



Attendance & Exemptions Policy & Procedure

RANGS

3.8 Attendance

Version 4.1

Version Control Table		
Version	Date	Notes
1.0	Jul 2014	Approved
1.0	Dec 2014	Revised
1.1	May 2015	Revised including ministerial codes
2.0	Jan 2016	Updated in line with Government Guidelines
3.0	Jul 2017	Updated in line with AIS Guidelines for Independent Schools and to incorporate Exemptions Policy
3.1	Mar 2018	Procedure regarding monitoring and following up attendance has been updated
3.2	Nov 2018	Procedure regarding recording attendance on Iwise added
3.3	Feb 2019	Year advisor role included and Iwise procedure updated
3.4	Feb 2019	Extended Leave process updated
4.0	Apr 2019	Procedures regarding recording attendance on Sentral added. Removal of Iwise Procedures and introducing Electronic codes
4.1	Mar 2021	Revised and updated late procedure and leave procedure
4.2	Mar 2023	Revised and updated late procedure and leave procedure

Approving Authority	
Approving Authority	Principal, Deputy Principal
Next Review Date	19 March 2025 or when needed

Associated Documents/References/Links
Education Act 1990 http://www.legislation.nsw.gov.au/fullhtml/inforce/act+8+1990+FIRST+0+N
Child Protection Act 1998: http://www.austlii.edu.au/au/legis/nsw/consol_act/cayppa1998442/
Mandatory Reporting Policy
Enrolment Policy
Child Protection Policy
Parent Handbook
AOSC Student Handbook

Contents

1.	Rationale	5
2.	Objectives.....	5
3.	Scope	5
4.	Definitions.....	5
5.	Attendance and Exemptions Policy	5
6.	Attendance Responsibilities	6
6.1.	Overview	6
6.2.	Parents/Guardians	6
6.3.	The Principal	7
6.4.	Teachers	8
6.5.	Year advisors.....	8
6.6.	Administration Staff	8
7.	Register of Enrolments.....	9
8.	Attendance Procedure	9
8.1.	Monitoring and Following up Attendance	10
8.2.	Students Arriving Late or Leaving Early/Partial Absence.....	14
8.3.	Application for Extended Leave.....	16
8.4.	Following up unexplained absences.....	16
8.5.	Procedures when attendance is an issue.....	17
8.6.	Reports.....	17
8.7.	Change of Schools.....	18
9.	Exemptions from Attendance and Enrolment Procedures.....	18
9.1.	Exemption from Attendance	18

9.2.	Applications for Exemption from Attendance	19
9.3.	Applications for Exemption from Enrolment	19
10.	Record Keeping	20
	List of Appendices	21
	Appendix A: NSW Attendance Codes.....	22
	Appendix B: Student Extended Leave Form.....	23
	Appendix C: Declining an explanation of Absence	26
	Appendix D: Register of Enrolments	27
	Appendix E: Student Enrolment Destination Unknown Notification	28
	Appendix F: Student Explanation of Absence	29
	Appendix G: Unexplained Absences of 7 Days.....	30
	Appendix H: Interview to discuss Attendance Improvement Plan	31
	Appendix I: Student Attendance Improvement Plan.....	32
	Appendix J: Application for Exemption from Attendance at school	33
	Appendix K: Exemption Certificate from Attendance at School.....	37
	Appendix L: Declining an application for a certificate of Exemption from School Attendance	37
	Appendix M: Principal's Checklist for Apprenticeship or Traineeship	389
	Appendix N: Application for Exemption from Attendance at School: Completion of Education under Special Circumstances (Apprentice or Traineeship)	40
	Appendix O: Certificate for Exemption from Enrolment at School	47
	Appendix P: Declining an Application for a Certificate of Exemption from Enrolment.....	48
	Appendix Q: NESA To Complete Education under Special Circumstances (other than apprentice or traineeship)	48
	Appendix R: Exemption from Attendance/Enrolment: Delegates (Delegates cannot delegate)	54

1. Rationale

Alpha Omega Senior College (AOSC) expects that all students take full advantage of their educational opportunities, including but not limited to regular attendance.

This policy ensures that the students of AOSC meet specific attendance standards. Regular attendance enables students to reach their optimal learning potential. This attendance policy outlines the mandatory attendance details for applicable children in order to meet attendance requirements of the NSW Education Act 1990 (The Act). This policy also complies with mandatory attendance for students under 17 years of age unless exemptions are applicable.

2. Objectives

The objectives of this policy and procedure are;

- To clarify the responsibilities of the school in encouraging attendance, reporting and dealing with absenteeism as determined by The Act
- To clarify the statutory obligations of parents/guardians under The Act
- To provide consistency in school attendance record keeping procedures
- To ensure that attendance data is credible and accurate; so that the school attendance register reflects the highest professional standards
- To identify students who are habitually absent and instigate the set procedure to address the problem

3. Scope

This Attendance Policy applies to all students who are enrolled at AOSC, Principal, Deputy Principal, Parents/Guardians, Administration, Teaching and Welfare staff.

4. Definitions

A child is of compulsory school-age if the child is of or above the age of 6 years and below the age of 17.

5. Attendance and Exemptions Policy

The Principal of AOSC maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all students at the school, which includes information for each student as required by Section 3.8 of the *NESA Registered and Accredited Individual Non- government schools (NSW) Manual*.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of The Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

6. Attendance Responsibilities

6.1. Overview

Regular school attendance by students will enable them to reach their maximum potential. The school, in partnership with parents/guardians will be responsible for promoting and monitoring regular attendance of students. The school will be supportive to parents/guardians, who are responsible for ensuring their child's daily attendance.

The School will ensure the student's records are accurately reflected by;

- a) Monitoring daily student attendance/absences
- b) Keeping parents informed about any attendance issues
- c) Ensuring that duty of care is maintained and followed up by Teacher and Welfare Staff/Year Advisors
- d) Maintaining school attendance records via Sentral
- e) Maintaining a register of daily attendance via SENTRAL that includes the following information for each student:
 - Attendance which is recorded on a daily basis
 - Partial absences
 - Reason for absences
 - Evidence of documentation explaining reasoning for an absence
 - Attendance of students is checked by classroom teachers daily through Sentral. As a requirement by law, the Class Rolls are available for inspection at any time.
- f) All teachers use the **NSW Attendance Register Codes - Appendix A** and are made aware of any updates approved by the Minister for Education through staff induction and email.

6.2. Parents/Guardians

- a) In N.S.W, it is a legal requirement that children attend school each day that instruction is provided. Parents are obliged to provide the School with a satisfactory explanation of all absences from the School indicating the date of, and reason for the absence. Parents are made aware of this upon enrolment. The absentee text message also draws their attention to the necessity of providing a justifiable reason for the absence.
- b) In the case of illness which leads to a student being absent for more than one day, a doctor's certificate must be submitted to the Administration Office on the day of the student's return to school.
- c) In the case of an unforeseen need for a student being absent, the student must bring a note of explanation signed by their parent/guardian on the day of their return. This note is handed to the Administration Office.

