

Howayek Providence Limited trading as

MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

STUDENT ATTENDANCE POLICY AND PROCEDURES

This policy and its procedure supersedes all previous policies and procedures relating to matters contained herein.

STUDENT ATTENDANCE POLICY AND PROCEDURES

Mission: *"Inspired by the Maronite Sisters of the Holy Family, we provide high quality learning, nurturing students in their spiritual, academic, physical, and social potential, to serve the needs of the broader community"*

Vision: *"We enable our community to grow in the likeness of Christ, striving for excellence as leaders and advocates, and positively transforming our world".*

Know Love Serve

Ethos: *"The College strives to instil in students the teachings of Jesus.
Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.
Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8). Emphasises is on treating all with dignity, service, forgiveness, justice, and love.
Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends".*

INTRODUCTION

The NSW Education Act 1990 (the Education Act) requires all students of compulsory school age to be enrolled in and attend school unless they are registered for home schooling. Regular College attendance is essential to assist students to maximise their potential. Maronite College of the Holy Family in partnership with parents, are responsible for promoting the regular attendance of students.

The College Executive Principal maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all students at the College, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) *Registered and Accredited Individual Non-Government Schools (NSW) Manual*. Student absence and variation to attendance are recorded as per the Minister's codes.

PURPOSE

While parents/guardians are legally responsible for the regular attendance of their children, under the Education Act and the NSW Education Standards Authority (NESA Rules) Maronite College of the Holy Family as an independent school is responsible for monitoring, recording, and following up student absences as well as implementing intervention strategies to improve student engagement and College attendance.

Thus, the purpose of the Student Attendance Policy (the Policy) and additional Procedures (the Procedures) is to clearly define legislation, regulations and responsibilities regarding attendance requirements and articulate Maronite College of the Holy Family's systems, strategies and processes in place for student registration, attendance and absenteeism.

NSW LEGISLATION AND REGULATIONS

The NSW Education Act (1990) sets out requirements for enrolment and attendance of students at the College.

Section 21B of the Education Act states that a child is of compulsory school age when the child is of or above the age of 6 years and below the minimum school leaving age.

The minimum school leaving age:

- a) The age at which the child completes Year 10 of secondary education (subject to participation required by subsection 3), or
- b) the age of 17 years, whichever first occurs.

Subsection 3: A student 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

- a) approved education or training, or
- b) 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.

In addition to the obligations of the Education Act, the College complies with NSW Education Standards Authority (NESA) registration requirements for attendance (3.8 in the manual).

- a) Maintaining a register of enrolments.
- b) Having in place and implementing policies and procedures to monitor attendance, identify, follow up and notify absences, and to keep relevant registers.

Maronite College of the Holy Family uses the common codes implemented by the Minister of Education in 2010.

Section 22 of the Education Act notes that it is the duty of the parent of a child of compulsory school-age to cause the child to be enrolled at, and to attend a registered school such as Maronite College of the Holy Family, and to receive instruction in accordance with the conditions to which the registration is subject.

Section 25 of the Education Act the Executive Principal may exercise the Minister's delegation in relation to granting and cancelling a certificate of exemption from being enrolled and attending the College in certain prescribed circumstances.

DEFINITIONS

Attend a school "A child attends a school if, and only if, the child attends the school at all times while the school is open for the child's instruction or participation in school activities" (Education Act 1990).

Absence It is important to clarify the multifaceted nature of school absences by differentiating the various terms that are often used interchangeably and to delineate the different terms as they represent different behaviours and motivators. Kearney (2008)¹ defined absences as the following categories:

- a. **Absenteeism** – defined as any form of absence from school or class.
- b. **School refusal** – refers to when a child or young person refuses to attend school and/or has problems remaining in class for an entire day and is anxiety-based (e.g. separation, generalised or social anxiety driven). It can present as extended absences from school, periodic absences from school, missed classes or chronic tardiness with the child or young person experiencing intense dread (or anxiety) about school that precipitates pleas for future non-attendance. Parents/guardians are aware of school refusal absences and no attempt by the child is made to conceal these absences.
- c. **Chronic school refusal** – defined as missing fifteen school days in an academic year or missing at least 10% of school days at some point of the academic year.
- d. **Truancy** – refers to concealed absences by the child or young person, without parents'/guardians' knowledge. Truancy is not anxiety-based and usually involves the child or young person engaging in alternate behaviours.
- e. **School withdrawal** – refers to when parents/guardians deliberately keep a child away from school for various reasons including family illness, parental conflict or family holidays.

1. COMPULSORY SCHOOL AGE

1. A child is of compulsory school-age if the child is of or above the age of 6 years and below the minimum College leaving age.
2. The minimum College leaving age.
 - a. The age at which the child completes Year 10 of secondary education (subject to participation required by subsection
 - b. The age of 17 years, whichever first occurs.
3. 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
 - a. Approved education or training, or
 - b. 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.

4. A child ceasing to be of compulsory school-age because of that participation does not revert to being of compulsory school-age because of a cessation in participation for any reason so long as the interruption in participation does not exceed a total period of 3 months in any 12-month period or such other period approved by the Minister.
5. The completion of Year 10 of secondary education.
 - a. Completion of Year 10 of secondary education in NSW (whether by school education or home schooling).
 - b. The completion of a course provided by the TAFE Commission that is approved by the Minister as the equivalent of Year 10 of secondary education in this State.
 - c. The completion, outside of this State, of the equivalent of Year 10 of secondary education in this State.
 - d. The completion of education in any special circumstances approved by the Minister.
6. Participation in approved education or training is participation in any of the following
 - a. Higher education course within the meaning of the **Higher Education Act 2001**.
 - b. VET accredited course within the meaning of the National Vocational Education and Training Regulator Act 2011 of the Commonwealth.
 - c. Apprenticeship or traineeship within the meaning of the Apprenticeship and Traineeship Act 2001.
 - d. Any other education or training approved by the Minister.
7. The regulations may prescribe rules and criteria that are to be applied for the purposes of this section in determining.
 - a. Whether a child has completed Year 10.
 - b. Whether a child is participating in paid work.
 - c. Whether a child is participating in approved education or training.
 - d. Whether such participation is on a full-time basis.

Subject to the regulations, participation on a full-time basis in paid work is participation for an average of 25 hours per week.

2. LEGAL OBLIGATIONS & RESPONSIBILITIES

Parents/Guardians, the College Executive Principal and Staff each have legal obligations and responsibilities in the enrolment process and attendance register which must be fulfilled in accordance with the **Education Act 1990**.

2.1 PARENTS/GUARDIAN OBLIGATION & RESPONSIBILITIES

Legally, it is the responsibility of the parents or guardians of a child of compulsory school age to ensure that their child is enrolled in, and attending school, or is registered for home schooling (section 22 of the Education Act). Once enrolled, the child(ren) is required to attend school each day the College is open. It is an offence under the Education Act (Section 23) for a parent/guardian not to meet their legal obligation in relation to the enrolment and attendance of their child(ren) once enrolled at Maronite College of the Holy Family.

Requirements of Parents/Guardians:

1. Child(ren) who are enrolled at the College attend every day the College is open for instruction.
2. Explain the absence/s of their child(ren) from the College promptly and within 7 days of the first day of any period of absence.
3. Work in partnership with the College to plan and implement strategies to support regular attendance including communicating with the College if they are aware of issues impacting on their child's attendance or engagement with the College.
4. Apply to the College for a Certificate of Exemption if they can clearly demonstrate that the child's absence for a period up to 100 days in a twelve-month period is in the student's best interest.
5. Apply for leave (for family holidays) if a child/young person is to be absent from the College for a period of 5 to 100 days.
6. Supply the College with the destination of their child/ren before withdrawing from College enrolment.

