



Student attendance policy

Author	Unknown
Risk category	Operational (non-academic)
NESA	3.6.2
Relevant legislation/ guidelines	<ul style="list-style-type: none"> • Education Act 1990 (NSW) • Registered and Accredited Individual Non-government Schools (NSW) Manual
Related documents	<ul style="list-style-type: none"> • Records management policy • Parent code of conduct
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Feedback	Feedback on this policy can be emailed to communityquestions@tasg.nsw.edu.au

Overview

The Anglican School Googong (the School) holds the welfare and wellbeing of children and young people as its highest priority. This Policy outlines the means by which the School seeks to ensure the attendance of all students is recorded in a timely and accurate manner, to ensure students are attending regularly, to ensure the safety of our students and the reporting of such as required.

Objective

The purpose of this Policy is to summarise the obligations imposed by the NSW *Education Act* (1990) on the School and on employees to provide accurate student attendance records.

Policy

The Anglican School Googong will maintain a register of enrolments in the school's administration system (Synergetic). This will include all enrolment information as required about the student. Enrolment information held on Synergetic is synced with the Compass LMS and from 2020, attendance records are held on Compass.

Enrolment Information

The following enrolment information is retained for each student:

- name, age and address;
- the name and contact telephone number of parent(s)/guardian(s);
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination;
- previous school or pre-enrolment situation;
- student background information for MCEETYA;
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Training officer with home school liaison responsibilities has been notified of the student's name, age and last known address; and
- daily attendance.

The Anglican School Googong will:

- monitor the daily attendance/absence of students
- identify absences from school and/or class(es)
- follow up unexplained absences
- notify parent(s) regarding poor school and/or class attendance
- transfer information about unsatisfactory attendance to student files

Procedural information for parents

Attendance

Parents have the responsibility of ensuring that their children attend school daily. Parents are asked to ensure that their children arrive at school in time for the beginning of lessons.

Daily Attendance

The school day commences at 8:30am and concludes at 3:00pm for students in Kindergarten to Year Two and 3:20pm for students in Years Three to Twelve. The daily programme is divided into 6 x 55-minute lessons with a forty-minute recess at 10:30 - 11:10am and a thirty-minute lunch break commencing at 1:00pm. Sports days vary from year to year and this is advised to parents at the beginning of the school year or if there are timetable changes during the year. On sports days students are required to wear their sports uniforms to school.

No student should be at school before 8:00am or after 3:30pm unless involved in an activity with a staff member.

Absence and punctuality

All students are required to attend the school for all scheduled term days, including activities such as sporting carnivals, Founders' Day, excursions and camps. If students are absent from school due to illness, or for any other reason, the *Education Act* specifies that parents must provide a written explanation for the absence. Parents must notify the school of any absence, preferably before the start of the school day, and provide a reason for the absence via Compass or by email to absent@tasg.nsw.edu.au If a student is absent and no notification has been received a message will be sent to parents requesting information.

If students know that they will be absent in advance, then parents must complete an Application for Extended Leave form (Appendix 1 and Appendix 2) and return it to the School. The form can be accessed through the School Documentation menu on Compass or may be requested by sending an email to admin@tasg.nsw.edu.au

Late to School

If students arrive at school after 8:40am they must report to Reception on Gorman Drive and sign in there.

Leaving the school during the day

All students are required to sign in/out at Reception if arriving late or leaving early for any reason. A parent/guardian signature is required.

Exemption from attendance/enrolment

There are two different types of exemption:

Exemption from Attendance – Application for Extended Leave – Vacation/Travel or Application for Participation in Elite Sports or Elite Sporting Events

Exemption from Enrolment – Application for Exemption from Enrolment

Where the parent(s) of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the school will process the parent(s) application in accordance with the *Education Act*.

Independent school principals have the authority to approve or cancel exemptions from enrolment and exemption from attendance for students on behalf of the NSW Minister for Education.

Exemptions from attendance delegations

Principals of independent schools have been delegated the authority to grant or cancel exemptions from attendance for 100 days or more for students in the following circumstances on behalf of the NSW Minister for Education:

- Engagement in approved entertainment industry activities
- Participation in elite arts or elite sporting events
- Exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate).

Exemptions from attendance can be approved for part or whole days. They can be approved for individual days or for multiple consecutive days for a defined period of time. Principals have the authority to grant exemptions from attendance for periods of up to 100 days or more than 100 days.