6.3. The Principal

- a) Ensures this school policy provides clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance through official school publications including the parent/student handbook
- b) Ensures this school policy provides clear instruction to all newly appointed and relieving teachers as conducted through a staff induction
- c) Ensures attendance records are maintained in a form that is suitable to the Minister and are an accurate record of the attendance of all students. At any time, Class Rolls must be made available for inspection throughout and during school hours by a NESA inspector or by any authorised personnel
- d) Ensures that the Class Rolls are audited and monitored for accuracy of attendance data regularly. This ensures that Class Rolls are utilizing correct register codes, are marked correctly and accurately and that any lateness, partial or full day absences have been followed up with evidence of explanation for reasoning of absence
- e) Implement procedures to address attendance issues in consultation with parents and teachers
- f) Endorses as accurate all Class Rolls at the end of each term. This responsibility may be delegated to a senior staff member by the Principal. At this school the delegated person is the Deputy Principal or the Senior Administration Officer
- g) Refer to the Mandatory Reporting Policy for any attendance problems and issues. This includes providing the appropriate people with regular information about students for whom chronic non-attendance or persistent truancy is an issue. What is the Mandatory reporting agency?
- h) Grant sick leave to students whose absences are satisfactorily explained as being due to illness
- i) Grant an Exemption from School Attendance for periods totalling up to 100 days in a 12 month period for any one student or grant part-day exemptions from school for periods totalling up to 100 days in a 12 month period for any one student under certain conditions/specific circumstances
- j) Provide the parent with the [Student Extended Leave Form - Appendix B](#) upon request when travel is requested
- k) Accept or decline a request for a Student's Extended Leave Form. The parent will be advised via email of the decision as to why an application has not been accepted
- l) In reference to The Act, grant up to 15 days Principal Approved Leave in the school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. This may be due to:
 - 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
- m) Accept or decline as satisfactory an explanation for an absence. The parent will be advised in writing of the decision as to why the explanation has not been accepted [via Declining an explanation of Absence – Appendix C](#). The Principal may also request a medical certificate when the absence is questionable, frequent or prolonged

6.4. Teachers

- a) Ensure that the Class Roll is accurate at all times
- b) Accurately record absences for all students on a period by period basis on the SENTRAL PXP class rolls in the first 5 minutes of a class starting
- c) Alert the Year Advisor when a student's pattern of attendance is of concern (late to school, absent on regular days), or if no explanation is received from the parent/guardian within five (5) consecutive days
- d) Inform parents who raise the possibility of an absence from school that the parent must advise the Administration of the absence and seek approval for the leave from the Year Advisor
- e) Should teachers have information that relates to potentially declining a request for absence, they must inform the Year Advisor as soon as possible
- f) Staff are to inform parents that any time away from school will require a written application

6.5. Year Advisors

- a) Follow up with students' continual partial absences
- b) To meet with student regarding lateness and method of deterring this from happening
- c) Discuss lateness with parents/guardians when a pattern of partial absences or absences arise with a student
- d) For students with patterns of partial or complete absences, Year advisors are to work with student and parent/guardian on an attendance improvement plan
- e)
- f) Year advisors are to inform parents that any time away from school will require an application to the principal. The following procedures apply at AOSC when parents talk to a teacher and request absence from school for their child.
 - Inform the parent that the request must be made in writing with all details so a decision can be made
 - Inform parents that application for Extended Leave is to be made 4-6 weeks before any bookings are made and not in retrospect. Inform the parent that the granting of the request is not automatic
- g) Year advisors are responsible for the recommendation or discouragement of student for extended leave.

6.6. Administration Staff

- a) Send parents an sms alert advising of their child's absence for each day that the student is absent
- b) Approve sms responses as they come in and attach them to student attendance records
- c) If the parent explanation is verbal, either in person or on the phone, the reason, the time, the source of information and the communication method is to be recorded onto Sentral.
- d) Advise the Year Advisor via email of any responses that come in that warrant further investigation



- e) Inform the principal if a student is of compulsory school age and has been marked as 'absent' for a period exceeding 10 consecutive school days where the school is open for instruction, and there has been no communication with the school.

7. Register of Enrolments

7.1. The register of enrolments, maintained by the Principal or delegate, must include the following information for each student:

- a) Name, Date of Birth and address
- b) The name and contact telephone number of parent(s)/guardian(s)
- c) Date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- d) For students older than six (6) years, previous school or pre-enrolment situation
- e) Where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified using the form **Student Enrolment Destination Unknown - Appendix E**. The following details should be provided:
 - Student's full name
 - Date of Birth
 - Last known address
 - Parents' names and contact details
 - An indication of possible destination
 - What efforts the school has made to locate the child
 - Other information that may assist officers to locate the student
 - Any known work health and safety risks associated with contacting the parents or student
 - The register of enrolments must be retained for a minimum period of five (5) years before archiving.

The Administration Officer is responsible for recording and updating all student information electronically in Sentral during the period of enrolment for each student. All records are stored electronically in Sentral and can be accessed by the Principal and administration staff via online login.

8. Attendance Procedure

The school day for all grades is 8:00 a.m. - 3:00 p.m.

The times may vary if students undertake before school and after school classes or attend excursions. Any student arriving after 8:00am will be recorded as Partially Absent (late).

It is expected that students will maintain exemplary attendance patterns at all times, while the School will account for issues that arise such as illness or urgent travel. All student absences, whether explained or not, will count toward student attendance records.

Students should have a valid reason for any absences and should not accumulate more than 5 absences per term in order to remain above the required 90% attendance rate. The School will continue to monitor attendance patterns and report those students not adhering to the policy.

The School has a written warning system to keep parents informed and updated of their child's absences and the steps the school is taking to combat unhealthy attendance patterns.

- a) First Warning Letter is sent once a student has accumulated three or more absences; this letter details student's percentage rate and is a gentle reminder of the importance of attendance (Appendix ?)
- b) Second Warning Letter is emailed to parents at four or more absences; this letter outlines the amount of whole day absences in the term and the impact of these absences upon the student's education. It also advises a further letter could result in escalation to the Deputy Principal (appendix ?)
- c) Third Warning Letter emailed to parents after five or more absences; this letter from the Deputy Principal informs the parent that they will be contacted to formulate an Attendance Improvement plan and a change in student's attendance patterns is necessary to avoid further action (Appendix ?)
- d) Any continued poor attendance which is deemed unjustified by the school could lead to a Termination of Enrolment

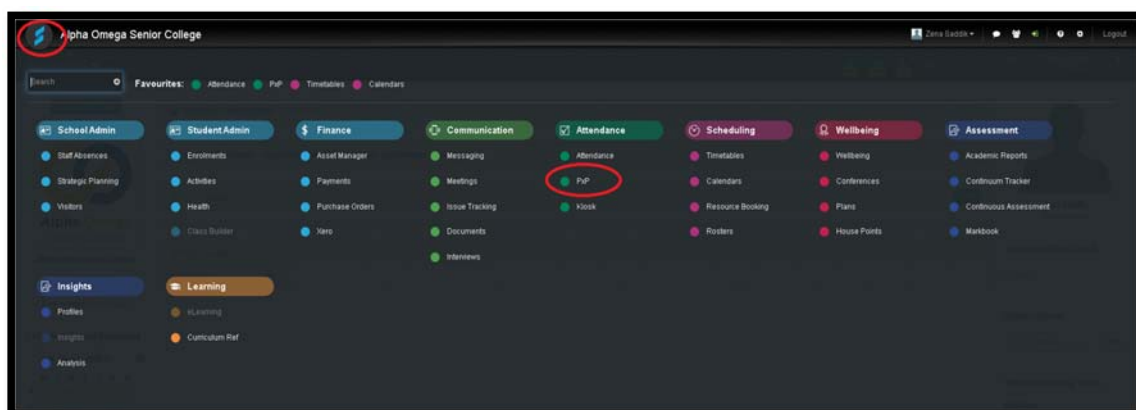
8.1. Monitoring and Following up Attendance

Morning roll call Procedure

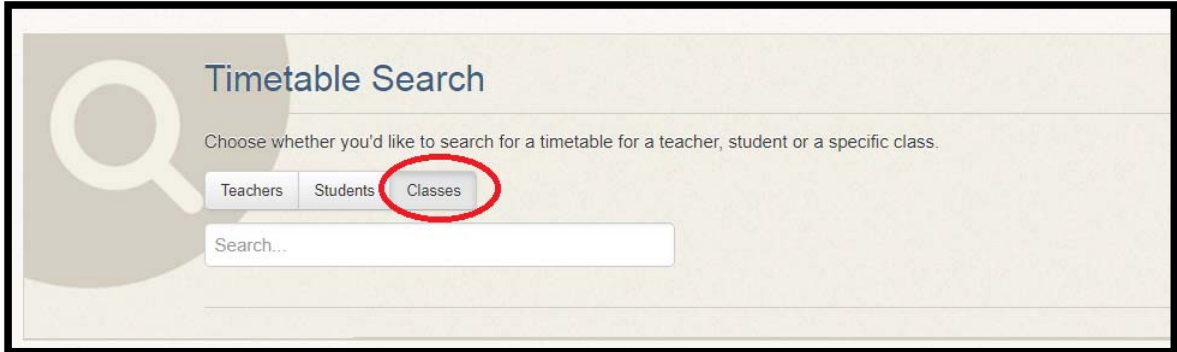
The following procedure takes place daily to ensure that student attendance is recorded efficiently and accurately. Morning rolls are taken during the first 10 minutes of Period 1.

