

	Title: Attendance Policy and Procedure Student	
	Version: 1.7 Date: 07.01 2017	Approved: CEO Date: 30.01.2017
	Author: A Holcombe	Next Review: 31.01.2019
	Administered: Human Resources	Signed: 

1. Purpose

Section 22 of the Education Act 1990 requires students between the ages of six and the compulsory leaving age to be enrolled at a government or registered non-government school and to attend that school whenever instruction is provided, or to be registered with the Board of Studies for home schooling.

All students who are enrolled at the College, regardless of their age, are expected to attend College whenever instruction is provided.

Section 24 of the Act requires CEO/Principal's to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available to authorised officers at all times.

2. Scope

This policy applies to the College staff and students enrolled in Years 11 and 12 at the Hunter Trade College ("the College"). Regular attendance at College is essential to assist students to maximise their potential. The College, in partnership with parents, is responsible for promoting the regular attendance of students.

This policy should be read in conjunction with the College Enrolment Policy and Procedures. Students undertaking a School Based Apprenticeship/Traineeship at the College are remunerated by their employer for a component of their learning at the College. Student absences will be reported to the employer and may impact on this remuneration.

3. Definitions

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CEO	Chief Executive Officer
"the College"	Hunter Trade College
School Pro	
Student Support Officer	SSO

4. Responsibilities and delegations

CEO	<p>Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance</p> <p>Ensure all mandatory requirements of the Education Act 1990 in relation to attendance are met.</p> <p>Provide College personnel with information annually on attendance</p>
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	<p>requirements and their obligation to monitor and promote regular attendance at the College.</p> <p>Ensure College staff are trained to implement College attendance Policy and Procedures and that personnel with delegated responsibility for maintaining attendance records are appropriately supervised.</p>
College Administration staff	<p>Promptly notify parents when their children are absent from College without parental explanation.</p> <p>Promptly notify the College Student Manager when individual students have a pattern of unsatisfactory attendance.</p> <p>Maintain accurate records of student attendance in an approved format as required by the Education Act 1990.</p>
Student Manager	<p>Investigate all cases of unsatisfactory attendance absences from College and implement intervention strategies such as improvement plans and/or parent meetings.</p>
Teachers	<p>Accurately record all student absences in period one of each teaching day.</p> <p>Promptly report any non attendance of students throughout the day who are shown to be present on the College attendance roll (School Pro) to the College administration staff</p>
Parents and Carers	<ul style="list-style-type: none"> • Ensure that a College student in their care who is enrolled at the College attends regularly; • Contact College administration staff to explain absences of a student in their care to the College on the day of the absence or when contacted by the College staff in relation to the reason for the absence of their son/daughter/ward.

5. Attendance Procedures

5.1. Supporting Regular Attendance of Students

- 5.1.1 Parents are responsible for the regular attendance of students at the College. The CEO and College staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the *Education Act 1990*, the welfare of the student must be the focus of this consultation.
- 5.1.2 The College monitors the daily attendance/absence of students and conducts regular follow-up of unexplained absences by contacting parents promptly.
- 5.1.3 Resolution of attendance difficulties may require a range of additional College based strategies including:
- student and parent interviews,
 - formulation of attendance improvement plans in consultation with the student/parents,
 - reviewing the appropriateness of the student's educational program
 - referral to the College SSO or outside agencies,
 - review of the educational progress of the student and development of an Individual

5.2 Attendance recording and monitoring procedures

5.2.1 The College maintains a register of enrolments in School Pro that includes the following information for each student:

- name, age and address,
- name and contact telephone number of parents)guardian(s),
- date of enrolment and withdrawal (see section 4.9),
- Previous school attended and relevant dates

The enrolment register is retained for a minimum of five years before archiving.

5.2.2 The daily attendance of students is recorded in the College attendance register in School Pro

5.2.3 College administration staff will undertake all reasonable measures to contact parents on the day of an unexplained absence occurring. Contact is made by SMS text message, followed by a phone call if no response to the SMS is received.

