Attendance and Exemptions Policy and Procedure (Student)

Relevant Legislation / Related information	• Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B7 • Education Act 1990 (NSW)
Related documents (Including but not limited to)	• Code of conduct - Staff • Supervision policy
Authorisation Implementation	Principal
Date of Approval	4 March 2026
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal
Accessible	Board ☐ Staff ☒ Website ☒ Parent ☐

Commitment

The Anglican School Googong holds the welfare and wellbeing of children and young people as its highest priority. This Policy outlines how the School 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 complies with the obligations imposed by the NSW Education Act (1990) on the School and their personnel to provide accurate student attendance records.

Definitions

Personnel – School staff, volunteers and contractors
Student – person enrolled at the School
Parent/s – legal guardian of the enrolled student

Policy

The Anglican School Googong (TASG) (the School) will maintain 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 attendance, absence and variation to attendance will be recorded using the Minister's codes. TASG 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 School 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.

Parent Procedural Information

All enrolled students are expected to attend school every day of each of school term as determined by the school calendar, distributed to parents each term and updated regularly via Compass and as published on the TASG website.

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 Appendix 5 – *Application form for student planned/extended leave from school*.

The Registrar will maintain records in the school's database of the exercise of the above delegation, issue a Certificate and hold a copy of the Certificate issued under the delegation (see Appendix 6 – Certificate of exemption).

Additional information on the delegated power can be found in Appendix 7. Parent/career applications beyond these levels should consult AISNSW.

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 absent@tasg.nsw.edu.au 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 email to absent@tasg.nsw.edu.au or phone call.

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

The School 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 - See Appendix 5 *Application form for student planned/extended leave from school*. Applications should be made prior to taking your child out of school.

Applications are stored in a folder at reception. At the end of the term these are moved to the student's file.

Leave during the school day

Only students who bring a permission note to their teacher may leave the School 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.

Absence without notification

Reception staff follow-up student absences without notification using the letter template (see Appendix 4).

Continued attendance issue

Where a student's attendance does not improve a letter from the Head of School or Director of Wellbeing will be issued with an invitation to work with the School to formulate an Attendance Improvement Plan. The letter will be retained on the student's file in Synergetic. Refer Appendix 3a for the letter text.

On some occasions, where attendance improvement planning has been unsuccessful, it may be necessary to undertake more formalised action. The *Education Act* provides for the implementation of compulsory schooling conferences, compulsory schooling orders and ultimately prosecution. Such action would be as a last resort and would be undertaken by the Principal in conjunction with the Heads of School, Head of Wellbeing and School Counsellor and ISNSW in an instance where other options had been exhausted.

Secretary's Compulsory Schooling Conference: If satisfactory attendance is not achieved following implementation of an Attendance Improvement Plan, then an attendance conference will be arranged with the parent(s), a school representative and a representative from the IS. At this conference, the IS representative will outline the responsibilities of the parent(s) to ensure that the student has a satisfactory attendance record.

Should the unsatisfactory attendance pattern persist, the Principal, through the IS, will notify the Secretary of the Department of Education so that a compulsory conference can be organised with the Secretary prior to any legal action that the Department of Education may take.

Approved leave verses explained leave

Approved leave is leave which is generally considered unavoidable e.g. sickness. Approved leave results in the absent student consulting with the school and the school makes reasonable accommodations to learning programs and assessment.

Explained leave is generally considered avoidable leave e.g. family holidays during school time – the student is able to attend school; however, decisions have been made to take the student out of school for a period of time.

Appendix 5 - Application form for student planned/extended leave from school

Application for Exemption from Attendance at School

To be completed by the student's parents

Student details

Family name: _____ Given name(s): _____

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

Address:

_____

_____Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / _____ to: ____ / ____ / _____

Number of school days: _____

Reason for application for exemption: Please tick: √

Exceptional domestic circumstances	
Other Exceptional Circumstance	
Direction under Section 42D of the *Public Health Act 1991*	
Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice	

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

_____

_____

_____

_____

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

Details of prior/current exemptions (if applicable)

Date of prior/current exemption from: ____ / ____ / _____ to: ____ / ____ / _____

Number of school days: _____

Copy of Certificate of Exemption attached: (Please tick one box) Yes □ No □

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the 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 applicant/s:

_____

Date: ____ / ____ / _____

Part B – To be completed by the Minister's delegate

To be completed by the independent school principal as the Minister's Delegate

Following consideration of this application for exemption from enrolment, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____(name of student) be exempt from enrolment at school.

I recommend that a *Certificate of Exemption* be (Please tick one box ☐):

Granted ☐

Not granted ☐

Name and position of delegate (Principal): _____

Signature of delegate (Principal): _____

Date: ____ / ____ / ____ Notification to applicant: ____ / ____ / ____

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