Roll Marking responsibility:

- a) Students are to attend Period 1 as per their timetable.
- b) Period 1 teacher to log onto SENTRAL using the P x P Module to mark the roll as per the attendance codes approved by the minister.



- c) In the search bar, teacher is to type in the name of the class(e.g. 7MATB or 10ENSL5) that they will be marking.



Timetable Search

Choose whether you'd like to search for a timetable for a teacher, student or a specific class.

Teachers Students **Classes**

Search...

- d) Teacher to select the class and mark the roll.
- e) The default set for Sentral is for all students to be indicated with a green dot representing that they are present at school.

Term 2, Week 1

RC ★ — 7:50am – 8:00am						
	Farheen	 Year 11			 	
	Abdullah	 Year 11			 	
	Nour	 Year 11			 	
	Bilal	 Year 11			 	
	Abdullah	 Year 11			 	
	Yasmin	 Year 11			 	
	Mujtaba	 Year 11			 	
	Eren	 Year 11			 	
	Yasser	 Year 11			 	

- f) If a student is absent, teacher is to press on the green dot and update the record from present to absent. This record must then be saved.

The screenshot shows a web application for attendance management. At the top, it says "Wednesday, 24 April 2019 - RCm". Below that, it says "Term 2, Week 1". The main area is a table with columns for "Overall", "RC", "RCm", "1m", "1", "2m", "2", "3m", "2c", "3", and "4m". The rows list students: Farheen, Abdullah, Nour, Bilal, Abdullah, Yasmin, Mujtaba, Eren, Yasser, Amira, Yasmin, Mahmoud, Zahraa, Eman, Ayoub, and Merym, all Year 11. A modal titled "PERIOD ABSENCES" is open, showing "Reason: Absent", "Explanation: Unexplained", and a "Comment" field. There are "Save" and "Close" buttons at the bottom of the modal.

- g) Upon completion of roll call, staff member is to press the "Submit" button.

The screenshot shows a web application for attendance management. It lists students: Merym, Mohammed, Ahmed, Sueda, Dalia, Donia, Salim, and Mariam, all Year 11. At the bottom, it says "Total Students: 23", "Present (All Period / Partially): 21", and "Whole Period Absences: 2". A green "Submit" button is circled in red.

- h) Teacher is to send any student arriving after 8:00am to the Administration office.

Administration office responsibility:

Procedure for absent students:

- a) Administration staff member to send an SMS to parents/guardians of the absent student. This SMS is sent within 30 minutes of the morning rolls being completed.
- b) On the day/s of an unexplained absence, a text will be sent to the parent/guardian stating:

AOSC: {student_first_name} did not attend school today {date}. Please reply to this message to explain this absence.

- c) If there is no response to absentee sms, students are to provide a letter of explanation outlining the reason for the entire period of absence to the Administration Office upon their return to school. This absence is subject to approval by the Principal or delegate.
- d) Reasons for absences are to be updated onto SENTRAL as they come in using the correct ministerial (electronic) codes. Administration staff to save all changes.

For unexplained absences:

- a) Parents/Guardians who do not provide an explanation of absence within one week of absence are sent a **Student Explanation of Absence – Appendix F** letter.
- b) **Student Explanation of Absence – Appendix F** letter to be completed by parents/guardians and returned to Administration office. This can be via email/printed copy. This explanation may be subject to approval by the Principal or delegate.
- c) Administration staff member to update the reason for absence on SENTRAL. Administration staff to save all changes.
- d) All notes regarding attendance must be uploaded onto the students' file on Sentral for each day that the note covers

8.2. PXP Roll Call

Rolls must be marked within five minutes of every class. Double period rolls do not require marking unless the class has a break in between the periods.

Teacher responsibility:

Mark roll in the first five minutes of class

- Immediately report any student who was present in previous lessons and has not attended your class
- Report any student who was marked absent in P1 without explanation and is now in your class-send them to reception to advise of the error
- Students who are late to class between periods need to explain their lateness to their class teacher and be entered as arriving late to class
- Teachers should flag students with patterns of lateness to class or unjustified reasons for lateness to their HOD or Year Advisor

Administration office responsibility:

- Monitor PXP rolls hourly and follow up any inconsistencies

8.3. Students Arriving Late or Leaving Early/Partial Absence

ALL students arriving or leaving the school earlier or later than the scheduled school hours **MUST** report to Administration Office on arrival or prior to departure.

If parents know in advance that their child will have to arrive late or leave early, a note must be provided to the school two weeks prior to the event.

Procedure for late students:

- a) Administration staff to enter into the Attendance Module in Sentral.
- b) Administration staff to update the roll on Sentral using the following steps:
 - Student record to be accessed and updated from absent to partially absent
 - Administration staff to input the time that the student arrived at school and the reason for their absence
 - If reason is provided by parent/guardian, reason is to be recorded as explained
 - For partially absent students, late slip is printed and given to student. This is to be viewed by teacher and signed off by parent/guardian.
 - Student is to return the signed late slip to the Administration Office.

The following steps have been implemented to deter late arrivals to school. Late arrivals are calculated on a per term basis.

- a) Mass late student arrivals due to train and bus delays will be entered on Sentral as Leave Explained
- b) An sms advising lateness to school will be sent to parents daily for any unexplained late arrivals
- c) Students found to be habitually late to school without a valid reason will be referred to the Year Advisor and may be escalated to the Principal or his delegate

The above steps are also based on Year Advisor discretion. A Year advisor may see fit that a late/absent student does not follow the above steps depending on the circumstance of lateness.

Student lateness will be taken seriously by the School and if patterns of lateness arise, students will be compromising their terms of enrollment at the College.

All new and relief staff are to be inducted by their Head of Department about the AOSC Policy and procedures of school attendance and approved roll marking.

Early Departures

All early leavers must be advised to the administration office two weeks prior to leave date and approved by the Year Advisor. Students must make their way to the Administration Office five minutes before their leave time to collect a Student Leave Slip before leaving school grounds.

All students : In the event of early leavers, parents can pick up their child, nominate someone to pick them up, or give permission for the child to make their own way home

- a) If the person picking the student up is not on school records, a letter or email must be sent to the school prior to the event that states who the student is being picked up by.
- b) If there is no note/record provided of the person picking up the student, the office will call the parent/guardian before releasing the student into the care of the person who has come to pick them up.
- c) Administration Officers are to request proof of ID to verify the name and identification of the person as directed by the parent/guardian over the phone or in the written note. This ID is to be kept with the leave note

Other circumstances - Sports

- a) Sports rolls are marked on Sentral at the venue via Ipad/Phone so sport attendance data can be accessed at the school. Late comers are entered via Ipad/Phone to maintain consistency of attendance records.
- b) Administration staff to follow the usual monitoring and following up attendance procedure for absentees. If throughout the day, a sports teacher takes the roll and becomes aware of a student's absence, they must inform the Administration Staff immediately. This is then referred to the Principal or delegate for further investigation.