5.2.4 In the case of students participating in work placements, the administrative staff, will obtain an accurate record of student attendance at other sites and record absences from work placement in the attendance register.

5.2.5 The CEO or delegate may grant sick leave to students whose absences are satisfactorily explained as being due to illness.

5.2.6 The CEO or delegate may decline to accept as satisfactory an explanation for an absence. In such a case the parent is advised that the explanation has not been accepted and a reason for this provided.

5.2.7 The CEO or delegate may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged.

5.2.8 The CEO may delegate responsibility for the maintenance of attendance registers to teachers and other College personnel. In such cases, the CEO must ensure that these staff:

- Know the procedures in this document before marking the attendance register and following up absences. Staff must understand how an absence should be noted on an attendance register using the approved codes.
- Seek verbal or written advice promptly from parents regarding unexplained full or part day absences. Parents may not be aware that their child has been absent from College and will expect to be informed promptly if unexplained absences occur.
- Retain records of written, electronic and verbal explanations from parents. If delegated staff receive verbal explanations from parents, a record of these must be kept with written and printed electronic explanations.

Notify the HTC student manager when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer, for follow up action.

- Report chronic non-attendance, fractional truancy and persistent lateness promptly to the Student Manager for follow up action. (Appendix 1)
- Use the required School Attendance Register codes (Appendix 2).

5.3 College Attendance Records Requirements

The College attendance register includes the following information per student:

- a record of daily attendance which is recorded by noting daily absences,
- the reason for absence using the common codes approved by the Minister,
- documentation to substantiate reason for absence.

The attendance register is retained for seven years after the last entry before archiving. In a case where a student has an accident necessitating an accident report, all attendance records of that student are retained until the year the student reaches the age of 25 years.

5.4 Attendance Registers Procedures

- 5.4.1 Attendance registers must be maintained on all days on which the College is open for instruction.
- 5.4.2 The exception method (marking absences only) will be followed by the College.
- 5.4.3 College attendance must be recorded on the attendance register in period one of each College day.
- 5.4.4 Students involved in off-site activities organised by the College must not be marked as absent. Their involvement in such activities must be notified to the College administration staff prior to the date of the activity, by the staff organizing the activity.
- 5.4.5 Staff responsible for maintaining attendance registers must be acquainted with requirements of this document and correct procedures.
- 5.4.6 A special circumstance register will be kept on:
 - Days on which there is part or full day industrial action involving teachers
 - Days on which the College is inaccessible due to natural occurrences such as fire or flood.
- 5.4.7 Special circumstance registers are to be maintained on days as outlined in 5.4.6. They will:
 - specify the dates and times of the variation.
 - Indicate the reason for the variation.
 - list students attending on that day (if any attend)
 - be signed by the staff maintaining the register.
 - be permanently attached to attendance registers.
 - not be recorded on student semester reports or count as absences for statistical purposes student absences on special circumstance days.
- 5.4.8 Security of attendance registers.
 - 5.4.8.1 Registers must be stored in a secure location within the College.
 - 5.4.8.2 They must not be removed from the College premises unless removal is warranted by exceptional circumstances such as fire or flood. Staff must not take attendance registers home.
 - 5.4.8.3 The loss of an attendance register is a serious occurrence. A new register should be commenced immediately. Attendance information referring to absences on occasions prior to the commencement of the new register must not be included.

- 5.4.8.4 A notice signed by the CEO must be attached to the new register. The notice must state the period for which the original register was a record of student attendance (eg 1 February – 30 March, 2017) and the date from which the replacement register commences.
- 5.4.8.5 At the end of each College year the CEO must ensure that the attendance register and attached special circumstance registers are preserved as a complete record of students' absences for that year.
- 5.4.9 Student Suspension
Students who are suspended from the College in accordance with the College Discipline Policy will have:
- the appropriate symbol for suspension used to denote the absences of students whilst on suspension. This symbol is to be used only for the duration of the suspension and must not be applied to students who fail to return to College following the suspension period.
 - the absences of students who are suspended counted as absences for statistical purposes.
- 5.4.10 A student's name must be removed from an attendance register if:
- the student enrolls in another school after the College withdrawal process has been completed.
 - advice has been received from parents that the student is to be enrolled in a non-government or other registered school, or is registered with the Board of Studies for home schooling.
 - the student has been expelled from the College in accordance with the College Discipline Policy.
 - the student is seventeen years of age or older and their whereabouts is unknown and the College procedure for withdrawal has been completed.
- 5.4.11 If a student's name has been removed from the roll because they are missing, absences from the last day of attendance at College are not included as absences for statistical purposes. The roll should be amended to reflect this.

