



1. RATIONALE

This policy aims to assist all students to attend school on a regular basis, arrive on time and follow early leaving procedures as well as assist staff in roll marking procedures. Regular attendance and punctuality are valued and expected. Monitoring of attendance forms part of the College's duty of care responsibility towards our students.

2. PURPOSE

To function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

3. MOTTO

"Centred in Christ"

4. POLICY STATEMENT

The College will comply with relevant legislation in relation to students' attendance records, notifications and exemptions. Staff will be trained to record and follow an explicit pastoral responsibility in relation to managing school attendance for students between 6 and 17 years of age as per legislation.

5. REGISTER OF ENROLMENTS

- The Register of Enrolments is located in the College Office and is maintained by College Administration. It is updated on arrival and departure of students.
- Where possible, the destination of student leavers of an eligible school age is requested of parents. These details are entered in the Register of Admissions. Parents are reminded in the "School Leaver's" form in relation to their legal obligations towards their child/ren's education.
- The NSW Education Department can be informed if a student is not attending school or cannot be located. The College completes the "Designation Unknown Notification for Non-government Schools (Appendix H). Upon completion this form is emailed to wrsstudentwelfare@det.nsw.edu.au – Attention: Nirimba Office, Macquarie Park
- Recordkeeping: The Register of Enrolments is retained for five years before archiving.

6. REGISTER OF SCHOOL ATTENDANCE

- Toongabbie Christian College has an electronic roll marking system and 'Attendance Station' in Sentral.
- Rolls are legal documents and can be subpoenaed in court at any time. Therefore, rolls must be accurate and up-to-date. All details, eg registration numbers, addresses, names, birth dates, age at 1st January of the current year must be recorded in the Sentral attendance file.
- It is a mandatory requirement that the Sentral attendance file use the current codes that are published on the website of the NSW Association of Independent Schools (NSW AIS). These codes denote absences and other leave.
- Records of daily attendance are kept for seven years after the last entry.
- All attendance records are backed up electronically to multiple IT locations.

7. GENERAL PRINCIPLES

- Legislation in NSW requires that all children between the ages of 6 and 17 years of age attend school on a regular basis
- It is the responsibility of parents/carers to ensure their children regularly attend school and promptly explain the absences of their children from school
- While parents/carers should be reminded of their legal obligations, the welfare of the student must be the focus of any consultation between the home and school

- Parents/carers should be encouraged to make appointments with health professionals before or after school or in non-term time
- The taking of family holidays during school time is to be discouraged
- Parents/carers are encouraged to contact the Principal or the relevant Deputy Principal if they have any concerns in relation to their child's attendance
- Parents/carers are to apply in advance to the Principal for their child to have leave during term time
- The Principal will determine whether the leave satisfies the granting of an exemption (Code M) or will be recorded as justified leave (Code L) or unjustified leave (Code A). Please see Appendix A "NSW Attendance Register Codes" and Appendix B "Exemption Policy"
- The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow up of unexplained absence by prompt parent/carer contact
- During the August census the College is required to identify numbers of students who have missed 20 or more days of school
- Resolution of attendance difficulties may require a range of additional College based strategies including:
 - Student and parent/carer interviews
 - Reviewing the appropriateness of the student's educational program and implementation of possible reasonable adjustments
 - Development of College-based attendance improvement plans
 - Referral to the College Counselling Team or external agencies
 - Support from College-based staff
 - The taking of family holidays during school time is to be discouraged.

8. GENERAL PROCEDURES

8.1. Monitoring Attendance – General Information

During the August census the College is required to identify numbers of students who have missed 20 or more days of school.

8.1.1. Illness

In the event of frequent absences being explained as due to illness, the Principal/delegate will ensure that:

- Consultation occurs with parents regarding the health care needs of the student
- Medical certificates could be sought for extended, regular absences or patterns of absence
- Where there are ongoing concerns, approval is sought from parents to contact the student's medical professional so the College has all the relevant information regarding the student's health care needs
- Strategies are developed to ensure regular school attendance.

