



Author	ADS in consultation with Diocesan schools
Risk Category	Operational (non-academic)
Relevant Legislation / Related information	<ul style="list-style-type: none"> • Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B7 • Education Act 1990 (NSW)
Related documents (Including but not limited to)	<ul style="list-style-type: none"> • Code of conduct - Staff • Supervision policy
Document location	M:\Executive\Policies and Procedures\1 Attendance T:\Whole school\Policies & Procedures\1 Attendance Web site - Policies & Procedures
Authorisation Implementation	Principal
Date of Approval	25 November 2024
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to admin@stpetersbroulee.nsw.edu.au
Accessible	Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/>

Commitment

St Peter's Anglican College (SPAC) (the College) holds the welfare and wellbeing of children and young people as its highest priority. This Policy outlines how the College seeks to ensure the attendance of all students is recorded in a timely and accurate manner to ensure the safety of our students and the reporting of such as required.

Scope and purpose

This policy applies to all teaching staff and administrative personnel involved in the recording of student attendance and the provision of exemption information.

The policy is compliant with the obligations imposed by the NSW Education Act (1990) on the College and their personnel to provide accurate student attendance records.

Definitions

Personnel – College staff, Board members, volunteers and contractors

Student – person enrolled at the College

Parent/s – biological parent or a person who is legal guardian of the enrolled student

Policy

St Peter's Anglican College (SPAC) (the College) a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by Section B7 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual.

Student absence and variation to attendance will be recorded using the Minister's codes. SPAC will monitor student attendance data and implement intervention strategies to increase engagement in school and learning.

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 Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Roles and responsibilities

The **Principal**:

- Is the policy / procedure owner and reviews on a biennial basis
- Grants and cancels exemptions in accordance with legislation and College policy
- Ensures appropriate administrative practices and records are in place for compliance

The **Registrar** will maintain a register of enrolments in the school's administration system

Personnel:

- Ensure roles are recorded accurately and at the required intervals
- Alert the Principal (or delegate) to anomalies in student attendance
- Put into place interventions to support appropriate student attendance

Parents:

- ensuring that their children attend school daily within the hours of normal operation
- communicating in a timely manner should a child be unable to attend
- when seeking exemption apply in a formal manner using the appropriate forms

Compliance

Non-compliance with this policy may result in disciplinary action up to and including dismissal.

Procedural information for parents

Exemptions

The NSW Education Minister, under section 25 of the Education Act, delegated the power to the Principal of a non-government school to grant and cancel a Certificate of exemption from being enrolled and attending school in certain prescribed circumstances. Application is made using *Application form for student planned/extended leave from school*.

The Registrar will issue a Certificate and hold a copy of the Certificate issued under the delegation.

Attendance

Parents have the responsibility of ensuring that their children attend school daily. Parents are asked to ensure that their children arrive at school *before* the start of the school day at 8.45am.

Absences from School

Sick children cannot learn well and they should be kept at home where they can rest and recover. Whenever possible, medical appointments, etc, should take place outside school hours. When children are absent due to sickness etc, parents are required to provide an explanation for all absences via SMS, email, Schoolstream or a phone message.

Parents must notify the school of their child's absence – preferably prior to the commencement of the school day. Notification from the parents providing a reason for their children's absence can be provided by SMS, email to [Reception](#), Schoolstream or phone call.

Students are expected to attend school for the complete Term unless leave has been approved by the Principal.

The College discourages parents from taking their children out of school to go on holidays as these occurrences may be detrimental to the child's educational progress. Application for leave can be made in writing to the Principal using the *Application form for student planned/extended leave from school*. Available from reception. Applications should be made prior to taking your child out of school.

Leave during the school day

Only students who bring a permission note to their teacher may leave the college grounds during the school day, however, they must be signed out (and in again on return) at Reception.

Students who miss lessons for any reason (including illness, first aid visit, sporting team involvement, etc) are expected to take responsibility for catching up on work missed by asking their teacher(s) what they need to do. This includes class work and homework for days missed.

If parents need to take their child out of school for any reason they will sign them out, and back in at Reception.

Late to school

All students who arrive late to school must report to Reception for a late note and to be marked in. They will not be admitted to class without a late note.