Details of the conditions for which an exemption may be granted and the delegations for granting exemptions are outlined in the AISNSW document *Guidelines for exemptions from attendance and enrolment for independent schools*, available at:

[https://www.aisnsw.edu.au/Resources/WAL%204%20\[Open%20Access\]/Guidelines%20for%20Exemptions%20from%20Attendance%20and%20Enrolment%20for%20Independent%20Schools.pdf](https://www.aisnsw.edu.au/Resources/WAL%204%20[Open%20Access]/Guidelines%20for%20Exemptions%20from%20Attendance%20and%20Enrolment%20for%20Independent%20Schools.pdf)

Parent(s) are required to make an application for exemption to the school in advance of the period sought, with the exception of an exemption under the Public Health Order where no application is required.

Exemptions cannot be applied for the reason of travel.

Extended leave for travel in Australia or overseas

Families are encouraged to holiday or travel during school holiday periods/term breaks. If travel during term time is necessary, leave must be applied for in advance by writing to the Principal. If the travel leave being requested is ten days or longer, parents must complete the *Application for Extended Leave – Vacation/Travel*, available via the School Documentation menu in Compass, and submit the application to the Principal who will determine if this leave is in the student's best interest in terms of their education. For periods of absence longer than ten school days, the family must supply the relevant travel documentation (eg e-ticket or travel itinerary) with their application.

The Principal will then formally reply either granting leave with a *Certificate of Extended Leave – Vacation/Travel* or declining the leave in writing. Families must retain this documentation for the period of time their family attends the school.

According to the *Education Act* students must be at school unless they are ill or there are exceptional circumstances. Under the Act, holidays are not considered to be an exceptional circumstance and, by law, any holidays taken during term time must now be recorded by the School as unjustified absences.

Extended leave for participation in elite sports or elite sporting events

If leave is required for a student to participate in elite sports or attend an elite sporting event, parents must complete the *Application for Exemption from Attendance at School – participation in elite sporting event/elite arts program* available via the School Documentation menu on Compass. The Principal will then formally reply either granting leave with a *Certificate of Extended Leave – participation in elite sporting event/elite arts program* or declining the leave in writing. Families must retain this documentation for the period of time their child attends the school.

Where the application is not supported, the Principal will notify the parent(s)/guardian(s).



Application for Extended Leave Vacation/ Travel

Student Details

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address: _____ Postcode: _____

Dates of extended leave applied for:

From:

To:

Number of school days: _____

Reason for travel: _____

Relevant travel documentation, such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

Details of Prior Exemptions for Extended Leave/Travel

Dates of prior extended leave:

From:

To:

Number of school days: _____

Copy of Certification of Exemption for prior Extended Leave/Travel attached Yes No (Please tick)

Parent Details

Family name: _____ Given name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

Email: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Vacation/ Travel* and understand my child will be granted a period of extended leave upon acceptance by the Principal of the reason provided.

I understand that if the application is accepted:

- 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
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Vacation/ Travel*
- The period of extended leave will count towards my child's absences from school

I declare 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 *Application for Extended Leave- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: _____

Appendix 2



Application for Exemption from Attendance at School: participation in elite sporting event / elite arts program

Student Details

Family name: _____ Given name(s): _____

Student address: _____ Postcode: _____

Age: _____ Date of birth: _____

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"/>
Participation in elite arts program	<input type="checkbox"/>

NOTE: 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.

Signature of applicant: _____

Parent Details

Family name: _____ Given name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

Email: _____

As the parent/carer 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.

Signature of parent/s: _____ Date: _____

Details of Prior Exemptions for Attendance – elite sport

Dates of prior extended leave:

From:

To:

Number of school days: _____

(If this number exceeds 100 days, the school must seek special permission from the Department of Education)

Copy of Certification of Exemption for prior Attendance – elite sport attached: Yes No

Program Details

Name of elite arts or elite sports program: _____

A Block period of exemption applied for

From:

To:

Number of school days: _____

B Individual dates applied for:

Number of school days:

(If this number exceeds 100 days, the school must seek special permission from the Department of Education)

C Hours of exemption (if partial exemption, e.g. 9:00 am – 11:30 am)

Day:

From:

To:

REASON FOR EXEMPTION: (Please tick one box)

Training for elite sport Elite sport event or tour Elite arts program

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

Note: A schedule of participation, training or tour itinerary from the arts body or sporting body must be attached with contact names and numbers.