8.1.2. Frequent absence

In the event of frequent absences not related to illness, the Principal or their delegate will issue letters of concern and interview the student's parents/carers

In the event of a matter relating to school attendance where safety, welfare or wellbeing concerns arises for a student:

- Priority is given to the Toongabbie Christian College Child Protection Policy
- All required reports are made to Family & Community Services
- Documentation in relation to unsatisfactory attendance will be transferred to the student's file under the subsection identified as "Welfare", if a formal investigation took place
- Student punctuality and attendance is recorded on student reports which are issued in June and December each year. The December report contains the total absences for the year when reports are finalised
- If no explanation about an absence has been provided by parents/carers within seven days or the explanation is not accepted by the Principal, the code used to describe the absence will be "A"
- Arriving late at school will be recorded as late.

8.1.3. Parent notification of absence, partial absence and lateness:

- Sickness
 - Notification on the day required
 - Continued notification if student remains absent
 - The College may request a medical certificate
 - Secondary students should provide a medical certificate if they are absent on an exam or assessment date
- Medical or paramedical appointment
 - Provide notice using "Advance Notice of Student Absence" form (if advance notice is possible) Appendix H
 - Notification on the day is permitted
 - The College may request a medical certificate
- Lateness
 - Clarification of lateness in writing, phone call, email, SMS, through Parent Portal or in person to the College Office
 - Clarification submitted before 9.00am on the day after the lateness

8.1.4. Ways parents can use to notify the College regarding absence:

- Day to day absence
 - Phone Call
 - Email
 - SMS
 - Letter/Note
 - Parent Portal
 - In person
- In advance
 - "Advance Notice of Student Absence" form
 - "Notify of an Absence" on Parent Portal
 - Application for Exemption from Attendance at College
 - For one day absences parents can inform the College in writing, phone call, email, SMS, through Parent Portal or in person
 - Included are:
 - Misadventure or unforeseen event
 - Participation in special events not related to the College
 - Domestic necessity such as serious illness of an immediate family member
 - Attending a funeral
 - Travel in Australia and overseas
 - Recognised religious festivals or ceremonial occasions

*If any of the above notifications exceed 5 school days, parents/carers will be required to provide additional information, eg letter outlining the absence, copies of air tickets, travel program etc

- Exemption of attendance (Appendix B)
 - Exceptional circumstance (such as health of the student where sick leave or alternative enrolment is not possible - 6+ days)
 - Employment in the entertainment industry
 - Participation in sporting events (including for short periods of time (1 or 2 days) and at short notice)
 - Participation in Elite Arts program
 - The student being prevented from attending school because of a direction under section 42D of the Public Health Act 1991 (the parent is not required to complete an application for exemption).

8.2. Daily recording of attendance

STEP 1: Teachers mark rolls accessing Sentral

Primary

- Attendance is marked at 9:00am by the teacher taking the class for Lesson 1
- Note: The Student Services Officer will contact the teacher taking the class if this does not occur by 9:20am and have to generate a report to the relevant Deputy Principal, as this is a serious breach of duty of care
- Teacher indicates a student not present with an "a" for "unexplained absence"
- Teachers do not change codes after it is entered in Sentral – College Office will do so
- If a student arrives after 9:00am with a late note, leave Sentral indication as is and send to College Office to sign in at Attendance Station
- Students arriving at class after 9:00am must be accompanied to the College Office by another student or their parent/carer to obtain a late slip at the Attendance Station
- If a teacher cannot mark the Sentral roll due to being in a different learning space, or a computer malfunction, a paper roll must be marked by the teacher and sent to the College Office by 9:20am.
- When there is a whole Primary School offsite event (such as a carnival), paper rolls are to be marked by the teacher and reconciled by the Deputy Principal or their delegate with the College Office by 10:30am.

Secondary

- Attendance is marked at 8:30am by Family Group teacher
- Note: The Student Services Officer will contact the teacher taking the class if this does not occur by 8:45am and have to generate a report to the relevant DPS as this is a serious breach of duty of care
- Teacher indicate a student not present with an "a" for "unexplained absence"
- Teachers do not change codes after it was entered in Sentral – the College Office will do so
- If a student arrives after 8:30am with a late note, leave Sentral indication as is and send to College Office to sign in at Attendance Station
- Students arriving at class after 8:30am without a late slip must be sent to the College Office to obtain a late slip
- If a teacher cannot mark the Sentral roll due to being in a different learning space, or a computer malfunction, a paper roll must be marked by the teacher and sent to the College Office by 8:45am.
- When there is a whole Secondary School offsite event (such as a carnival), paper rolls are to be marked by the teacher and reconciled by the Deputy Principal or their delegate with the front office by 10:30am.