2.2 EXECUTIVE PRINCIPAL'S LEGAL OBLIGATION & RESPONSIBILITIES

All students who are enrolled at the College are expected to attend whenever instruction is provided. The Executive Principal of Maronite College of the Holy Family is responsible for:

1. Maintaining a student register of enrolments and daily attendance.
2. Record and monitor daily attendance and absence of students.
3. Follow up student absences.
4. Process applications for exemption from attendance or enrolment.
5. Monitoring attendance data.
6. Implementing intervention strategies to improve unsatisfactory attendance.

Under **Part 5 of the Education Act Section 47(g), (iv)** and **NESA** Registration and Accreditation Individual Non-Government Schools (NSW) Manual.

2.2.2 EXECUTIVE PRINCIPAL'S AUTHORITY

In 2022 the NSW Education Minister broadened the Executive Principal's authority. Thus, the Executive Principal of Maronite College of the Holy Family has the authority under **Section 25 of the Education Act** (Certificate of Exemption from attending the College).

1. Grant a six-month exemption whose absences are satisfactorily explained due to health, learning or social needs.
2. Grant an exemption from College attendance for periods totalling up to 100 days in a twelve month period for any one student provided certain conditions are met.
3. Grant part-day exemptions from the College for periods totalling up to 100 days in a twelve-month period.
4. Grant exemption from enrolment for students who have completed Year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship.
5. Grant exemptions from College attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events.
6. Decline to accept an explanation for absence and record the absence as "unjustified". The parent may be advised the explanation has not been accepted and the reason why.

2.2.3 EXECUTIVE PRINCIPAL'S RESPONSIBILITIES

To effectively implement the College's Attendance Policy, the Executive Principal must ensure:

1. Students are enrolled consistent with the Maronite College of the Holy Family Enrolment Policy and a Register of Enrolment is kept.
2. Attendance records are maintained and are an accurate record of student attendance.
3. All attendance records including details of transfers and exemptions are accessible to the Executive Director of Catholic Schools and NESA Inspector.
4. The College regularly evaluates and addresses student attendance.
5. Open communication on issues affecting student attendance is promoted with parents/guardian.
6. Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation of the absence.
7. Interpreters and translated materials, including letters are available when communicating with parents from language backgrounds other than English in matters relating to College attendance.
8. College staff are trained to implement attendance policies and procedures and, personnel with delegated responsibilities are supervised.
9. All cases of unsatisfactory attendance including part day absences are investigated promptly and College based factors impacting on attendance are addressed.
10. Early identification of students at risk of developing poor College attendance patterns through strategies such as daily roll checks.
11. Attendance reports from roll checks are generated at least fortnightly and reviewed by the Head of Wellbeing for follow-up by appropriate staff members. The official Register of Daily Attendance K-12 is saved at fortnightly intervals throughout the year as a PDF extracted from AWMS records K-12. The Head of Wellbeing may endorse this copy, certifying its accuracy. This endorsement may be shown in the file name. These are to be saved after the seven (7) day period for collecting of absent notes has

- passed and the records are complete. Absent notes which are collected after the attendance records have been saved may be recorded on a word document and saved.
12. The College in partnership with parents identify and implement strategies that address the learning support needs of a student with attendance patterns of concern.
 13. Parents, students and the College community are regularly informed of the importance of school attendance and requirements.
 14. Effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services with local external agencies in discussion with parents. Appropriate staff members may be nominated to meet with parents, arrange referrals and to be the contact points for consultation and coordination of College involvement.
 15. Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.
 16. Child protection concerns underlying College attendance issues (including educational neglect) are managed consistent with the Children and Young Persons (Care and Protection) Act 1998.
 17. If concerns include not sighting the child, the Executive Principal must, as soon as possible contact the NSW Police Force to request that a child safety check be undertaken.
 18. Consideration is given to the Mandatory Reporter Guide (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm. In accordance with the MRG Neglect Education Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30 days' absence within the past one hundred school days. However, Executive Principals should consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.
 19. Other decision trees can be used if the underlying issues impacting on College attendance are also of concern. For example, care concerns, neglect, supervision, or child /young person is a danger to self and others.
 20. A system is in place for signing out students who need to leave the College premises during school hours.
 21. A system is in place to record student late arrivals and early leavers.

2.3 STAFF LEGAL OBLIGATIONS & RESPONSIBILITIES

2.3.1 COLLEGE STAFF

1. Provide a caring learning environment which fosters students sense of well-being and belonging to the College community.
2. Promote regular attendance at school by providing teaching activities that acknowledge the learning and support needs of students.

2.3.2 TEACHERS

1. Know the procedures for recording attendance and understand how an absence should be recorded using the approved Minister's codes.
2. Accurately mark the class roll **daily/each lesson** electronically through Sentral.
3. Maintain accurate records of each student attendance for the full College year.
4. Retain records of written explanations for absences from parents/guardian and ensure they are dated and signed.
5. It is the responsibility of teachers to follow up unexplained absences with parents/guardian.
6. If within **7 days** of the first day of any period of absence an explanation has not been received the Executive Principal or delegate must ensure parents are contacted again within the **next 3 College days**.
7. Alert the Executive Principal or delegate when a student's pattern of attendance is of concern and if no explanation is received from the parent/guardian within the required time.
8. In conjunction with delegates nominated by the Executive Principal, liaise with external agencies, arrange referrals and coordinate involvement of the College with other services and agencies working with the students and provide feedback of outcomes to the Executive Principal.
9. Child Protection concerns about the safety, welfare or wellbeing of a child or young person must be reported to the Executive Principal as soon as possible.

3. ENROLMENT REGISTER

The College Executive Principal maintains a register, in a form approved by the Minister, for enrolments and daily attendance of all students at the College.

The Enrolment Register includes information for each student as required by **Section 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual** (refer to the *College Enrolment Policy and Procedures*).

Daily attendance, student absence and variation to attendance, are recorded as per the Minister's mandatory common codes listed in *Procedures*.

4. DAILY ATTENDANCE REGISTER

In accordance with **Section 24 of the Education Act (1990)**, the College maintains an Attendance Register and a Register of Enrolment. These documents are available for inspection during College hours and are located via the Main Administration Office.

The College documentation, Attendance Register and Enrolment Register reflect a high level of professional standards and comply with all legal requirements and regulations.

CSNSW has agreed arrangements with the NSW Department of Education and Communities to progress habitual non-attendance interventions which require court action. Therefore, the CSNSW is the College's notification authority.

Maronite College of the Holy Family monitors the attendance of every student enrolled at the College daily in Primary and each lesson in Secondary to identify and record any absences electronically in Sentral.

The Attendance Register identifies both full and partial absences. The partial absence details, time of student arrival and early departure from the College.

Each absence from the College, the Attendance Register must indicate, the reason for the absence including a variation to attendance, using attendance codes approved by the NSW Minister for Education (2010). The College maintains records of documentation to substantiate the reason for the absence. This may include communication from parents/guardians (including letters, emails, SMS responses and file notes) or documentation from medical practitioners, specialists or other authorities.

Maronite College of the Holy Family follows up student absences as required and all unexplained absences with parents/guardians. The College notifies parents/guardian regarding poor attendance and maintains records of unsatisfactory attendance in student files.

The Executive Principal has the discretion to decline a reason provided for an absence if they are not satisfied with the reason provided or do not think the absence is in the best interest of the student. The Executive Principal may request parents/guardians to provide documentation to substantiate the reason for the absence.

