2021	New policy

1. INTRODUCTION

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

Attendance at school is a legislated requirement for all students in NSW Schools. Regular attendance improves student learning and punctuality develops lifelong learning habits and personal values.

- 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").

2. 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 School 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.

3. TABLE OF RESPONSIBILITIES

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Board	
Review reports and attendance patterns	Board reports
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; Discipline; Enrolment; 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
Executive Business Manager	
Overview of attendance registers; administrative procedures; Staff training	Class rolls; TASSWeb; procedural review; Staff meetings
Maintenance of records	TASSWeb
School Director	
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
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

4. 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 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 School staff with information on attendance requirements and their obligations to monitor and promote regular attendance at school;
- Principals may grant:
 - sick leave to students who are satisfactorily explained as being absent due to illness;
 - an exemption from school attendance (full day or part day) for periods totalling 100 days in a 12 month period for any one student.
- Promote the importance and requirement of daily attendance to families via the school newsletter

5. ATTENDANCE REGISTER

Yattalunga Valley Christian School 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 years after the last entry. All attendance records are backed up electronically to multiple IT locations in association with the sister school – Green Point Christian College, whose IT system the School contracts to use.

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**”).

6. REGISTER OF ENROLMENTS

The Register of Enrolments is located in the School office and is maintained by the Registrar located in Administration. It is updated on arrival and departure of students. Yattalunga Valley Christian School 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 School 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. Should be applied for
- Parents/carers are encouraged to contact the Principal or School Director 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 School 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 School 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 School-based attendance improvement plans.
- Referral to the School Counselling Team or external agencies.
- Support from school-based staff.
- The regular promotion of daily attendance via school newsletters and other forms of communication assist with enforcing the priority that attendance at school must be given by families.

7. PROCEDURE

7.1. General Roll Marking Procedures (K-2)

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 School office;
- 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 School via:

- I. An email to the School (office@yvcs.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 xxxx xxxx (notes of the telephone conversation need to be kept);
 - IV. A letter sent to the School.
- 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 School of an early departure time and the student needs to sign out at the School office;
 - The School Director will check student attendance fortnightly;
 - If it is believed that a student is truanting school, whether it is partial truancy or full day truancy, the Principal should be advised immediately;
 - Staff are required to follow these procedures to ensure the School fulfils its duty of care and pastoral responsibilities.

7.2. Monitoring Attendance – General Information

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

7.3. 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 School has all the relevant information regarding the student's health care needs.
- Strategies are developed to ensure regular school attendance.

7.4. 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 Yattalunga Valley Christian School 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.

7.5. Parent Notification of Absence, Partial Absence and Lateness

Sickness

- Notification on the day required;
- Continued notification if student remains absent;
- The School may request a medical certificate;

Medical or paramedical appointment

- Provide notice in advance notice if possible;
- Notification on the day is permitted;
- The School 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 School office;
- Clarification submitted before 9.00am on the day after the lateness.

7.6. Ways parents can use to notify the School 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 School
- For one day absences parents can inform the School 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 School;
- 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, e.g. letter outlining the absence, copies of air tickets, travel program etc.

7.7. Exemption Of Attendance

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

7.8. Specific Roll Marking Procedures

- 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 8:45 am, they must report to the receptionist who will record the reason for the 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 School Director. Class teachers are to report frequent late arrivals to School Director.

7.9. 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools.

7.10. Resolution of Attendance Issues (REFER TEMPLATES A – D)

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;
- d) Referral to School counsellor or other agencies external to the School.

7.11. 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 Part B of the Exemption Form and forward it to the Director General 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.

7.12. 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 in Section 7);
- 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.

7.13. Exemption from Enrolment at School

- Application for exemption from enrolment at school must be made in writing to the Principal (forms 7.2, 7.6). 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;

7.14. 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 of Instruction

- 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 engagement with the educational program;
- b) Furnishings should be suitable for the purpose of undertaking the educational 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.

8. POLICY DISTRIBUTION METHOD

Staff are advised of all policies by email when they are approved by the school and noted and minuted by the Board.

This policy will be made available on the Yattalunga Valley Christian School Staff Portal.

Related Policies & Procedures
Enrolment Policy
Child Protection Policy
Discipline Policy



Yattalunga Valley Christian School

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

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: ____ / ____ / ____



Yattalunga Valley Christian School

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.

Yattalunga Valley Christian School

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

Yattalunga Valley Christian School

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



Yattalunga Valley Christian School

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



Yattalunga Valley Christian School

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



Yattalunga Valley Christian School

STUDENT ENROLMENT DESTINATION UNKNOWN NOTIFICATION



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/ren

Principal Name:

Principal Signature:

Date:

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