STEP 2: Office reconciliation protocols in the morning

- The reconciliation of rolls is done by the Student Services Officer
- The process commences immediately for Secondary (8:45am) and Primary (9:20am)
- Rolls marked by teachers are reconciled with:
 - Late arrivals
 - Notifications received in advance including exemptions
 - Notifications received in the morning
 - Students away on representative sport/events*
 - Whole College events
 - Stage 6 Flexi timetable
 - Notifications received, including the above while the reconciliation process is undertaken

*Teacher organising event informs Student Services Officer regarding students attending the event

*Confirm attendance on the day of event at the College or at the venue by contacting Student Services Officer

STEP 3: Internal audit of absences performed by College Office

- The Student Services Officer performs the internal audit upon completion of the reconciliation of rolls
- Updates reconciled rolls followed up by an internal audit of the standing of the roll against possible discrepancies with students joining classes without any notification of partial absence and lateness
- If any discrepancies are found, rolls are adjusted but the Student Service Officer must report it to the relevant Deputy Principal

STEP 4: Notification of unexplained absence to parents/carers

- The Student Services Officer informs parents/carers of unexplained absence using the SMS linked to the Sentral database or through Parent Portal
- The SMS will include the following information:
 - Name of child (students in same family separate)
 - Date
 - Notification of the unexplained absence
 - Reply required
 - Time frame for reply from parent/carer (ASAP)
- SMS message:
 - ***TCC: [student-first-name][student_surname] is marked absent from school today. Please SMS 0476857215 or email attendance@tcc.nsw.edu.au to explain.***
- SMS or phone call recorded to update unexplained absence on Sentral

STEP 5: Phone call to parents/carers not responding to SMS

- The Student Services Officer follows up a non-response to the SMS to the parent/carers of the student absent without notification 1 hour after the SMS is sent by phoning the parent/carer
- College generated phone call recorded to update unexplained absence

STEP 6: Managing students unaccounted for

- The Student Services Officer at this point of time will make a final attempt to clarify the status of the student unaccounted for and this may include:
 - A follow up check with teachers
 - Email sent to parents/carers
- The Student Services Officer needs to identify the student unaccounted for in person to close the case and inform relevant Deputy Principal in relation to the process followed
- If student remains unaccounted for the Principal/Deputy Principal is informed

STEP 7: Actions by the Principal/Deputy Principal

- The Principal/DP will initiate follow up actions that may include:
 - Contacting emergency contacts listed by parents/carers
 - Interviewing other students
 - Attempting actions completed in Steps 5 and 6

STEP 8: Emergency actions by the Principal/Deputy Principal

- The Principal/DP must determine procedures to manage the process of a student unaccounted for
- This needs to include a risk assessment in relation to the student's wellbeing and safety
- The Principal/DP's actions will be determined by the outcome of the risk assessment
- This could include contacting the Police
- Or any other action to verify student's whereabouts

8.3. Monitoring/Pastoral Care in relation to School Attendance

8.3.1. Primary Department (K to 6)

a) Class teacher monitors lateness:

- The class teacher makes contact with a parent/carer in person or by phone to discuss lateness of a student if:
 - If a pattern of lateness or general lateness is observed for a period of time (eg a fortnight)
 - The class teacher documents the discussion/phone call and monitors the lateness
- The class teacher informs the DP Primary:

- If the lateness or pattern of lateness continues
- Documents the notification to the DP Primary
- The DP Primary may at this point:
 - Have an interview with parents/carers
- Still no improvement:
 - DP Primary informs Principal who will arrange a meeting with parents/carers

b) Extended explained absence

- Class teacher reports explained absence to DP Primary if absence exceeds 5 consecutive school days, unless permission is granted for such an absence – these are absences that concern the class teacher
- DP Primary investigates absence and decide on a plan of action which could include contacting parents or verifying absence and informing class teacher

c) Chronic student absence and/or student absence displaying a pattern

- Class teacher investigates chronic absence
- Class teacher reports chronic or a pattern of absence to the DP Primary if the absence continues
- DP Primary investigates absence and decides on a plan of action which could include contacting parents to verifying absence and informing class teacher

d) Recordkeeping

- A record must be kept by any staff member contacting/meeting with a parent/carer in the Primary T Drive Attendance Folder