Other circumstances - excursions

- a) Specific excursion rolls are to be printed and given to teachers in charge and are to be marked manually at the starting point of the excursion. The teacher/s in charge must refer absentees to Administration staff as soon as roll call has been completed.
- b) Teachers in charge of excursion are to mark rolls at specific times during the day. If throughout the day, teacher in charge takes the roll and becomes aware of a student's absence, they must inform the Administration Staff immediately. This is then referred to the Principal or delegate for further investigation.

Roll marking in class

- a) Teachers are responsible for marking class rolls in every class. This is to be done through Sentral in the first five minutes of every lesson.
- b) For any absent student, an 'a' will appear near their name. If there is a discrepancy, teachers must inform the Administration Staff immediately. This is then referred to the Principal or delegate for further investigation.

8.4. Application for Extended Leave

Families are encouraged to holiday or travel during school vacations. If travel during school term is necessary, the following considerations apply:

- a) Students must obtain an "Extended Leave Form" (See Appendix B) from the Administration Office for any leave more than 1 day. This is to be submitted at least 6 weeks prior to the date of leave. Booking should not be done before applying for extended leave.
- b) Extended leave form is to be filled out by parents and then forwarded by the student to the Administration Office for approval. Parents will be notified if leave is approved or not – if approved, form will be passed on to HODs for leave approval and Class teachers will enter any work that the student will be missing out on, including homework and assessments.
- c) After HODs have approved the student's leave, form is to be handed in to the Year Advisor.
- d) Year Advisor confers with the Principal or delegate for final approval of the leave.
- e) Form with decision signed off by Principal/Delegate to be forwarded to Administration Staff. Administration staff will email parent the application decision via Letter of Approval/Decline.

Absences due to approved travel must be recorded in the attendance register as "Leave" ("L") and cannot be approved as an exemption from attendance.

- No leave will be approved during Year 12 HSC Course (T4,T1,T2,T3)
- Leave is not recommended for Year 12 during school holidays
- No leave during or within six weeks of an exam block
- Minimum 4-6 weeks notice for approved leave
- If leave is declined yet student still goes on leave, their enrolment may be in jeopardy

This decision to approve or decline any leave remains at the sole discretion of the Principal or Deputy Principal.

8.5. Following up unexplained absences

- a) Students who return from absence are to provide a letter of explanation outlining the reason behind their absence. This absence is subject to acceptance by the Principal or delegate.
- b) Parents/Guardians who do not return an explanation of absence upon their child's return to school are sent a [Student Explanation of Absence - Appendix F](#) note from Administration staff indicating the dates of absence during the week. This note is to be returned with an explanation for each of the absences. This note is sent to parents/guardians on a weekly basis and is to be returned and recorded onto Sentral

- c) If a note of explanation is not brought in within seven days of the student returning to school, a follow up reminder will be forwarded to the parents by the Administration Officer. After fourteen days an unexplained absence will be logged on the student's permanent record.
- d) **After 2 consecutive unexplained absences**, the Year Advisor or delegate will contact parents by phone asking for an explanation as to why their child has not been attending school.

If parents do not provide an acceptable reason for student's absence, the Year Advisor will set up a meeting with parents to discuss an Attendance Improvement Plan.

- e) Continual Absences: When a student is nearing 4% continual lack of attendance, the Year Advisor will initiate an interview between parents and the Deputy Principal to discuss an Attendance Improvement Plan – Appendix H.
- f) **Ongoing non-attendance:** If non-attendance continues, matter is escalated to the Principal. The principal may need to report ongoing nonattendance in line with the mandatory reporting guidelines.

8.6. Procedures when attendance is an issue

- a) The school takes its attendance responsibilities seriously and will support parents with their child's attendance issues. While parents will be reminded of their legal obligations under the Education Act (1990), the welfare of the student must be the focus of this consultation. In the event that parents cannot be contacted regarding a student's attendance, emergency contacts may be contacted.
- b) We believe that the most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Early telephone contact with parents is one means of achieving this.
- c) Resolution of student attendance difficulties will require a range of additional school based strategies including:
 - Student and parent interviews
 - A review of the appropriateness of the student's educational program
 - The development of a school-based Student Attendance Improvement Plan
 - A referral to the Year Advisor with the possibility that the matter may also be referred to the Principal or his delegate
 - Further support from school based personnel
- d) If a range of school based interventions has been unsuccessful, support will be requested by referring individual cases of unsatisfactory attendance to The Association of Independent Schools of NSW (AISNSW) in the first instance. It is then the school's responsibility to use the advice provided by the AISNSW and escalate the issue to the NSW Office of the Children's Guardian.

8.7. Reports

Students' absences are recorded on their half yearly and yearly report under the categories of Absences and Partial Absences

8.8. Change of Schools

- a) Where the destination of a student below seventeen (**17**) years of age is unknown, evidence that a Department of Education and Communities officer with home school liaison responsibilities has been notified and a **Student Enrolment Destination Unknown Notification Form – Appendix E** must be completed stating the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work, health and safety risks associated with contacting the parents or student.
- b) The Student Destination Unknown Notification Form will be completed by the Year Advisor or delegate within fourteen (**14**) days of the student's departure.
- c) In high risk situations the form will be completed within seven (**7**) days.
- d) A copy of this form will be filed in the student's file by the Administration Officer.

9. Exemptions from Attendance and Enrolment Procedures

Information regarding delegations are found in **Exemption from Attendance/Enrolment: Delegates (delegates cannot delegate) – Appendix R**

9.1. Exemption from Attendance

A child may be exempt from attending school if the Minister or Principal is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.

A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored.

The Principal may grant full day exemptions due to:

- a) Exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- b) The child being prevented from attending school because of a direction under the Public Health Act 2010. *(The parent is not required to complete an application for exemption)*
- c) Employment in the entertainment industry
- d) Participation in elite arts or elite sporting events

For any other matter not covered by the above points, the Principal must consult the AIS Division Head, Education Regulations and Program Implementation

Note: Students travelling during school terms are not to be exempt. If the Principal accepts the reason, then leave is granted and 'L' code should be used, consistent with the implementation of National Standards for Student Attendance Data and Attendance Register.

The Attendance Register must indicate full day exemptions with the code 'M'.

9.2. Applications for Exemption from Attendance

- a) Applications for exemption from Attendance for a total of under 100 days in a twelve month period will be considered by the Principal, in accordance with the criteria in the guidelines from the NSW Department of Education. **Application for Exemption from attendance at School - Appendix J** must be completed and submitted with supporting documentation, where requested, to the Principal, prior to the proposed period of exemption
- b) Where the application is supported, the Principal will inform the parents and provide the original **Exemption Certificate from Attendance at School - Appendix K** to the parents/guardians
- c) Where the application is not supported, the Principal will notify the parents in writing of the **Declining an application for a certificate of Exemption from School Attendance - Appendix L**
- d) An application for exemption from attendance for a total of 100 days or more in a twelve month period will be considered for recommendation by the Principal, who will send it to the AIS Division Head, Education Regulations and Program Implementation, for further referral to the Minister's delegate in the NSW Department of Education
- e) In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from attendance will be kept in the student's file

Copies of relevant documentation, including the Minister's delegation and exemption certificate, will also be retained in the school files/attendance records.

Principals may grant exemptions to students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full time apprenticeship or traineeship. This applies to students who have completed Year 9 and before they have completed Year 10.