If a reason for an absence has not been provided within 7 days of the date of the absence, or has not been accepted by the Executive Principal, the College records the absence as unexplained or unjustified. Even where an absence is recorded as unexplained, College continues to follow up the reason for the absence with the parents or guardians.

4.1 SPECIAL CIRCUMSTANTANCE REGISTER

Attendance registers must be maintained for each day the College is open for instruction however, Special Circumstances registers is used:

1. When there is a full or part day industrial action involving teachers.
2. When there is an approved school development day.
3. On days when the college is inaccessible due to natural occurrences such as fire or flood.
4. When students with a shared enrolment are attending alternative special education settings.

Special Circumstances Registers

1. Specify the dates and times of the variation.
2. Indicate the reason for the variation.

3. Shared enrolment lists the students attending on that day.
4. Signed by the teacher maintaining the register for shared enrolment.
5. Permanently attached to the attendance register.

Absences on these days are not to be recorded on student records or counted as absences for statistical purposes.

4.2 ROLLMARKING for FLEXIBLE TIMETABLES

The attendance of students participating in flexible timetables include, but is not limited to:

1. Secondary students who are not present at the College because they are not required to be at school. This could also apply for blocks of examinations where students attend on different days.
2. Secondary students participating in pathways to completing their Higher School Certificate course.
3. Kindergarten students at the commencement of the school year as they undertake testing.

Primary age parents and secondary students participating in flexible timetables are provided with documentation (letter and or timetable) identifying specific days or parts of days when they are not required to be at the College.

4.3 STUDENTS ATTEND OUTSIDE LESSONS DURING COLLEGE HOURS

Involvement in private lessons, such as dance and music classes conducted outside the College during College hours may not be conducive to the effective operation of the College or to the education of the student concerned. Students' involvement in extra-curricular activities are usually limited to outside College hours.

Where attendance at a private lesson during College hours is of exceptional importance such as sitting examinations, the Executive Principal may use discretion in justifying the absence. This provision must not be used on a regular basis.

If parents withdraw their children from the College for private lessons an unjustified absence should be recorded and procedures for addressing attendance concerns followed.

The Executive Principal may apply the 'Exemption' from College procedures when considering an application for a Certificate of Exemption for participation in the entertainment industry, elite sports or elite arts.

Note: Higher School Certificate courses conducted outside the College, participation in work placement or TAFE based courses are not considered to be private lessons.

5. EXPLAINED ABSENCE due to ILLNESS

Where frequent absences are explained as being due to illness, consultation with parents must occur regarding the health care needs of the child. The Executive Principal may request the parents to provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.

Where the Executive Principal has concerns about the medical certificates being produced for absences, the Executive Principal can ask the parents to request that the doctor writes on the medical certificate the statement '*this child is unfit for school*' with specified dates included.

Where the Executive Principal has an ongoing concern, the Executive Principal can request the parent's consent for a doctor to provide information to the College about their child's health condition. It is essential the College has all relevant information to ensure the learning and health care needs of the student are addressed. If the request is denied or if the Executive Principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified.' The Executive Principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.

The Executive Principal may seek information from prescribed bodies under **Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998** where they have ongoing concerns regarding a student's safety, welfare or wellbeing. They may also find it necessary to contact the Department of Communities and Justice (NSW) particularly if the Executive Principal believes the student is at risk of significant harm.

6. UNEXPLAINED ABSENCE

It is the duty of teachers to undertake all reasonable measures to contact parents/guardians when following up absences, on or before the **third** consecutive day of a student's absence the parent/guardian have not contacted the College. Teachers may use any suitable means contacting the parent/guardian and **must** document in Sentral, each attempt made with the date, time and message communicated to parents.

If within **seven** days of the first day of any period of absence an explanation has not been received from the parents/guardian, the Executive Principal or Executive Principal's delegate must ensure parents are contacted again within the next **three** school days.

Translated materials including letters may be used as required when communicating with parents from language backgrounds other than English if an explanation for absence has not been received.

Teachers are responsible for alerting the Executive Principal or Executive Principal's delegate when a student's pattern of attendance is of concern and, when no explanation is received from the parent/guardian within 7 days from the first day of absence despite all attempts.

6.1 CHILD PROTECTION CONCERN

Attendance unexplained absences may occur in the context of child wellbeing and child protection.

If there is concern that a student may be at risk of significant harm the teacher or Stage Coordinator/Year Advisor must inform the Head of Wellbeing as soon as possible. The College Executive Principal and Head of the College will be consulted prior to the Head of Wellbeing making the mandatory report to the Department of Communities and Justice and contact the Office of the Children's Guardian.

When the student is under the age of 17 years old parents/guardians may be in violation of **Children and**

Young Persons (Care and Protection) Act 1998 for Education Neglect.

1. Education concern (Habitual Absence)
2. Education concern (Not Enrolled)

7. EXEMPTIONS

The College acknowledges and follows the procedures under **Section 25 of the Education Act (NSW)** delegated to the Executive Principal of a Non-Government School. In 2022 the NSW Government granted broader delegation to the Executive Principal to approve or cancel exemptions from enrolment and attendance for students on behalf of the Minister for Education in the following circumstances.

1. An exemption from attendance totaling more than one hundred days in a twelve-month period.
2. Grant an exemption from enrolment where a child turns six years on or after 1st October or later in a school year.
3. Exemption from enrolment for up to 6 months for health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists.
4. Grant exemption from enrolment to students who have completed Year 9 of secondary education and approval has been given to their entering a full-time apprenticeship or traineeship before they have completed Year 10. Parents must give permission for this to occur, and the Executive Principal considers the student a capable candidate to complete his/her education through an apprenticeship/traineeship.
5. Grant part-day exemptions from school for periods totalling up to 100 days in a twelve-month period.
6. Exemption from attendance for one hundred days or less in a 12-month period for any one student for engagement in employment in approved entertainment industry, elite arts or sports events or for exceptional circumstances.

Delegation Certificates

<https://mchfportal.sharepoint.com/:f:/r/Documents/College/Attendance/Delegation%20Certificates?csf=1&web=1&e=sR9bMw>

Under **Section 25 of the Education Act**, students may be eligible for an exemption from enrolment or attendance in accordance with the *Exemptions from Attendance and Enrolment* (Independent Schools).

Grounds for exemptions may include:

1. Exemption from enrolment:

- a) Age (in certain circumstances for children turning 6, but not exceeding 6 months after the child's 6th birthday).
- b) Students who have completed Year 9 but not yet completed Year 10 and who have secured a full-time apprenticeship or traineeship.

2. Exemption from attendance:

- a) Exceptional circumstances
- b) Direction under the Public Health Act 2010
- c) Employment in the entertainment industry
- d) Participation in elite arts or elite sporting events.

A student may be exempt from attending the College if the Minister for Education or delegate is satisfied that conditions exist which make it necessary or desirable.

Parents/Guardians are required to make an application for exemption to the College in advance of the period being sought, except for an exemption under the Public Health Act where no application is required.

Where the parents of a student at compulsory school age, seeks an exemption from attendance at the College or an exemption from enrolment, the Executive Principal may process the parent's application in accordance with the NSW Department of Education. The Executive Principal cannot delegate the authority to grant and cancel exemptions to other staff member.

The Executive Principal of Maronite College of the Holy Family can exercise their delegated powers under **Section 25 of the Education Act** when granting or cancelling a certificate of exemption from attendance or enrolment at the College. Exemptions *cannot be granted retrospectively* and must be applied for by the student's parent/guardian on the form provided by the College for this purpose. If approved, the original certificate of exemption will be provided to the parent/guardian and a copy placed in the student's file.