8.3.2. Secondary Department (7 to 12)

a) Management of lateness

- Students arriving after 8.30am need to sign in as late at the Attendance Station in the College Office
- Students arriving late or leaving early after Family Group sign in as late arrival/early departure in College Office using the Attendance Station
- Student requires a note from parents/carers explaining lateness before 9:00am on the day after the lateness.
- Senior students, who have flexi time, must sign in or out using the Attendance Station in the Office. The late slip must be presented to the Family Group or Class teacher
- If a student is late for school without explanation from their parents/carers three times they will placed on a half hour Wednesday after school detention.
- If pattern of lateness continues:
 - Head of Stage contacts parents/carers by phone or meet with parents/carers in person
- Continual lateness will be reported to the Deputy Principal
 - DP Secondary informed and an interview with parents/carers arranged
- No improvement:
 - DP Secondary informs Principal who will arrange a meeting with parents/carers

b) Extended explained absence

- Class teacher/ Family Group teacher reports explained absence to Head of Stage if absence exceeds 5 school days
- Head of Stage investigates absence and decides on a plan of action which could include contacting parents or verifying absence and informing class teacher
- Head of Stage informs DP Secondary if explained absence continues
- DP will investigate and meet with parents/carers

c) Chronic student absence and/or student absence displaying a pattern

- Class teacher/Family Group teacher reports chronic or a pattern of absence to the Head of Stage
- Head of Stage investigates absence and decides on a plan of action which could include contacting parents to verifying absence and informing Class teacher/Family Group teacher of outcome
- If continues to be a problem the Head of Stage informs the DP Secondary
- DP Secondary will investigate and meet with parents/carers

d) Lesson attendance

- A roll of attendance for each lesson must be marked by each class teacher
- Class teacher needs to maintain the records reflecting the roll of attendance for each lesson
- Class teacher needs to verify the lesson roll with the morning attendance roll by comparing with Sentral
- If a student is absent the class teacher will inform the College Office
- Class teacher needs to maintain the records reflecting the roll of attendance for each lesson
- Head of Stage needs to investigate a pattern of absence from lessons

e) Recordkeeping

- A record must be kept by any staff member contacting/meeting with a parent/carer or any other action taken in the Secondary T Drive Attendance Folder

8.4. Staff Training

All staff are informed regarding attendance monitoring/recording at the commencement of the academic year and during the year. The Deputy Principals and Heads of Stage will regularly remind staff about their responsibilities in monitoring attendance and the associated follow up.



Note: The symbol X is to be used for the first and last day that the student attended for each term.

1. SYMBOLS TO BE USED WHERE STUDENTS ARE ABSENT FROM SCHOOL

| Symbol | Meaning |
|----------|--|
| A | The student was absent on that day without explanation. |
| L | The student was late or was absent for part of a day. The time of arrival or departure must be recorded. |

Only the following attendance register codes must be used to record the

- explanation of student absence, and/or
- variation in student attendance.

2. SYMBOLS TO BE USED FOR EXPLANATION OF STUDENT ABSENCE

| Symbol | Meaning |
|----------|---|
| A | This symbol must be used if no explanation has been provided by parents within seven days or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided. |
| S | The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases, the Principal may request a medical certificate. In addition to an explanation if the explanation is doubted, or the student has a history of unsatisfactory attendance. |
| 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 College • 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 the College |

3. SYMBOLS TO BE USED TO RECORD A VARIATION IN ATTENDANCE

(Not counted as an absence for statistical purposes)

| Symbol | Meaning |
|----------|---|
| M | The student was exempted from attending College and a Certificate of Exemption has been issued by a delegated officer. |
| F | The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> • HSC Pathways program • Best Start Assessments |

| | |
|----------|--|
| | <ul style="list-style-type: none"> • Trial or HSC examinations • VET courses |
| B | <p>The student is absent from the College on official College business. This symbol is recorded where the principal approves the student leaving the College site to undertake, for example:</p> <ul style="list-style-type: none"> • Work experience • School sport (regional and state carnivals) • School excursions • Student exchange |
| H | <p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or fulltime basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> • Tutorial centre and programs • Behaviour schools • Juvenile justice • Hospital schools • Distance education |



1. RATIONALE

Each day of the school year TCC delivers an educational program to all students in attendance. However, from time to time parents choose or are required to take their children out of school in term time for a variety of reasons. This policy seeks to provide a mechanism for dealing with these occasions which is consistent with our vision.