9.3. Applications for Exemption from Enrolment

- a) Parents/guardians make an application by completing an Application for Exemption from Attendance at School: **Completion of Education Under Special Circumstances (Apprentice or Traineeship) - Appendix N** and submitting it with supporting documentation, where requested, to the Principal, prior to the proposed period of exemption
- b) In the case of applications for exemption from enrolment for students who have completed Year 9, for completion of education under special circumstances (through apprenticeship or traineeship):
 - The Principal will consider the application, for approval, in accordance with the criteria in the guidelines from the NSW Department of Education. The process will be checked alongside the **Principal's Checklist for Apprenticeships of Traineeships - Appendix M**
 - Where the application is supported, the Principal will notify the parents and provide them with the original **Certificate for Exemption from Enrolment at School – Appendix O**
 - Where the application is not supported, the Principal will notify the parents in writing of the **Declining an Application for a Certificate of Exemption from Enrolment at school - Appendix P**

c) In cases of:

- Exemption from enrolment for completion of education under special circumstances (through apprenticeship for a student who has not completed Year 9, or
- Exemption from enrolment due to circumstances including a delayed start to school, health, learning or social disadvantage.
- The Principal will consider the application for recommendation and will send applications to The Division Head, Education Regulations and Program Implementation, for further referral to the Minister's delegate in the NSW Department of Education.

d) In the case of exemption from enrolment for completion of education under special circumstances in any other cases, including where there is no apprenticeship or traineeship parents must complete the **NESA To Complete Education under Special Circumstances (other than apprentice or traineeship)- Appendix Q**

- The Principal will consider the application for recommendation and will mail the appropriate NESA form (Application to complete education under special circumstances (other than an apprenticeship or traineeship)) to the NESA at the address noted on that form.

e) In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from enrolment will be kept in the student's file

f) Copies of relevant documentation, including the Minister's delegation and exemption certificate, will also be retained in the school files/enrolment records.

10. Record Keeping

The School will ensure that records of The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.

- Notes and records of explanations for absences from parents. This advice is to be retained for seven years from the date of receipt
- The Attendance Register (roll) which is retained for seven years
- It is the responsibility of the school to ensure that the Register of Enrolment is retained, accurate and stored for a period of 7 years prior to archiving by Administration
- The register of daily attendances (Roll Call) is retained by the school for a period of seven years from the date of last entry
- In a case where a student has an accident necessitating an incident report, all attendance records should be retained until the end of the year in which the student reaches the age of 25.

The student's record file detailing the number of absences each year must be retained for seven years after the student has left.

List of Appendices

Appendix A	New South Wales Attendance Codes
Appendix B	Student Extended Leave Form
Appendix C	Declining an explanation of Absence
Appendix D	Register of Enrolments
Appendix E	Student Enrolment Destination Unknown Notification
Appendix F	Student Explanation of Absence
Appendix G	Unexplained Absences of 7 Days
Appendix H	Interview to discuss Attendance Improvement Plan
Appendix I	Student Attendance Improvement Plan
Appendix J	Application for Exemption from Attendance at School
Appendix K	Exemption Certificate from Attendance at School
Appendix L	Declining an application for a certificate of Exemption from School Attendance
Appendix M	Principal's Checklist for Apprenticeship or Training
Appendix N	Application for Exemption from Attendance at School: Completion of Education under Special Circumstances (Apprentice or Traineeship)
Appendix O	Certificate for Exemption from Enrolment at School
Appendix P	Declining an Application for a Certificate of Exemption from Enrolment
Appendix Q	NESA to Complete Education under Special Circumstances (other than apprentice or traineeship)
Appendix R	Exemption from Attendance/Enrolment Delegates (Delegates cannot delegate)

Appendix A: NSW Attendance Codes

SYMBOL	MEANING
X	Marks the first and last day of student attendance
Symbols to be used where students are absent from school	
a	the student was absent on the day
Pa	The student was late or was absent for part of a day. The time of arrival and/or departure must be recorded.
W	The student was absent on that day (<i>electronic</i>)
P	The student was late or was absent for part of a day. The time of arrival and/or departure must be recorded (<i>electronic</i>)
Symbols to be used for explanation of student absence from school These absence codes <i>are</i> counted towards the school's attendance data	
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven school days 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 or 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 four days.
L	An explanation of the absence is provided which has been 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 travel in Australia and overseas recognised religious festivals or ceremonial occasions.
E	The student was suspended from school
Symbols to be used for explanation of student absence from school These absence codes <i>are not</i> counted towards the school's attendance data	
M	The student was exempted from attending school. An exemption must be applied for prior to the student's planned absence
F	Secondary student participating in flexible timetable not present because they are not required to be at school. This could also apply for blocks of examinations where students attend on different days.
B	The student is attending official school business. The principal has approved the student leaving the school site for: <ul style="list-style-type: none"> Work experience Regional and state school sport carnivals School excursions Links to learning programs On official exchange to another school overseas
H	The student is sharing enrolment with another site <ul style="list-style-type: none"> Tutorial centre, behaviour school or juvenile justice centre

Appendix B: Student Extended Leave Form

STUDENT EXTENDED LEAVE FORM

SECTION A: PARENT/GUARDIAN TO COMPLETE			
<i>Please attach supporting documentation and give to Year Coordinator</i>			
1. STUDENT DETAILS			
Student Surname			
Student Given name(s)			
Grade			
2. DETAILS OF LEAVE			
Dates of Extended Leave	From: ____/____/____	To: ____/____/____	
Number of school days absent (not including weekends or Public Holidays)			
3. REASON FOR LEAVE			
<input type="checkbox"/> Sick Leave / Surgery - Attach Doctor's Certificate/s			
<input type="checkbox"/> Overseas / Interstate Travel - Attach copy of Travel Ticket/Itinerary			
<input type="checkbox"/> Other – Detailed explanation must be provided			
4. PARENT/GUARDIAN SIGNATURES			
Surname:	First Name:		
Relationship to Student:	Contact Tel No:		
<p>As the parent and applicant, I hereby apply for <i>Student Extended Leave</i> and understand my child will be granted a period of extended leave upon acceptance by the Principal for the reason provided.</p> <p>I understand that if the application is accepted:</p> <ul style="list-style-type: none"> - I am responsible for his/her supervision during the period of extended leave - The provided period of extended leave is limited to the period indicated in this form - The period of extended leave will count towards my child's absences from school - I am responsible in ensuring my child completes all assigned school work as set out by the Subject Teachers <p>I declare that the information provided in this application 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 reversed. I further recognise that a failure to comply with any condition set out in the <i>Student Extended Leave</i> application may result in the provided period of extended leave being cancelled.</p>			
Signature:	Date:		
SECTION B: YEAR COORDINATOR TO COMPLETE			
Recommended for Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide more details here if required			
Signature		Date	



SECTION C : HOD/ YEAR COORDINATOR TO COMPLETE – Advise Approval and initial in box below				
English	Maths	Science	HSIE	PDHPE
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Initial:	Initial:	Initial:	Initial:	Initial:

SECTION D: PRINCIPAL/DEPUTY PRINCIPAL TO COMPLETE			
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reasons for approval/decline			
Principal/Deputy Principal Name:			
Signature		Date	

SECTION E: ADMINISTRATION TO COMPLETE			
<input type="checkbox"/>	Send letter of approval/decline to parents		
<input type="checkbox"/>	If approved, update calendar – Set up reminders (Outlook)		
<input type="checkbox"/>	If approved, update Sentral Attendance and scan ELF to student's file		
<input type="checkbox"/>	If approved, notify affected teachers and year advisor by email (Specify absence dates)		
<input type="checkbox"/>	Year Advisor cited before and after leave		
<input type="checkbox"/>	Completed form placed in student's file		
1. Input by	2.	3. Date	4.

SECTION F: TEACHERS TO COMPLETE			
SUBJECT	TEACHER NAME & SIGNATURE	CLASS WORK/COMMENTS <i>Please provide full details of tasks to be completed before, during and after leave</i>	FOLLOW UP <i>Teacher to check that work has been completed</i>
1.			
2.			
3.			
4.			
5.			
6.			

Year Advisor Citation:

Prior to Leave

After Leave



Appendix C: Declining an explanation of Absence



M: PO Box 213, Auburn NSW 1835
P: 02 9199 3900
W: www.aosc.nsw.edu.au
E: schoolinfo@aosc.nsw.edu.au

Ref: 0000/2000

Date

RE: DECLINING AN EXPLANATION OF ABSENCE

Dear Parent/Caregiver,

This letter is sent to you in regards to your child _____ and his/her recent absence explanation for the following date/s:

-
-
-

According to the explanation that was submitted for the absence, the Principal has deemed the explanation as unsatisfactory and this has been recorded against your child's permanent record.