The College roll is marked 'M' for the period of the exemption from attendance and not included in the College absence reports.

7.1 EXTENDED LEAVE

The Executive Principal can approve extended leave such as travel and holidays. Parent/Guardian must provide the College with an application four weeks prior to the leave. This would be if a family were planning travel that exceeded a College term, consideration may be given for other options of education such as, enrolment in Distance Education.

The College roll is marked as 'L' for the period of the leave, which is included in the College absence reports. The parent/guardian receives the approved original *Certificate of Extended Leave* and a copy placed in the student's record.

Directors Catholic Schools NSW (CSNSW)

Exemption from College attendance exceeding 100 days in a 12-month period for any one student remains with the Education Minister.

8. MONITORING ATTENDANCE

The College is proactive and has a systematic approach for monitoring student attendance and identifying indicators whose attendance may be of concern.

Indicators a student may be a potential attendance risk include:

1. Patterns of absence, for example habitual lateness, regularly leaving school early, multiple single day absences over a term, absences that regularly occur on Mondays, after holidays, school camps or sports days.
2. Unexplained absences.
3. Tearfulness, tantrums or clinginess upon arriving at school or repeated pleas to go home.
4. Frequent complaints of illness while at school and requests to go to the sick bay.

Monitoring student/family absenteeism is accomplished through the College's electronic system in Sentral. Sentral provides teaching staff and College Executives the ability to monitor the attendance of any student by viewing the enrolled student in Sentral.

1. The Attendance Register records absences so patterns can be easily identified e.g. weekly, monthly and each term.
2. The attendance record provided teachers evidence to raise attendance concerns.
3. Attendance Notes provide the reason for each absence and when there is an unexplained absence which teachers must follow up with parents/guardian within NESA set time frame.
4. Sentral Reports provide; Absent Tallies, Absent Lists and Compact Daily which provides a daily list of students present and absent. This is particularly useful where there are cases of truancy.
5. Sentral's Sick Bay Register informs the frequency of students' attendance in sick bay.

9. UNSATISFACTORY ATTENDANCE

Parents are responsible for the regular attendance of their child(ren) at Maronite College of the Holy Family. The Executive Principal and College staff, in consultation with students and/or parents/guardians work together to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) the benefits of attending the College regularly, should be the focus of the consultation.

A student is considered to have an unsatisfactory College attendance when they have:

1. Regular absences without explanation (despite follow-up attempts by the College).
2. Regular absences and explanations provided by parents are not accepted by the Executive Principal.
3. Extended periods of absence without an explanation or the explanation of the extended period is not accepted by the Executive Principal.

Note: An extended period of absence may be consecutive or irregular patterns of non-attendance.

The College considers the most effective means of restoring and maintaining regular school attendance includes attendance monitoring practices through Sentral and regular follow-up of unexplained absences by contacting parent/guardians. Early telephone contact with parents is one means of achieving this.

Resolution of attendance difficulties may require more targeted College-based strategies.

1. Meeting with the student and/or parents.
2. Referral to the College Diverse Learning Team to identify and implement strategies that address the learning and support needs for the student.
3. Development of a College-based 'Attendance Improvement Plan' with the student and parents
4. Engaging identified groups of students in programs that support regular attendance and punctuality.
5. Referral to the College psychologist.
6. Requesting and sharing information and working collaboratively with other government or non-government agencies.
7. Use of interpreters and translated materials.

The College may identify if other agencies are involved with the family and liaise with them when a student's attendance is of concern and where it is determined that the issues impacting on attendance are outside of the role of the College to address in isolation. The College may have a role in working collaboratively with the services to engage the family. Family case discussions should be attended by College representatives if the issues relate to students whose attendance is a concern. Meetings and interviews at the College may also involve representatives from support agencies. Meeting may be initiated by the College, other agency staff. The College may also refer families to services in discussion with families.

If a range of College based interventions has been unsuccessful in resolving attendance difficulties the Executive Principal can request support by contacting CSNSW who is the College's notification authority. Parents may be advised by letter. This may be done through the 'Notification form for unresolved breaches of attendance.' Copies of communication with parents and documented strategies that the College has implemented to address student attendance issues are to be include with the notification.

When Catholic Schools NSW has been notified the Executive Principal must ensure that the College continues to implement strategies to support the student's regular attendance at the College. Regular communication must be maintained between the College and CSNSW.

In managing attendance concerns consideration may be given to whether the pattern of unsatisfactory attendance may on its own or with other risk factors impact on the safety, welfare or wellbeing of the student. A report to the NSW Department of Communities and Justice may be made if the College believes the student is at suspected risk of significant harm.

10. HABITUAL ABSENCE

Habitual absence is a minimum of 30 days' absence within the past 100 school days.

Where a student is absent for a minimum of 30 days within 100 school days, the College is required to investigate this as a possible '*Neglect*' situation **under Child Protection Legislation of Mandatory Reporting**. Consideration may be given for a lack of awareness of educational requirements by families from culturally and linguistically diverse backgrounds, information may be provided to the parents/guardians.

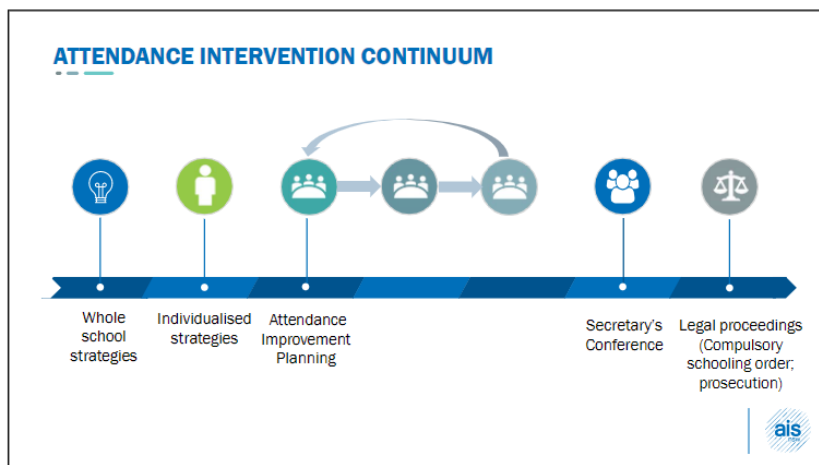
Any Habitual Absences (educational neglect) are grounds to make a **report in relation to risk of significant harm (ROSH) that may have significant adverse impact on a child or young person's education and wellbeing.**

Mandatory reporting is required to the Department of Communities and Justice under Educational Neglect Habitual Absence. At Maronite College of the Holy Family this report is made by the Executive Principal who may collaborate with the relevant staff.

The Executive Principal is required to report the following information to the Department of Communities and Justice.

1. The number of College days each student in the family has been absent in the current and previous school term (if it is Term 1 include Term 4 for the previous year).
2. How many *Attendance Improvement Plans* have been attempted?
3. The number of contacts (letters, phone call and meetings) the College has had with the parents/guardian about the absences.
4. If there are younger children in the household.
5. If there are other risk factors such as, domestic violence, mental health issues, disability, drug and or alcohol abuse, previous involvement with the Department of Communities and Justice or Office of the Children Guardian.

11. ATTENDANCE INTERVENTION CONTINUUM & STRATEGIES



11.1 COLLEGE ATTENDANCE STRATEGIES

Maronite College of the Holy Family implements whole College, proactive strategies designed to support student engagement in the College and learning that leads to regular College attendance. The College also implements targeted intervention strategies to identify and support students at risk of developing attendance concerns and students who have been identified as attendance concerns. Concerns about a student's attendance patterns, a prompt response is required by the teacher and Stage Coordinator/Year Advisor.