2. PURPOSE

To function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

3. AIM

The aim of this policy is to outline the procedures to be followed when exercising delegations regarding a *Certificate of Exemption* from school enrolment and attendance in the following circumstances:

- Granting and cancelling of a *Certificate of Exemption* from being enrolled and attending school for periods from 6 days totalling up to 100 days in a twelve month period;
- Granting and cancelling of a *Certificate of Exemption* from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.

It includes the process for application, review and record keeping.

4. CONTEXT

This policy applies to students of compulsory school-age who seek exemption from the legal requirement to be enrolled or attend school. It is the duty of parents to comply with the *Education Act 1990* and the duty of the College to maintain records of enrolment and attendance, have in place policies and procedures to provide for a safe and supportive environment for students including the provision for the welfare of students and for the protection of children.

5. DEFINITIONS

Compulsory school age _____ A child is of compulsory school-age if the child is or above the age of 6 years.

Minimum school leaving age _____ The age at which the child completes Year 10 of secondary education or the age of 17 years, whichever first occurs. A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in approved education or training or if the child is of or above the age of 15 years, paid work or a combination of approved education or training and paid work and below the minimum school leaving age.

Parent(s) _____ Any person who has custody or care of a student.

Principal _____ Includes an Acting Principal of the College.

6. POLICY

A *Certificate of Exemption* is granted by the Principal. A *Certificate of Exemption* is granted when the applicant has clearly demonstrated that the exemption is in the student's best interests in the short and long term and when, where appropriate, other alternatives have been explored. The scope of the exemption is limited to the circumstances listed in the delegation. An application for a *Certificate of Exemption* should be made in writing in advance. Exemptions will not be granted retrospectively. Procedural fairness will be applied to the consideration of all applications. Appeals to decisions should be made in writing to the Principal attaching any supplementary information.

A *Certificate of Exemption* should not be issued in the case where there are unresolved issues concerning a risk of harm associated with the application or the child has been subject of a Family and Community Services referral. A risk assessment should be conducted to identify and manage risk prior to an approval being granted.

If a *Certificate of Exemption* is granted it will:

- include any specific conditions that apply to the exemption,
- state that the exemption may be cancelled if these conditions cease to apply and
- specify the period for which the exemption has been granted.

The original *Certificate of Exemption* will be provided to the parent and a copy placed in the student's file.

Exemptions from attendance at school may be granted for:

- Exceptional circumstance (such as health of the student, where sick leave or alternative enrolment is not appropriate)[6+ days]
- Employment in the entertainment industry
- Participation in sporting events (including for short periods of time (1 or 2 days) and at short notice)
- Participation in elite arts' program
- the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991 (the parent is not required to complete an application for exemption).

A *Certificate of Exemption* can no longer be granted for travel or holidays during school terms. Families are encouraged to travel or holiday during school vacations. If travel during the school term is necessary, the following considerations apply:

- If the Principal accepts the reason for the absence, the absence will be marked as "L" ("L" = absence is justified).
- If the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A" (A = Absence not justified).

It is the Principal's discretion to accept or reject the explanation provided.

Exemptions from enrolment at school may be granted for:

- Age, where a child turns six years on or after 1 October or later in a school year and is engaged in:
 - Fulltime preschool education at an accredited preschool for the remainder of the year;
 - Full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday. (In both cases, proof of enrolment or participation in the preschool and a transition to school program are a condition of the exemption);
- The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday. (A statement from the child's medical specialist and a transition to school program are conditions of the exemption);
- Entering a full-time apprenticeship or traineeship. The applicant can seek exemption from being enrolled and attending school for an indefinite period when they have completed Year 9 and when they have been approved to undertake a full-time apprenticeship or traineeship the following conditions apply:
 - The Principal considers the student a suitable candidate to complete his or her education through an apprenticeship or traineeship;
 - The student's parents give permission for this to occur;
 - The Principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by a Registered Training Organisation,
 - The employer agrees to notify the Principal if the apprenticeship or traineeship is abandoned before the student turns 17 or if the program is terminated by the employer.
 - The apprenticeship or traineeship is subsequently approved by the Commissioner for Vocational Training, State Training Services as suitable for the student and the training contract attains 'registered' status.