Attendance to school is compulsory and this includes school events and excursions. A reminder, that if a student has an assessment task, a medical certificate must be submitted to explain the absence of your child. If your child visited the doctor during his/her leave, you must submit a medical certificate in order for the leave to be considered.

If you would like to discuss the matter further, please contact the school on 9199 3900 to make an appointment with the Principal.

Principal's Name

Principal



Appendix D: Register of Enrolments

REGISTRAR OF ENROLMENTS										
Student ID	Student Name	Student Last Name	Student First Name	Student Middle Name	Student School	Student Enrol Date	Student Exit Date	Student Gender	Student DOB	Student Email

Student Mobile	Contact 1 Title	Contact 1 First Name	Contact 1 Last Name	Contact 1 Mobile	Contact 1 Email	Contact 2 Title	Contact 2 First Name	Contact 2 Last Name	Contact 2 Mobile	Contact 2 Email
----------------	-----------------	----------------------	---------------------	------------------	-----------------	-----------------	----------------------	---------------------	------------------	-----------------



Appendix E: Student Enrolment Destination Unknown Notification



STUDENT ENROLMENT DESTINATION UNKNOWN NOTIFICATION

This form has been prepared to provide a Department of Education and Training Home School Liaison Officer with details where the destination of a student below seventeen (17) years of age is unknown.

School details	
Name of school	Alpha Omega Senior College
Location of school (street address)	Levels 3 & 4, 1-5 Harrow Road AUBURN NSW 2144
School Contact Details	02 9199 3900
Student details	
Student name	
Date of birth	
Last known address	
Last day of attendance	
Has the student enrolment ceased and the parent notified (date)?	
Parent (guardian) details	
Parent (guardian) name(s)	
Address	
Telephone No.	
Further information	
Possible destination	
Other relevant information	
Any OHS risks associated with contacting the student or parent (guardian)	
Outline the efforts the school has taken to locate the child/ren:	
School Delegate Details	
Principal's Name:	
Principal's Signature:	
Date:	

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



Appendix F: Student Explanation of Absence

REF: XXXX/2020 : XX/XX

XXth _____, 2020

Re : Student Explanation of Absence

Dear **Parents and Guardians,**

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child, **(Student's Name)**, was absent from school on: **(Day and Date)** and no explanation has been received. Please assist us by completing the attached form and returning it to school with your child as soon as possible.

Alternatively, you may wish to contact the school by telephone to discuss your child's attendance.

Yours Sincerely,

Amal Trad,

ATTENDANCE OFFICER

Child's Name:

Year:

Class:

Absence Dates:

REASON FOR ABSENCE: -----

Name (Please Print): _____ Signed _____

Date: _____



Appendix G: Unexplained Absences of 7 Days



M: PO Box 213, Auburn NSW 1835
P: 02 9199 3900
W: www.aosc.nsw.edu.au
E: schoolinfo@aosc.nsw.edu.au

Date

Name

Address

RE: UNEXPLAINED ABSENCE FOR SEVEN (7) DAYS

Dear Name,

The school has an obligation to monitor attendance and have a responsibility to follow up on our student absences.

Student Name has been absent from school for the last 7 days without explanation.

Please contact the school to advise the reason for Student Name's absence and provide a doctor's certificate if appropriate.

Please be aware that if the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence will noted as unjustified.

If you would like to discuss these matters further, please contact the school.

Yours sincerely

Tarek Bayah
Principal

BELIEF · ACTION · CHANGE



Appendix H: Interview to discuss Attendance Improvement Plan

REF: XXXX/2020 : XX/XX

XXth _____, 2020

RE : INTERVIEW TO DISCUSS ATTENDANCE IMPROVEMENT PLAN

Dear **Parents and Guardians,**

This letter is to officially inform you of our concern regarding **Student Name's** attendance at school. Out of **number** possible school days, Student Name has been absent for **number** days, averaging **percentage** attendance. It is imperative that **Student Name's** attendance increases and be maintained at a level greater than 95%. Should this not occur, we have an obligation to contact the Department of Education Services.

<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.

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. Students who do not attend school regularly must be case managed, and encouraged to resume regular school attendance. In order to fulfill this government requirement until the end of the school year, at this stage this will be difficult to fulfill and Student Name will be put at risk of a notification.

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.

You as a parent, must meet with the Year Advisor/Director of Teaching and Learning, to discuss an Attendance Improvement Plan.

It is important that we work together to improve **<Student First Name>**'s attendance at school. Please contact the school on 9199 3900 to arrange an appointment, as this is a matter of urgency.

Yours Sincerely,

Name

Year Advisor



Appendix I: Student Attendance Improvement Plan



STUDENT ATTENDANCE IMPROVEMENT PLAN

Student		Year		Parent/Guardian Attending Interview	
Date of interview		School Representative		Position	
STRATEGIES					
FAMILY RESPONSIBILITIES	STUDENT RESPONSIBILITIES		SCHOOL RESPONSIBILITIES	INTENDED OUTCOME	
Commencement of Plan	/ /		End of Plan	/ /	
AGREEMENT					
<i>School Representative</i>		<i>Parent</i>		<i>Student</i>	
PRINCIPAL NOTIFICATION					
Date of Notification	/ /		Notified By		
Review Date	/ /		Parent has meaningfully engaged with Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plan to be extended <input type="checkbox"/> Yes <input type="checkbox"/> No
RECOMMENDATIONS					
<i>School Representative</i>		<i>Date</i>		<i>Principal</i>	



Appendix J: APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL: PARTICIPATION IN ELITE SPORTING EVENT OR AN ELITE ARTS PROGRAM

This is to be completed for students who want to apply for an exemption from attendance at school for the purposes of participation in an elite sporting event or an elite arts program

PART A					
Section 1: Student Details (To be completed by the student's Parent/Guardian)					
Student Name					
Age		Date of Birth	/	/	
Year	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11 <input type="checkbox"/> 12
Enrolment Register Number					
Student Address					
			Postcode		
Dates of Exemption	From: / /		To: / /		
Number of School days					
Section 2: Reason for Application for Exemption (Please tick one of the following)					
Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Participation in elite arts program			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Section 3: Details for Exemption					
<ul style="list-style-type: none"> Where the reason for application for exemption includes travel arrangements, copies of travel documentation should be included with the application as the school requires evidence of the student's travel. 					
Section 4: Details of Prior/Current Exemptions (if applicable)					
Dates of Exemption	From: / /		To: / /		
Number of School days					
Copy of prior/current Certificate of Exemption attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Section 5: Parent Information					
Parent Name/s					
Address					
Phone Number/s			Relationship to Student		

Section 6: Parent Declaration

As the parent of the above mentioned 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 reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Section 7: Parent/Guardian's Signature

Signature		Date	
-----------	--	------	--

***Please note:** if the number of school days requested in this application exceeds 100 or the total takes the student over 100 school days in a 12 month period, the Attachment for Exemptions over 100 school days must be completed in addition to this document and both documents forwarded to Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation at DMelrose-rae@aisnsw.edu.au. The AIS will check the documents and forward to the Department of Education's Delegate for approval.

PART B

Section 1: To be completed by the student's Parent/Guardian

Name of elite arts or elite sports program			
A) Period of exemption applied for (if block)	From: / / To: / /	Number of school days:	
B) Individual days applied for		Number of school days:	
C) Hours of exemption (if partial exemption, eg 9:00am-11:30am)	From: am/pm To: am/pm		

Reason for exemption

1. Training for elite sport ☐ Yes ☐ No
2. Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice ☐ Yes ☐ No
3. Participation in elite arts program ☐ Yes ☐ No



Section 1: To be completed by the student's Parent/Guardian (Cont'd)

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

Note: A schedule of participation, training or tour itinerary from the arts body or sporting body (e.g. Australian Institute of Sport) must be attached with contact names and numbers.