11.2 ATTENDANCE IMPROVEMENT PLAN

Attendance Improvement Plan is a collaborative process whereby issues relating to a student's inability to attend the College are identified and strategies to increase attendance are determined. An Attendance Improvement Plan is the documented outcome of the planning process. It broadly identifies the specific barriers prohibiting the student from attending College and strategies to address those issues. This may relate to school refusal, school withdrawal, or truancy. Ideally the plan would be reviewed fortnightly, but a minimum would be monthly.

Attendance Improvement planning requires collaboration between the student, parents/guardians, class teacher/s and other school personnel such as the College Executive members. It may also involve external support professionals such as psychologists, therapists and paediatricians. If there is a known mental health issue, or there is evidence of an emerging mental health concern, the College may seek consent from the family to liaise/consult with appropriate external mental health services or providers. It is the information provided by specialist mental health care experts that may guide the attendance expectations and strategies discussed as part of the planning process. (Appendix 1 Attendance Improvement Plan).

11.3 COMPULSORY SCHOOLING CONFERENCE

On some occasions, despite undertaking the Attendance Improvement Planning process and allowing time to monitor and review the agreed strategies, a student's attendance may not improve. In these instances, more formalised actions may proceed. The Education Act provides for the implementation of Compulsory Schooling Conferences.

Compulsory Schooling Conference: If satisfactory attendance is not achieved following implementation of an Attendance Improvement Plan, then a Compulsory Schooling Conference may be convened by a person authorised by the Secretary of the NSW Department of Education. The Compulsory Schooling Conference is the final school-based intervention that can be taken to address matters of unsatisfactory school attendance. Conferencing: – assists families to address poor school attendance without recourse to 'legal action' – is part of a conciliatory process meant to identify issues impacting on school attendance – develops strategies around poor school attendance – is intended as a pre-court process to support families in restoring attendance before further legal action considered.

It is important to understand that the school may refer the case to the Department of Education Legal Services to take further action where children of compulsory school age continue to have unacceptable, unexplained or unjustified absences from school, despite attempted interventions at the school level. AISNSW has authorised conveners who can conduct Compulsory Schooling Conferences on behalf of independent schools.

11.3.1 COMPULSORY SCHOOLING ORDER

If a student's attendance at school remains unsatisfactory following the Compulsory Schooling Conference process, the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may decide that a court-ordered Compulsory Schooling Conference to be convened.

11.4 PROSECUTION IN THE LOCAL COURT

In circumstances where a breach of compulsory schooling orders occurs, further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service.

Where Attendance Improvement plans and Compulsory Schooling Conferences have failed to restore attendance, NSW legislation requires that consideration be given to legal action against the parent or student. This action by the College is supported by the Department of Education's legal branch.

12. STUDENT DESTINATION

It is a legal responsibility of parents/guardians to notify the College before they withdraw their child(ren) from the College. Parents/Guardians are required to inform the College of their child's destination and complete the College *Advice of Withdrawal of Enrolment* and evidence of the next destination.

Where the destination of a student below the age of 17 years of age is unknown, the College is required to inform the NSW Department of Education and maintain student evidence and records.

When the whereabouts of child/young person of mandatory school age is unknown or the enrolment destination is unknown when the student is believed to have left the College, the Executive Principal completes the form *Student Enrolment Destination Unknown Notification* to notify the Department of

Education. The Department may act on behalf of the Minister, through a Home School Liaison Officer (HSLO), who may attempt to locate the student and take appropriate action to ensure school attendance.

The College may exercise their right to consider notifying Police Liaison Officers, or if there is also a history of anti-social and extremist behaviour or by notifying the non-government School Safety and Response Hotline (1300 495 051).

[The Children and Young Persons \(Care and Protection\) Act 1998](#) has requirements about determining if there is a risk of significant harm. (Refer also to the College *Child Protection Policy and Procedures*).

13. STUDENT RECORDS

Maronite College of the Holy Family adheres to the **Privacy and Personal Information Act 1998** and, **Health Record and Information Privacy Act 2002** (Refer to the College *Privacy Policy*).

All electronic student records are secure, password protected and backup daily. Hard copies of student information are stored in a secured locked location.

Only authorised personnel for professional reasons associated with the student may view a student's record with the permission from the Head of College.

Student records are retained for the necessary period in accordance with the **NESA Rule** (Education Act approved by the NSW Minister). The Enrolment Register is retained for a minimum of five (5) years before archiving.

The daily Attendance Register is retained for a period of seven (7) years after the last entry was made. Unless a student has had an accident whilst attending the College in this case, the retention of the student record is kept until the student turns 25 years old.

MCHF ATTENDANCE PROCEDURES

The College documentation, Attendance Register and Enrolment Register reflect a high level of professional standards and complies with legal requirements and regulations in accordance with the Minister of Education, Department of Education and NESA. College Staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at the College annually or at induction.

1. ENROLMENT REGISTER

Parents/Guardians apply for their child/ren to attend Maronite College of the Holy Family by completing an Enrolment Application form and submitting the form to the College Enrolment Officer.

The Enrolment Officer informs the Executive Principal or Assistant Executive Principal/Head of School of the application who will then conduct an interview with the parents/guardians to allow both College and parents to get to know each other.

The College Executive Principal or Head of College meet with the parents and informs the Enrolment Officer of student/s acceptance or non-acceptance.

Once the student/s have been accepted the information provided by the parents/guardians on the Enrolment form is uploaded onto the Attendance Register in Sentral by the Enrolment Officer. Refer to the College *Enrolment Policy* for further details.

2. ATTENDANCE REGISTER

The Attendance Register is generated through enrolments. As new families are enrolled at the College their child(ren)'s enrolment details are uploaded onto Sentral by the Enrolment Officer. This rigorous process ensures the Attendance Register is always accurate. (Refer to the College *Enrolment Policy and Procedures* for more details).

Maronite College of the Holy Family monitors the attendance of every student enrolled at the College each morning in Primary and each lesson in Secondary, to identify and record absences using the Minister's Attendance Codes electronically in Sentral (NSW Minister for Education 2010).

The Attendance Register identifies both full and partial absences. Partial absences records, the time the student arrives or departs early from the College.

The teacher is responsible for entering each absence from the College in their Attendance Register (Sentral) and indicate the reason for the absence, including a variation to attendance, using the Minister's mandatory attendance codes.

Teachers are also required to maintain records of documentation to substantiate the reason for the absence. This may include communication from parents/guardians (including letters, emails, SMS responses and file notes) or documentation from medical practitioners, specialists or other authorities. Class Teachers (Primary) and Homeroom Teachers (Secondary) collect parental absent notes and place in student's **Roll Folder** which are then filed at the end of each term in student files.

Teachers at Maronite College of the Holy Family follow up student absences as required and all unexplained absences with parents/guardians. Teachers must notify parents/guardian and Stage Coordinator/Year Advisor regarding poor attendance and maintain records of unsatisfactory attendance in students' files.

The Executive Principal has the discretion to decline a reason for an absence if they are not satisfied with the explanation provided or do not think the absence is in the best interest of the student. The Executive Principal can request parents/guardians provide documentation to substantiate the reason for the absence.

If a reason for an absence has not been provided **within 7 days** of the date of the absence, or has not been accepted by the Executive Principal, the College records the absence as *unexplained* or *unjustified*. Even where an absence is recorded as unexplained the College continues to follow up the reason for the absence with the parents or guardian.

3. MANDATORY ATTENDANCE CODES

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

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

The following attendance register codes are to be used to record the explanation of student absence and **ARE COUNTERED** for statistical purposes (NESA).