7. PROCEDURES

7.1 Applications

- Applications will be made in writing using the appropriate Parental Application Form and directed to the Principal. Forms can be found in Appendix 1 & 2.
- All applications will be logged and filed in the Student file.

7.2 Review of Applications

- All applications will be reviewed by the Principal.
- Parents will be informed of the decision in writing.
- If successful, a Certificate of Exemption will be issued by the College to Parents. (Appendix 4 & 5)
- If unsuccessful, the parent will be informed of the decision by letter. (Appendix 6)
- In the case where a refusal is being considered, parents will have an opportunity to respond before the final decision is made.

All communication during the application and review process will be in writing.

7.3 Record Keeping

- The College will keep a copy of the following documentation on the student's file
 - The application
 - Review decision
 - Records tracking status of any conditions associated with the exemption
 - Certificate of Exemption (if granted)
 - Copy of delegation.
 - The College will also maintain a log detailing an overview of all applications and decisions made using the delegations.
 - The College will record the information on the register of attendance using the appropriate codes

7.4 Congruence with Legislation & Related Policies

- Education Act
- NESA Registration Systems and Member Non-government Schools (NSW) Manual
- TCC Privacy Policy
- TCC Roll Marking and Attendance Policy
- TCC Child Protection Policy

SOURCES

NSW Education & Training Student Welfare Directorate *Exemption from School – Procedures*.

Robyn Yates, AIS NSW

ACCOUNTABILITIES

The Principal is responsible for the implementation of the policy.

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APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL

STUDENT DETAILS

To be completed by the student's parents

Family name _____ Given name(s) _____

Grade _____ Date of birth _____

Address _____

_____ Postcode _____

Date of exemption applied for _____ to _____

Number of school days _____

Reason for application for exemption:

Please tick: ✓

Exceptional circumstance* (does not include family weddings, illness of family members, family travel**)

* For more information about exceptional circumstances, please visit www.tcc.nsw.edu.au/Absence

** Please complete 'Notification of Student Absence' form at www.tcc.nsw.edu.au/Absence

Employment in entertainment industry (please also complete Part A)

Participation in elite sporting event (please also complete Part B)

Participation in elite arts program (please also complete Part B)

Direction under Section 42D of the *Public Health Act 1991*

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

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 _____

See page 3 for

(A) Employment in the Entertainment Industry or

(B) Participation in Elite Sport or Elite Art Event

PART A Employer's Details (in the case of employment in the Entertainment Industry)

To be completed by the Employer

Name of company / corporation _____

Contact person _____

Address _____

Telephone number _____ Fax _____

Email address _____

Please attach and tick -

1. Detailed itinerary / work schedule for the period of exemption sought Yes No

2. Evidence of tutor's teaching qualifications (supplied by employer) Yes No

Employer's signature _____ Date _____

PART B Participation in Accredited Elite Arts or Elite Sports

To be completed by the Applicant

Name of accredited elite arts or elite sport program _____

A. Dates of exemption applied for (if block) _____

Number of school days _____

B. Individual dates applied for: _____

Number of school days _____

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

Reason for Application for Exemption (Please tick)

Training for Elite Sport

Elite Sport Event or Tour

Elite Arts Program

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.



On letterhead

CERTIFICATE OF EXEMPTION FROM ATTENDANCE AT COLLEGE UNDER SECTION 25 OF THE EDUCATION ACT 1990

Student Details

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

Family name _____ Given name(s) _____

Date of birth _____ Grade _____

Address _____

_____ Postcode _____

Date of exemption _____ to _____

Number of school days _____

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).

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this 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.

Name of Principal **Dr Johan Griesel** _____

Signature of Principal _____ Date _____

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



On letterhead

CERTIFICATE OF EXEMPTION FROM ENROLMENT AT COLLEGE UNDER SECTION 25 OF THE EDUCATION ACT 1990

Student Details

Family name _____ Given name(s) _____

Age _____ Date of birth _____

Address _____

_____ Postcode _____

Date of exemption from _____ to completion of the apprenticeship/traineeship.

This exemption is granted for the sole purpose of completion of education by completion of a full time apprenticeship/traineeship commencing in Year 10 on the following conditions.

1. The training contract is approved by the State Training Services.
2. 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).
3. The employer must notify DEC 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 of the above mentioned student that they are responsible for his/her supervision during the period of exemption. The parent understands that this 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.