PART C**Section 1: Principal to complete – Checklist**

The Principal considers that under the circumstances, the student is a suitable candidate for exemption from attendance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Principal has advised that if approval is granted for exemption then the student must attend all sporting events as required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Principal has advised the parents of the following condition: <ul style="list-style-type: none"> That if for any reason the student does not attend a scheduled lesson for the elite sporting event or the elite arts program they are enrolled in, it is then compulsory for the student to attend school hours as per usual 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A summary training plan has been sighted, photocopied and recorded by the Principal	- Yes	<input type="checkbox"/> No
Principal's Signature		Date

PART D**Section 1: Investigating Officer's Recommendation**

I recommend that this application from attendance at school is (please tick one box):	<input type="checkbox"/> Granted
	<input type="checkbox"/> Not Granted

Section 2: Please provide more detail here (or attach supporting evidence, if required):

-
-
-



Section 2: Please provide more detail here (or attach supporting evidence, if required): (Cont'd)

Principal's Name			
Principal's Signature			
Phone Number/s		Date	



Appendix K: Exemption Certificate from Attendance at School

The student whose details appear below has been granted an exemption from attendance for the period indicated.

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Address: _____

Postcode: _____

School name: _____ School's telephone number: _____

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

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).

As the parent of the above mentioned student, I am responsible for his/her supervision during the period of exemption. I understand that this exemption is limited to the period indicated. I understand that this exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of parent: _____ Signature of parent: _____

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

Appendix L: Declining an application for a certificate of Exemption from School Attendance

Correspondence Name



Correspondence Address Student SRN:

Dear Correspondence Name

You recently applied for a Certificate of Exemption for Student Name from attendance/enrolment at school. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that an exemption from attendance / enrolment is in Student Name's best interest. My reasons for declining your application are:

.....

If you need further advice on this matter or would like to discuss my decision, please contact the school on office telephone number to make an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours Sincerely,

Delegate Name

Position Title

Insert date

Appendix M: Principal's Checklist for Apprenticeship or Traineeship

Checklist for: Approval of a Student to Complete Year 10 of a Secondary Education



(by undertaking a full-time apprenticeship or traineeship)

A student under the age of 17 who has not completed Year 10 must remain at school unless he/she has an exemption from schooling.

In order for students who have not completed Year 10 to do so by entering an apprenticeship or traineeship, if they wish to leave school while undertaking the apprenticeship or traineeship, they must obtain an exemption from schooling.

This Principal's checklist outlines the steps involved in this process - **all must be met**

Step	Yes/No
1. The student has completed Year 9 and has been offered a full-time apprenticeship or traineeship	
2. The parents completed an <i>Application for Exemption from Enrolment at School</i> (Form A.4)	
3. The principal considers that, in all circumstances, the student is a suitable candidate to complete his/her education through an apprenticeship or traineeship	
4. The student's parents give written permission for this to occur - ie have submitted an <i>Application for Exemption from Enrolment at School</i> (Form A.4)	
5. The principal has recorded the sighting of a full-time apprenticeship or traineeship contract, signed by the employer and a Training Plan Proposal authorised by the Registered Training Organisation (eg a photocopy placed in the student's file)	
6. The employer agrees to notify the principal in writing if the apprenticeship or traineeship is abandoned or cancelled before the student's 17 th birthday.	
7. The principal advises the parent and student that if the apprenticeship/traineeship ceases before the student turns 17 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, returning to school or TAFE)	
8. The principal advises the parent and student that: <ul style="list-style-type: none">▪ The apprenticeship or traineeship must subsequently be approved by the Vocational Training, State Training Services as suitable for the young person and that the training contract attains a <i>registered</i> status following the probationary period.▪ Where approval is granted by the principal and the Commissioner subsequently notifies the student of her/her decision not to approve the contract following the probationary period, the approval and the exemption from compulsory education ceases to operate and the student's parents must take other steps to comply with the student's compulsory schooling obligations	
9. The principal issues a <i>Certificate of Exemption from Enrolment</i> (Form C.3)	
10. The student is removed from the school roll	

Principal's signature

Date:



Appendix N: Application for Exemption from Attendance at School: Completion of Education under Special Circumstances (Apprentice or Traineeship)



APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL COMPLETION OF EDUCATION UNDER SPECIAL CIRCUMSTANCES (APPRENTICE OR TRAINEESHIP)

This is to be completed for students who want to apply from an exemption from attendance at school for the purposes of an Apprenticeship or Traineeship.

PART A			
Section 1: Student Details			
Student Name			
Age		Date of Birth	/ /
Year	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Address			
		Postcode	
Dates of Exemption	To: / /	From: / /	
Number of School days			
Section 2: Reason for Application for Exemption			
Participation in a full-time apprenticeship or traineeship		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section 3: Details for Exemption			
Section 4: Details of Prior/Current Exemptions (if applicable)			
Dates of Exemption	To: / /	From: / /	
Number of School days			
Copy of prior/current Certificate of Exemption attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No		





APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL COMPLETION OF EDUCATION UNDER SPECIAL CIRCUMSTANCES (APPRENTICE OR TRAINEESHIP)

PART B

Section 1: Parent Information

Parent Name/s			
Address			
		Postcode	
Phone Number/s			
Relationship to Student			

Section 2: Parent Declaration

As the parent of the above mentioned 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 reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Section 3: Parent Signature

Signature		Date	
-----------	--	------	--

PRIVACY STATEMENT – WHERE PRINCIPAL DOES NOT HAVE DELEGATION TO APPROVE AND APPLICATION IS TO BE REFERRED TO THE MINISTER'S DELEGATE i.e., EXEMPTION IS NOT COVERED UNDER THE "COMPLETION OF EDUCATION IN SPECIAL CIRCUMSTANCES (APPRENTICESHIPS/TRAINEESHIPS)"

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school. It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.



APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL COMPLETION OF EDUCATION UNDER SPECIAL CIRCUMSTANCES (APPRENTICE OR TRAINEESHIP)

PART C

Section 1: Employer and Training Details

To be completed by the employer

Name of Employer			
Address			
		Postcode	
Phone Number/s		Fax	
Email Address			
<i>The employer agrees to notify the Department of Education in writing (through the principal) if the apprenticeship or traineeship is abandoned or cancelled before the student turns 17.</i>			
Employer's Signature		Date	

Section 2: Parent Declaration

Name of Registered Training Organisation			
Address			
		Postcode	
Phone Number/s		Fax	
Email Address			



APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL COMPLETION OF EDUCATION UNDER SPECIAL CIRCUMSTANCES (APPRENTICE OR TRAINEESHIP)

PART D

Section 1: Principal to complete – Checklist

<input type="checkbox"/> Yes <input type="checkbox"/> No	The principal considers that in all circumstances the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship				
<input type="checkbox"/> Yes <input type="checkbox"/> No	The principal has advised the parent and student that 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				
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The principal has advised the parents of the following conditions:</p> <ul style="list-style-type: none"> • That the apprenticeship or traineeship must subsequently be approved by the "Commissioner for Vocational Training, State Training Services, as suitable for the young person and that the training contract attains a 'registered' status following the probationary period" • That 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 the exemption from compulsory education, ceases to operate, and the student's parents must take other steps to comply with their compulsory schooling obligations 				
<input type="checkbox"/> Yes <input type="checkbox"/> No	A full-time apprenticeship or traineeship contract, signed by the employer, plan has been sighted, photocopied and recorded by the principal				
<input type="checkbox"/> Yes <input type="checkbox"/> No	A summary training plan has been sighted, photocopied and recorded by the principal				
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Principal's Signature</td> <td style="width: 40%;"></td> <td style="width: 15%;">Date</td> <td style="width: 15%;"></td> </tr> </table>		Principal's Signature		Date	
Principal's Signature		Date			





Section 1: Student not Completed Year 9

Prior to forwarding this application for exemption from enrolment at school to the delegate responsible for issuing the Certificate of Exemption (Deputy Secretary, Department of Education), the principal should complete the following advice for the delegate.