SYMBOLS TO BE USED FOR <u>EXPLANATION</u> OF STUDENT ABSENCE	
Symbol	Meaning
a	The student was absent for the whole day.
Pa	The student was late or was absent for part of the day. The time of arrival or departure must be recorded.
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 or the explanation is not accepted by the Executive Principal. It is at the Executive Principal's discretion to accept or not to accept the explanation provided.
S	<p>The student's absence is due to sickness or as the result of a medical appointment. In these cases:</p> <ul style="list-style-type: none">• A medical certificate is provided or• The absence was due to sickness and the Executive Principal accepts this explanation. <p>Executive Principals may request a medical certificate in addition to explanations if the explanation is doubted or the student has a history of unsatisfactory attendance.</p>

L	An explanation of the absence is provided which has been accepted by the Executive 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 • travel in Australia and overseas • recognised religious festivals or ceremonial occasions
E	The student was suspended from school.
X	Marks the student's first and last day attended each term.

Only the following attendance register codes must be used to record a **variation** in attendance. They are **NOT** counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded (NESA).

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 school 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 • Kindergarten Staggered date start • Trial or HSC Examinations • VET Courses • Tutorial Centre and programs
B	The student is absent from the school on official school business. This symbol is recorded where the Executive Principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> • work experience • school sport (regional and state carnivals) • school excursions • student exchange
H (Note 1 Note 2)	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full-time basis. This symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> • behaviour schools • juvenile justice • hospital schools • distance education

NOTE 1: H

In most cases this code may only be used by Department of Education and Communities schools, except for students from non-government schools attending hospital schools. Catholic Schools use “F” not “H” for students attending external tutorial centres and programs that are school authorised.

Note 2: Electronic Attendance Registers

For Department of Education and Communities schools using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third-party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) may be shown as W and partial absence (Pa) may be shown as P.

3. ROLL MARKING PROCEDURES

3.1 PRIMARY

1. Attendance is marked and checked online using Sentral every morning by the class teacher. Students who provide documentation to explain any absence is updated on Sentral by the class teacher. Primary Administration Staff are responsible to ensure that the daily attendance is completed and conduct any follow up with teachers if required.
2. Students arriving **after 8:55am** must report to the Main Administration Office. A member of the Main Administration Office records the late arrival. The student is issued a slip indicating the time of arrival which is submitted to the class teacher and recorded in Sentral. Medical certificates or notes explaining the reason for the late arrival (signed by a parent/guardian) are kept on file.
3. Parents/Guardians wishing to collect their child/ren **before 3:10pm** must report to the Main Administration Office. The Primary Administration Staff record the early leave in Sentral and notifies the teacher. Medical Certificates or notes explaining reasons for the early leave (signed by a parent/guardian) are kept on file. Parents/guardians whose child/ren are ill and contacted by the College to collect their child do not need to provide documentation.
4. All daily absences are recorded on Sentral by the Class Teacher. Excluding partial absences and scheduled absences which are recorded by the Primary Administration Staff. Absences must be explained with valid documentation within 7 days or recorded as unexplained/unjustified absence.
5. If a student is required to leave class during a lesson/break e.g. sick bay the student is sent to the Administration by the teacher. If the student is not returning to class, it is recorded in Sentral by the Primary Administration Staff.
6. All class teachers are responsible for collecting documentation to explain absences and partial absences. All documentation related to student attendance at the College, are filed in the **Roll folder** distributed to staff at the beginning of the year. Each student is to have their own plastic sleeve with their names in alphabetical order. These folders are collected at the end of each term and notes transferred to the student files.

3.2 SECONDARY

3.2.1 MORNING PROCEDURE

1. Students must be at the College by **8:40am**.
2. Attendance is marked online using Sentral by homeroom teachers every morning during homeroom period. Students who provide documentation to explain an absence, the homeroom teacher updates the student's record in Sentral.
3. A member of the Secondary Administration Staff is responsible for ensuring the daily attendance for each class is completed and conduct any follow up with teachers when required.
4. Students arriving late to morning homeroom (between **8:40am** and **8:55am**) will have this recorded in Sentral.
5. All documentation in relation to a student's attendance at the College are to be filed in the distributed to staff at the beginning of the year. These folders are collected at the end of each term and notes transferred to the student files.

3.2.2 DURING THE DAY PROCEDURE

1. Teachers are required to mark the roll online in Sentral every teaching period. A member of the Secondary Administration Staff is responsible to ensure that attendance in each period is complete and conduct any follow up with teachers if required.
2. If a student leaves the class during a period and is not returning (i.e. sick bay, meeting), this needs to be recorded in Sentral by the teacher of that period.
3. If a student arrives late to a class, this must be recorded in Sentral by the teacher for that period.
4. Students arriving after 8:55am must report to Administration with documentation (signed by a parent/guardian) explaining the partial absence. The student's diary may be signed by the relevant member of the Secondary Administration and recorded in Sentral. Students who have not provided valid documentation within 7 days will be noted as unexplained/unjustified absence.
5. If a student needs to leave early on a specific day, documentation signed by the parent/guardian must be submitted and authorised by the Homeroom Teacher and the Year Advisor. The Year Advisor may record this in the students' diary. The parent/guardian must collect their child from the Secondary Admin Office where a member of the Secondary Administration Staff will sign the student's diary and records it in Sentral.
6. The Year Advisor follows up any discrepancies throughout the day if an issue arises with a student's daily attendance record.
7. The Year Advisor monitor student attendance record. If a student is late with no valid reason on three occasions, the student is placed on an Afternoon Detention. Repeat offenders are elevated and reported to the Head of Wellbeing.

3.3 STUDENT ATTENDANCE AT CAMPS/EXCURSIONS/COLLEGE EVENTS

1. It is compulsory that all students attend any camps/excursions/College events.
2. If a student does not attend camps/excursions/College events, then a Medical Certificate must be submitted, or a parent/guardian must contact the College.
3. If a student does not submit a Medical Certificate or if a parent/guardian does not contact the College, then action may be taken.

3.4 STUDENT ATTENDANCE ON EXAM/ASSESSMENT DUE DATES

1. Students must ensure they attend on days where exams or assessment tasks are due.
2. If a student does not attend on days where exams or assessment tasks are due, then a Medical Certificate must be submitted, or a parent/guardian must contact the College.
3. If a student does not submit a Medical Certificate or if a parent/guardian does not contact the College, then the College may act according to the College's Curriculum and Assessment Policy.

3.5 STUDENT ATTENDANCE WITH FLEXIBLE TIMETABLES

The attendance of students participating in flexible timetables must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences.

The Attendance Register Code 'F' should be used to denote periods of non-attendance.

Students participating in flexible timetables should be provided with documentation identifying specific days or parts of days when they are not required to be at the College.

3.6 REVIEWING THE ROLL

1. All attendance documentation (such as parent/guardian notes, medical certificates etc.) are filed at the end of term in the student's College file.
2. Random audits conducted by the Year Advisor and Stage Coordinators may occur each term to ensure attendance procedures and expectations are met.
3. The Semester One and Two Reports provide parents/guardians with an attendance record for each Semester.

4. ABSENT PROCEDURE

It is important that a record is made and kept on file of any explanations for absences that are provided by a parent/guardian.

The record of explanation (note) must have included

1. The student's name.
2. Date of the absence.
3. Reason for the absence.
4. Date that the explanation was provided.

These records can be requested by a NESA inspector, or other authorised person such as the NSW Police. Sometimes a reason is provided for the absence of a student where the school may require further information. This could occur when there are several absences being explained as 'sick'. The school could request a medical certificate or contact with the treating practitioner so that a health plan can be established to support the child's educational progress.