Name of Principal _____

Signature of Principal _____ Date _____

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



SECTION 42D OF THE PUBLIC HEALTH ACT

Duties of Principals and Directors when there is an outbreak of a Vaccine Preventable Disease

- (1) The principal of a school, or the director of a child care facility, must, on becoming aware that a child enrolled at the school or facility is suffering from a vaccine preventable disease, inform the medical officer of health for the medical district where the school or facility is located that the child is suffering from the disease.
- (2) On being informed that a child is suffering from a vaccine preventable disease, a medical officer of health may, for the purpose of preventing the spread of the disease, direct the principal of the school, or the director of the child care facility, at which the child is enrolled to do either or both of the following:
 - (a) to send or deliver to the parent of the child, and of every child at risk who is enrolled at the school or facility, a notice to the effect that, unless the requirements specified in the notice are complied with in respect of that parent's child within the period so specified, that child is to be excluded from the school or facility for the duration of the outbreak of the disease (as determined by that medical officer),
 - (b) to take such other action with respect to the child suffering from the disease and the children at risk as may be specified in the direction.
- (3) In giving a direction under subsection (2), a medical officer of health must comply with such guidelines as may be issued from time to time by the Director-General.
- (4) On receiving a direction under subsection (2), the principal or director must comply with the direction.
- (5) A principal who has sent or delivered a notice referred to in subsection (2) (a) must ensure that the child to whom the notice relates is excluded from the school or child care facility concerned for the duration of the outbreak of the disease (as determined by the medical officer of health concerned), unless the requirements specified in the notice have been complied with within the period so specified.
- (6) Subsections (1) and (2) do not apply when the school or child care facility is closed for a public holiday or vacation, unless the school or facility would reopen before the end of the duration of the outbreak of the disease (as determined by the medical officer of health concerned).
- (7) A member of the staff of a school or child care facility must not, except as provided by this section, subject a child who attends or is seeking to attend the school or facility to any detriment because of the child's immunisation status.

Toongabbie Christian College

ATTENDANCE POLICY: APPENDIX G

Leave granted (not as exemption)



On letterhead

[date]

Dear [Name of parents/carers]

Thank you for your application for exemption, notifying us that [student's name(s)] will be absent from College from [date] to [date]

The College accepts the reason for the absence and the roll will be marked as "L" (absence is justified). A Certificate of Exemption will not be issued for this absence.

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

Yours sincerely,

Johan Griesel
Principal



ADVANCE NOTICE OF STUDENT ABSENCE*

(*This document does not represent an application for exemption from school attendance)

STUDENT DETAILS (Please use one form for up to 4 children)

To be completed by student's parents

Given name(s) _____ Family name _____

Class _____ Date of birth _____

Given name(s) _____ Family name _____

Class _____ Date of birth _____

Given name(s) _____ Family name _____

Class _____ Date of birth _____

Given name(s) _____ Family name _____

Class _____ Date of birth _____

Address _____

Postcode _____

Notified Absence (from) _____ (to) _____ (inclusive)

Number of school days* _____

** If any of the above exceeds 5 school days, parents/carers are required to provide additional documentation/information, eg letter of motivation, detail of travel or flight tickets.*

Notice regarding Year 10-12 Students

It is critically important that students identify all NESA (Official RoSA, Preliminary and HSC) Assessment Tasks that are due during the period of leave. Misadventure will not be considered under Advance Notice of Student Absence. Due dates remain intact as per Assessment Booklet. Extenuating circumstances may be considered.

Noted by parent/carer

Notice regarding Year 7-9 Students

Preferably the due dates are consistently met when assignments fall due. It remains the responsibility of students to make arrangements with teachers how and when assessment tasks will be completed. Extenuating circumstances may be considered.

Noted by parent/carer

Reason for notification (Please tick: ✓)

Medical/paramedical appointment

Travel in Australia and overseas

Serious illness of an immediate family member

Attendance at a funeral

Participation in special events not related to school

Misadventure for unforeseen event

Please provide more detail about the reason for the notification:

Parent/Carer _____ Date _____

Absence noted by Principal (initials) _____

Absence recorded by TCC Staff as notified by parent/carer _____ Date _____

(A copy of this form will be sent to the parent/carer once noted on the student attendance roll.)