



CATHOLIC EDUCATION OFFICE WILCANNIA-FORBES DIOCESE

Faith, Learning and Transformation in Jesus Christ.

GUIDELINES FOR STUDENT ATTENDANCE

To be read in conjunction with Suspension and Expulsion of Students

1 Mission and Values

Each Catholic School in the Wilcannia Forbes Diocese is inspired by an intimate relationship with God and is founded on a Christian view of the human person. Animated by a Spirit of communion and community and imbued with a Catholic world view through the curriculum, each school is sustained by witness to the Gospel of Jesus Christ.

2 Purpose

All students who are enrolled at school, are expected to attend that school whenever instruction is provided. Parents are responsible for the regular attendance of their children.

Section 24 of the Education Act (1990) requires principals to maintain an attendance register (roll) and school staff monitor attendance.

3 Expectations

Parents:

- Must enrol their children of compulsory school age in a government or registered non government school or register them with the Board of Studies NSW for home schooling.
- Must ensure their children attend school regularly, explain the absences of their children from school promptly and within 7 days to the school and take measures to resolve attendance issues involving their children.

Schools:

- Ensure all students are enrolled consistent with the Catholic Education Office Enrolment policy.
- Ensure that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- Investigate cases of unsatisfactory attendance and part or full day absences from school.
- Ensure the Director of Schools is informed of attendance problems and issues.

4 Definitions

Attendance Register: Roll

Compulsory school age: See Section 21B of the Education Act (1990)

Parent: Includes a carer or other person having the care or custody of a child or young person.

Explained/justified absence: A parent has provided an explanation of the student's absence which has been accepted by the principal.

Unexplained absence: A student absence where a parent provides no acceptable reason for a student's non-attendance.

Truancy: The absence of a student from school without the knowledge or permission of their parent or carer.

5 Guidelines

School attendance records include:

- a Register of Admission with name, age, address, date of enrolling (and leaving school), previous school and destination, name and phone number of parent/guardian.
- notes and records of verbal explanations for absences from parents.

Attendance registers (rolls) must be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events.

Students involved in off-site activities organised by the school are not be marked as absent.

Special Circumstance Attendance registers are maintained on days on which there is approved school development days, the school is inaccessible due to natural occurrences such as fire or flood, or part or full day industrial action involving teachers.

Certificates of Exemption from the compulsory education requirements of the Act may be granted by the principal when it is demonstrated that an exemption is in the student's best interests in the short and long term. Exemptions may be granted due to domestic circumstances including but not limited to participation in family holidays during school term subject to the principal being satisfied that this is in the best educational interests of the child.

Principals may grant an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student.

Students' involvement in extra-curricula activities will usually be limited to outside school hours. Where attendance at a private lesson during school hours is of exceptional importance such as sitting examinations, principals may use their discretion in justifying the absence. This provision should not be used on a regular basis.

Resolution of attendance difficulties may require a range of school based strategies including:

- telephone contact with parents;
- student and parent interviews;
- reviewing the appropriateness of the student's educational program;
- development of a school based attendance improvement plan;
- support from school based personnel;

If school based interventions prove unsuccessful then schools may make referral to the Director of Schools who advises the Catholic Education Commission.

7 Legislative Framework

The Education Act 1990

Guidelines for Exemption from School 2009

The Education Amendment (School Attendance Act) 2009

8 Related Policies and Guidelines

Suspension and Expulsion of Students

9 Policy Administration

This policy has been ratified by the Director of Schools and will be reviewed periodically or in the event of any information or incident that indicates the need for a review or following legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from the CEO website.

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Director of Schools	Vincent Connor