4.1 PARENTS/GUARDIANS ACCEPTABLE METHODS

Acceptable methods parents/guardians may use for providing teachers with explanation of absence.

1. A written note explaining the absence.
2. A logged telephone call to the school's office.
3. A voice message left on a dedicated message bank.
4. An SMS message, either in response to an automated system or sent by the parent or carer
5. A conversation between an authorised staff member and the parent or carer, that is noted, and a record kept.
6. An email to an appropriate person, or to a generic school attendance address.
7. Information provided by a parent through an app or portal used by the College.

5. FOLLOWING UP ABSENCE PROCEDURE

Teachers may undertake all reasonable measures to contact parents/caregivers following absences three consecutive days of a student's absence where the parents have not contacted the College. Contact may be by telephone or email.

If within 7 days of the first day of any period of absence an explanation has not been received the Executive Principal or delegate must ensure parents are contacted again within the next three school days.

The Executive Principal can decline to accept an explanation for an absence and record the absence as 'unjustified.' The parent will be advised the explanation has not been accepted and a reason for the decision provided.

Where frequent absences are explained due to illness, consultation with parents must occur regarding the health care needs of the child.

The Executive Principal can request the parents to provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.

Where the Executive Principal has a concern about the Medical Certificates produced for the absence, the Executive Principal can ask the parents to request the doctor writes on the Medical Certificate the statement, '*this child is unfit for school*' with specified dates.

Where the Executive Principal/Head of College has an ongoing concern, the Executive Principal/Head of College can request the parent's consent for a doctor to provide information to the College about their child's health condition. It is essential the College has all relevant information to ensure the learning and health care needs of the student are addressed. If the request is denied or if the Executive Principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified.' The Executive Principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.

The Executive Principal can seek information from prescribed bodies under **Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998** where they have ongoing concerns regarding a student's safety, welfare or wellbeing such as, the Department of Communities and Justice and Office of the Children's Guardian.

The Executive Principal has the authority to decline to accept an explanation for absence and record the absence as “unjustified”.

6. EXEMPTION PROCEDURE

K-12 procedure for an exemption from the Maronite College of the Holy Family.

Families wishing to apply for Exemption from the College totally 100 days in a twelve-month period must implement the following procedure:

1. **Four weeks prior** to seeking an exemption from schooling parents must collect a copy of the application form. A form for a primary student is collected from the Main Office. A form for a secondary student can be collected from the Secondary Administration Office.
2. Completed application forms are handed to Administration for processing. Families whose children may be absent **over 30 days**, a formal meeting may be held with the Stage Coordinator or Year Advisor.
3. If the College Executive Principal approves the exemption, a Certificate of Exemption is issued to the applicants and a copy placed in the student's file.
4. Prior to commencing the period of exemption, the College may provide each student with two weeks of work for each Key Learning Area. The Head of Wellbeing will coordinate this with the Stage Coordinator/Year Advisor.
5. If the College Executive Principal denies the request of Exemption from the College, the parents will be notified in writing.
6. Families wishing to apply for exemption from the College for a period that exceeds one hundred (100) College days, the application will be forwarded to Catholic Schools NSW (CSNSW). It will then be forwarded to the Minister for Education's Office. The College Executive Principal can recommend that the exemption be granted but the decision remains the Minister.
7. Students for whom exemption is granted, but whose leave is extended beyond the amount indicated on the Certificate of Exemption, may be considered as absent; unexplained or unjustified.

7. APPROVAL TO COMPLETE YEAR 10 THROUGH A TAFE CERTIFICATE 11 AS A YEAR 10 EQUIVALENT

One of the ways of completing Year 10 of secondary education is to complete education through a special circumstance approved by the Minister for Education and Training. Eligible students must have completed Year 9 and be at least 15 years of age, the minimum age for enrolment at TAFE. The acceptable equivalents to Year 10 are AQF II vocational Certificates delivered by TAFE.

The Minister has delegated to secondary Executive Principals the power to grant a certificate of exemption from attending school under section 25 for the sole purpose of completing their education through undertaking an apprenticeship or traineeship.

Where a student wishes to complete their education by undertaking an apprenticeship or traineeship, the student and his or her parent or caregiver are to speak initially with the College Executive Principal.

At this meeting, the reasons for undertaking the apprenticeship or traineeship should be discussed. The parent/ caregiver and the student may be advised that should the training arrangement cease, the young person must still satisfy compulsory schooling requirements.

1. The student has completed Year 9 and has been offered a full-time apprenticeship or traineeship.
2. The parents completed an Application for Exemption from Enrolment at the College.
3. The Executive Principal considers that, in all circumstances, the student is a suitable candidate to complete his/her education through an apprenticeship or traineeship.
4. The student's parents give written permission for this to occur i.e. have applied for Exemption from Enrolment at the College.
5. The Executive Principal has recorded the sighting of a full-time apprenticeship or traineeship contract, signed by the employer and a Training Plan Proposal authorised by the Registered Training Organisation (e.g. a photocopy placed in the student's file).
6. The employer agrees to notify the Executive Principal in writing if the apprenticeship or traineeship is abandoned or cancelled before the student's 17th birthday.

7. The Executive Principal advises the parent and student that if the apprenticeship/traineeship ceases before the student turns 17 years old, he or she may not have completed Year 10 and may be legally required to do so under another pathway of the Education Act for example, returning to school or TAFE.
8. The Executive Principal advises the parent and student that:
 - a. The apprenticeship or traineeship must subsequently be approved by the Vocational Training, State Training Services as suitable for the young person and that the training contract attains a registered status following the probationary period.
 - b. Where the Executive Principal and the Commissioner grant approval subsequently notifies the student of the decision to approve the contract following the probationary period. The approval and the exemption from compulsory education ceases to operate and the student's parents must take other steps to comply with the student's compulsory schooling obligations.
9. The Executive Principal issues a Certificate of Exemption from Enrolment.
10. The student is removed from the College roll.

If the Executive Principal is satisfied that the applicants understand the requirements and the conditions, permission for the process may be given. The appropriate forms for Exemption from the College must be completed by the applicant. If the Executive Principal grants permission to the student a Certificate of Exemption from the College is granted, subject to the completion of contractual training.

Where a student has completed the apprenticeship or traineeship for which he or she has been given the permission required he or she may have completed Year 10 of secondary education for the purpose of **Section 21B (5) of the Education Act**.

8. APPLYING FOR LEAVE AND EXTENDED LEAVE

Families wishing to apply for leave, 5-100 days must follow College procedure.

1. Family holidays and travel outside College holidays is counted as an absence for statistical purposes.
2. A Certificate of Extended Leave will **not** be issued where the Executive Principal is aware the student has been the subject of contact with the Department of Communities and Justice and for whom unresolved issues concerning a risk of harm remain (refer to the College *Child Protection Policy and Procedures*).
3. The Executive Principal may not accept a reason for travel during school term if it is not in the best interest of the student. Educational, social and participation reasons should be specified in the application.
4. Travel is considered domestic or international for the purposes of a family holiday, family business, bereavement or other reasons, which should be specified in the application.
5. The Executive Principal or delegate may consult with parents about the intention of travel and in the case of family holidays encourage parents/guardians to take holidays with their child during College holiday periods.