5.5 Withdrawal Procedure

- 5.5.1 Student's withdrawing from the College must complete a withdrawal form signed by their parents indicating the reason for the withdrawal and their withdrawal destination.
- 5.5.2 The VET competencies achieved by the student whilst attending the College will be recorded in the College student data base system, Axclerate before the student is withdrawn from the system.
- 5.5.3 Where a student whereabouts is unknown the following procedure is required to be completed before removing the student's details from the attendance and enrolment registers:
- 5.5.3.1 Student or student parents are to be contacted regarding non-attendance by telephone in the first instance. If verbal confirmation is given that the student is leaving then a withdrawal form is to be sent to the student's current address. The date of the contact and the date that the withdrawal form is sent is recorded on the student's file and the College Student Management System (School Pro).
- 5.5.3.2 When the Withdrawal Form is received the date the form is received is recorded on it. The form is checked and any outstanding College fees and resources will be followed up. The form is then forwarded to the CEO for approval.

- 5.5.3.3 If no response is received to the Withdrawal Form after a further 10 College days the student's position will be declared vacant subject to approval of the College Executive and the College then withdraws the student. If the student is under 17 years of age, the College will inform the Department of Education by email, using Student Enrolment Destination Unknown Form – Appendix 5

A letter or email is then to be sent to the last known address indicating College has withdrawn student.

5.6 Attendance Exemption

- 5.6.1 Parents/caregivers/ students living independently submit the application for exemption from attendance and supporting documentation where requested to the CEO/Principal, prior to the proposed period of the exemption. (Appendix 3)
Applications for an exemption from attendance for a total of under 100 days in a 12 month period, will be considered by the CEO/Principal in accordance with the NSW Department of Education criteria. Exemption certificate (Appendix 4).
- 5.6.2 Criteria for granting an exemption from attendance include:
- Exceptional domestic circumstances including but not limited to participation in family holidays during term time.
 - Other exceptional circumstances such as health of a student where sick leave or alternative enrolment is not appropriate.
 - The student being prevented from attendance due to a direction under section 42D of the Public Health Act 1991.
 - Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. one or two days.
- 5.6.3 Where the application is supported the CEO/principal will inform the parents/caregivers/ students living independently and provide an exemption certificate (Appendix 4)
- 5.6.4 Where an exemption is not supported the CEO/Principal will notify the parents/caregivers/ students living independently in writing of the unsuccessful outcome.
- 5.6.5 In all cases copies of the exemption documentation will kept in the student's file and in the College attendance records.
- 5.6.6 When an exemption is granted the attendance roll must indicate the code M.

5.7 Variation

The College reserves the right to review, vary or revoke this policy.

6.0 Reference Documents

Appendix 1	Intention to Develop an Attendance Improvement Plan
Appendix 2	School Attendance Register Codes.
Appendix 3	Application for Exemption from Attendance at College.
Appendix 4	Certificate for Exemption from Attendance at College.
Appendix 5	Student Enrolment Destination Unknown Notification