☐ Not Granted[illegible]

Date _____





Section 1: Investigating Officer's Recommendation

Prior to forwarding this application for exemption from enrolment at school to the delegate responsible for issuing the Certificate of Exemption (Deputy Secretary, Department of Education), the principal should complete the following advice for the delegate.

☐ Not Granted[illegible]

Date _____





APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL COMPLETION OF EDUCATION UNDER SPECIAL CIRCUMSTANCES (APPRENTICE OR TRAINEESHIP)

PART G

Section 1: Delegate Recommendation

- The Principal (where the student has completed Year 9) OR
- The Deputy Secretary, Department of Education (where the application is not covered under "Completion of Education in Special Circumstances (Apprenticeships and Traineeships)", e.g. if the student has not completed Year 9).

Following consideration of this application, I am satisfied that conditions exist/do not exist (delete whichever does not apply) that make it necessary and/or desirable for:

Student's Name

Be exempt from enrolment at school. I recommend that a Certificate of Exemption be (Please tick one box):

☐ Granted

☐ Not Granted

Name of Delegate

Position

Signature

Date

Date of Notification to
Applicant

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.



Appendix O: Certificate for Exemption from Enrolment at School

For use by principals granting an exemption to undertake a full-time apprenticeship or traineeship.

SCHOOL DETAILS

Name/Suburb.....Telephone No

STUDENT DETAILS

The student whose details appear below has been granted an exemption from enrolment at school for the period indicated.

Family name Given name(s)

Address.....Postcode

Date of birth Age Student no

EXEMPTION

Dates of exemption applied for ... / ... / ... to ... / ... / ... to completion of apprenticeship or traineeship.

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

CONDITIONS OF EXEMPTION

The training contract is approved by State Training Services [check this is current].

If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).

The employer must notify the CSO office in writing, through the principal, if the above named student

does not complete the qualification or departs the program before the age of 17.

It has been explained to the parent/caregiver of the above mentioned student that they are responsible

for the student's supervision during the period of exemption. The parent understands that the 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'S DETAILS

Name

Signature Date

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

Appendix P: Declining an Application for a Certificate of Exemption from Enrolment

Correspondence Name

Correspondence Address Student SRN:

Dear Correspondence Name

You recently applied for a Certificate of Exemption for Student Name from attendance/enrolment at school. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that an exemption from attendance / enrolment is in Student Name's best interest. My reasons for declining your application are:

.....

If you need further advice on this matter or would like to discuss my decision, please contact the school on office telephone number to make an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours Sincerely,

Delegate Name

Position Title

Insert date

Appendix Q: NESA To Complete Education under Special Circumstances (other than apprentice or traineeship)





Application to complete education under special circumstances (other than an apprenticeship or traineeship)

This form is only for students enrolled in non-government non-systemic schools.

If approved, this application will provide the applicant with a 'Certificate for Exemption from Enrolment at School (for the sole purpose of completion of education under special circumstances)'.

Student eligibility requirements

- these instructions are only for students currently enrolled in a non-government non-systemic school or registered for home schooling
- unintended and/or unforeseen circumstances must have arisen that prevent the student from completing education following the regular pathways provided in the *Education Act 1990*
- documentary evidence of how the student's education program to date provides an adequate basis for the completion of Year 10 of secondary education.

What you need before you start

- documentary evidence of the student's program of education to date including:
- a statement of each individual subject or course studied and completed and the result or grade achieved (from Year 7 onwards)
- the original certificate or any educational qualification achieved as a result of this course of study (where applicable)
- a statement of record of attendance during the period of study (where applicable)
- other information relevant to the application
- This Application Form

Step 1

Notify the NSW Education Standards Authority (NESA) of the intention to seek approval for completion of Year 10 under special circumstances.

Information needed:

- o student details
- o parent/caregiver details
- o brief explanation of special circumstances.

Contact: Board Endorsed Programs Unit via bep@nesa.nsw.edu.au or 02 9367 8036.

1 Step 2

An Authorised Person from NESA will be assigned and be in contact with you.

2 Step 3

Parent/caregiver to complete the [application form](#). Please note that you should make copies of the documents that you attach to the application.

Information needed:

- o documentary evidence of student's education program to date
- o associated certificates or qualifications achieved as a result
- o record of attendance
- o other relevant documentary evidence
- o explanation of why the student's education amounts to an adequate basis for regarding the student's education as complete.

3 Step 4

Parent/caregiver to forward completed application with attachments to:

Board Endorsed Programs
NSW Education Standards Authority
GPO Box 5300
Sydney 2001

4 Step 5

The Board Endorsement Panel will consider the application and make a decision.

5 Step 6

The parent/caregiver will be notified of the Board Endorsement Panel's decision.

6 Step 7

If approved the student will receive:

- o Certificate for Exemption from Enrolment at School (for the sole purpose of completion of education under Special Circumstances).

Please note that students must continue to attend school until the approval is received.

Student details

Surname		First name		Date of birth	
NESA registration number (if applicable)					
Current school details (if applicable)					
Name of school	Alpha Omega Senior College LTD				
School address	Level 3 & 4, 1-5 Harrow Road AUBURN NSW 2144				
School phone number	9199 3900				

Parent/caregiver details

Surname		First name	
Relationship to student			
Address			
Postcode		Phone no.	
Email			
Signature		Date	

This application continues over the page.

Applicants will need to attach copies of all relevant documents to this application to enable the Board Endorsement Panel to be satisfied that the student has engaged with education to an extent and at an appropriate level that the student's education may be regarded as complete.

Application requirements

The following documentary evidence must be provided:

- an explanation of the special circumstances that have arisen that would justify the approval
- a detailed account of the education that the student has completed to date including:
 - each individual subject/course studied and completed (from Year 7 onwards)
 - result or grade achieved for each of the above
 - certificate or educational qualification achieved as a result of the course of study (where applicable)

Application form – To complete education under special circumstances (other than apprenticeship/traineeship) - 21B(5)(d) of the *Education Act 1990*

- statement of record of attendance during the period of study (where applicable)
- other relevant documentary evidence
- an explanation outlining why the student's education to date amounts to an adequate basis for regarding the student's school education as complete in the special circumstances of the case.

Mail the application to

Board Endorsed Programs Unit
NSW Education Standards Authority
GPO Box 5300
Sydney 2001

Appendix R: Exemption from Attendance/Enrolment: Delegates (Delegates cannot delegate)

EXEMPTION FROM ATTENDANCE/ENROLMENT: DELEGATES (Delegates cannot delegate)

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.	Principal Note: In large scale productions or for long term commitments to such a production the application should be referred to the Director, Government Education Policy AIS NSW
Exemption from school attendance for students participating in elite arts or elite sporting events up to 100 days in a twelve month period for any one student.	Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student, including part time exemption.	Principal
Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.	The application should be referred to the Director, Government Education Policy AIS NSW
For periods exceeding the delegate's authority the application should be referred to the next most senior delegate.	
Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment - Age	The application should be referred to the Director, Government Education Policy AIS NSW
Exemption from enrolment - Health, learning or social needs or disability	
Exemption from enrolment - Completion of Education under Special Circumstances- for apprenticeships and traineeships only	Principal
Exemption from enrolment - Completion of Education under Special Circumstances- <u>not</u> an apprenticeship or traineeship	Please complete form on NESA's website: https://educationstandards.nsw.edu.au/wps/wcm/connect/52dd075c-bb3c-4bc2-9edf-4c60024860ed/application-completion-y10-special-circumstances-not-apprenticeship.DOCX?MOD=AJPERES&CVID=