7.0 Document History and Version Control

Version Number	Version Date	Authorised Officer	Amendment Details
1.0	22 August 2007	A Holcombe	Original
1.1	1 June 2009	S Kriz	Change College name, Logo, Approval from Board to CEO, and minor amendments
1.2	13 April 2010	A Holcombe	Minor amendments to reference the Education Amendment (School leaving) Regulation 2009
1.3	17 January 2012	A Holcombe	Amendment to absentee codes and attendance procedures.
1.4	17 April 2012	A Holcombe	Minor amendments to procedures.
1.5	22 May 2012	A Holcombe	Added section 5.6 Attendance Exemptions.
1.6	28 May 2012	A Holcombe	Details and Appendix 3 & 4 added re Exemptions
1.7	24 June 2015	A Holcombe	Periodic Review. Minor amendments to formatting and numbering.
1.8	15 th January 2017	A Holcombe	Periodic review- Attendance Exemption process updated

Appendix 2**Reason Codes**

Reason	Code	Explanation
Absent	W	The student is absent.
Approved leave	L	Principal has approved up to 15 days leave for the student with an explanation that is acceptable to the Principal. For example, attendance at funeral, misadventure or unforeseen event, recognised religious festivals.
Early Departure	P	Time of departure must be recorded
Exempt	M	The student was exempted from attending school.
Flexible timetable	F	Student participating in flexible not present because they are not required to be at school.
Late Arrival	P	Time of arrival must be recorded
School Approved Activity	B	The student is absent on official school business such as school excursion or workplacement.
Shared Enrolment	H	The student is attending two or more education settings for a period of time.
Sick	S	The student absence is due to sickness or as a result of a medical or paramedical appointment. In these cases a medical certificate is provided, the absence was due to sickness and the Principal accepts this explanation.
Suspended	E	The student was suspended from school.
Unexplained	A	The student's absence is unexplained or unjustified
Unjustified	A	The student's absence is unexplained or unjustified

**School Attendance Policy PD20050259
ATTENDANCE REGISTER CODES**

Electronic Attendance Registers

Symbols to be used where students are absent from school	
Symbol	Meaning
W	The student was absent on that day.
P	The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Symbols to be used for explanation of student absence	
Note: The following symbols should be recorded beside the W or P symbol as appropriate	
Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence 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	Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal's discretion. This symbol is recorded where a student's absence is due to reasons 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 - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school.
M	The student was exempted from attending school.
F	Senior student participating in flexible timetable not present because they are not required to be at school.

**School Attendance Policy PD20050259
ATTENDANCE REGISTER CODES**

B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake:</p> <ul style="list-style-type: none">- work experience- school sport (regional and state carnivals)- school excursions.
H	<p>The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with the Department's Enrolment Policy (<i>Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy 1997</i>).</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.

Hunter Trade College

ABN: 49 119 150 159

RTO: 91287



Application for Exemption from Attendance at College

STUDENT DETAILS

Family Name: _____ Given Name: _____

Age: _____ Date of Birth: _____(dd)/ _____(mm) / _____(year)

Enrolment Registration Number (ERN): _____

Students Address: _____

_____ Postcode: _____

Dates of exemption applied for: ____/____/____ to ____/____/____

Number of College Days: _____

REASON FOR APLICAITON 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 College days, copies of travel documentation should be included with the application.

For more information telephone the College on (02) 49 322 400.

S K I L L S



K N O W L E D G E



E T H I C S

60 Junction Street
TELARAH NSW 2320

Ph: 02 4932 2400
Fax: 02 4932 4344
Email: admin@htc.nsw.edu.au

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

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

Number of College Days: _____

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

PARENTS DETAILS

Family Name: _____ Given Name: _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As a parent of the above mentioned student, I hereby apply for a certificate of Exemption from attendance at College, 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 recognize 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 recognize 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: ____/ ____/ ____

PRIVACY STATEMENT

The Hunter Trade College 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 contacted the College. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the College.



Hunter Trade College

ABN: 49 119 150 159

RTO: 91287



Certificate for Exemption from Attendance at College under Section 25 of the *Education ACT 1990*

STUDENT DETAILS

Family Name: _____ Given Name: _____

Date of Birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

Dates of exemption applied for: ____ / ____ / ____ 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 College 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 may be cancelled at any time.

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.**

S K I L L S



K N O W L E D G E



E T H I C S

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