PROCEDURE:

- a) Four weeks prior to departure, parents/guardians wishing to seek leave from schooling to go on a family holiday with their children must collect a copy of the application form. Students in Primary, the form is in the Main Administration Office whilst Secondary student forms are collected from the Secondary Administration Office.
- b) The completed application forms including supporting documentation itinerary or e-ticket are handed to the appropriate Administration for processing. The application may be reviewed in consultation with the Executive Principal or delegate. The College may contact parents/guardians to clarify any information in the application form or if there are any concerns.
- c) If the College Executive Principal approves the application, a Certificate for Approved Extended Leave will be issued to the applicants. An additional copy is placed in the student's file. Relevant teachers are notified of the approved leave details.
- d) Prior to the student's leave, the College will provide each student with work for each Key Learning Area. The Head of Wellbeing will coordinate this with the Stage Coordinator/Year Advisor.

- e) The College Executive Principal or delegate may decline the parents' application for extended leave. In this case the Executive Principal or delegate will advise the parents.

9. MONITORING ATTENDANCE PROCEDURE

As delegated by the Executive Principal, the Stage Coordinators and Year Advisors are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

Each term, the Stage Coordinators and Year Advisors monitor and review each teacher's roll to ensure legislative regulations are correct such as, the Minister's common codes accurately record attendance. Explained absences are documented and there are **no** unexplained absentees. If there are unexplained absences, the teacher has rigorously followed up and documented as per College procedures with the student's parents/guardian.

Processes for monitoring attendance data, combine with student welfare processes, enable early identification of students at risk so that, targeted intervention can be provided before the student's absenteeism becomes chronic. Issues which are addressed in a timely manner are more receptive to intervention and are more likely to result in a satisfactory outcome for the student.

1. Class teachers are expected to be proactive in contacting the parent/guardian as soon as possible as this is the key to regular attendance.
2. Class teachers must monitor student attendance on Sentral by means of:
 - a) The **Attendance Register** to monitor any absent patterns e.g. weekly, monthly and each term and raise attendance concerns.
 - b) **Attendance Notes** provide the reason for each absence and when there is an unexplained absence which teachers must follow up with parents/guardian within NESA set period.
 - c) **Sentral Reports** provide; Absent Tallies, Absent Lists and Compact Daily which provides a daily list of students present and absent. This is particularly useful where there are cases of truancy.
 - d) **Sick Bay Register** informs the frequency of students' attendance.
3. Utilise attendance systems in Sentral to analyse attendance data to:
 - a) Investigate trends such as,
 - Particular days of the week e.g. every Friday/Monday.
 - Assessment periods.
 - Times of the year.
 - Year levels.
 - Gender or groups.
 - b) Track individual student attendance over time and monitor academic progress.
 - c) Analyse patterns of reasons provided for irregular attendance if a student's absence begins to accumulate.
 - d) Review data from previous terms, or year, or school to target students for performance improvement.
 - e) Review family absenteeism.
4. Teachers who have any concerns about a student's attendance must inform the Stage Coordinator or Year Advisor as soon as possible.
5. Stage Coordinator/Year Advisor meet with the parents/guardian to resolve the issue of attendance if the issue is not resolved by the class teacher meeting with the parents in the first instance.
6. Unresolved attendance issues after meeting with the parents/guardian are escalated to the Head of Wellbeing and/or Head of College/ Executive Principal.

10. UNEXPLAINED & UNSATISFACTORY ATTENDANCE PROCEDURE

The College provides clear information to students and parents/guardians regarding attendance requirements and the consequences for unsatisfactory attendance. The College has effective measures in place to monitor and follow up student absences. Each step below, records of phone calls, meeting minutes and letters are documented and transferred to the student files. Teacher's documentation includes dates, messages, reason, solutions parents' action and College action.

An absence is unexplained if parents/guardians have failed to provide an explanation to the College within 7 days.

STEP 1: Class or hand-over teacher follows up with unexplained absences with parents/guardians requesting the reason for the absence.

STEP 2: 3 consecutive days absent

The teacher undertakes all reasonable measures to contact parents promptly and within 3 consecutive College days of an absence being unexplained if contact has not already been made.

STEP 3: 4-7 days absent

Class Teacher (Primary); Homeroom Teacher (Secondary) informs the Stage Coordinator/Year Advisor of emerging absenteeism.

Year Advisor/Stage Coordinator address this through a phone call or meeting with parents/guardians.

STEP 4: 8-12 days absent

Letter to parents regarding concern of student absence from Year Advisor or Stage Coordinator.

Possible referral to the College Psychologist.

STEP 5: 13- 20 days absent

Continue with regular communication to parents/guardians regarding attendance.

Meeting with parents to be arranged by Stage Coordinator or Year Advisor. An *Attendance Improvement Plan* is to be implemented and signed by the parents. Consultation with CSNSW or AISNSW may be utilised.

STEP 6: 21-26 days absent

1. Stage Coordinator/Year Advisor organise a meeting with parents/guardians with the Head of Wellbeing.
2. The Head of Wellbeing provides the first official warning letter to parents stressing the serious of their child's or young adult's absenteeism. The letter is to be sent by registered mail to parents.
3. Stage Coordinator/Year Advisor makes daily contact with the parents/guardians when student continues to be absent.
4. The Stage Coordinator/Year Advisor, Head of Wellbeing and parents/guardians create a further *Attendance Improvement Plan* to be implemented and signed by the parents/guardians.
5. The Head of Wellbeing advises parent/guardian the next stage may be a referral to Legal Services. (Continued consultation with CSNSW/AISNSW).

STEP 7: 27- 30 days absent

1. The second official Warning Letter is sent by registered mail to parents/guardians by the Head of Wellbeing.
2. Meeting with parents/guardians, is arranged with the Head of Wellbeing and Head of College/Executive Principal to maintain the student's enrolment. Possible termination of enrolment. Parents/Guardians are advised that next stage may be a referral to the Department of Communities and Justice.
3. A review date within two (2) weeks is set. The date and time are included in the Warning Letter.
4. Legal action via CSNSW is undertaken referral form is completed and sent to CSNSW for processing.
5. Continued consultation with CSNSW/AISNSW.

STEP 8: Continued absence, parents have not complied with undertakings and/or have not contacted the College.

A third official Warning Letter is sent to parents/guardians by the Executive Principal stressing the seriousness of the absenteeism. The letter is sent by registered mail.

The Executive Principal may determine the following actions, the parents/guardians are informed of the options once they have not complied with the undertaking and have refused service.

Option 1: Referral to Legal Services and Department of Communities and Justice.

Option 2: FINAL Warning Letter: Possible termination of enrolment.

Option 3: The enrolment is abandoned and the contract between the College and the parents has ceased. A notification to CSNSW is required and to Department of Communities and Justice and Department of Education (attendance@det.nsw.edu.au) as "Child not enrolled" The letter is sent to parents via registered post.

Option 4: Legal action via AISNSW is undertaken. Referral form is completed and sent to AISNSW for Processing. Notification of Legal Action referral letter is sent to the parents/guardians via registered post.

11. INTERVENTION STRATEGIES

Maronite College of the Holy Family creates a positive and engaging climate by proactively adhering to and implementing a range of College-wide principles, practices and strategies that promote consistent and regular College attendance in a community where students feel valued, safe and supported.
(Refer to *Student Welfare Policy and Procedures*).

11.1 WHOLE COLLEGE STRATEGIES

College strategies are designed to improve student attendance and provide students with a safe and supportive environment which enhances student welfare.

1. Promoting high expectations for attendance facilitated through clear and consistent messaging across the whole College community (students, staff, parents/guardians) through various forums. These include information evenings, College assemblies, parent evenings and newsletters. Documentation regarding attendance requirements and strategies are published on the College website and distributed in enrolment packs to prospective families to promote expectations and processes for support.
2. Creating a welcoming, engaging and safe environment for students helps students feel connected to their school and teachers. This could be as simple as saying "hello" to each student and addressing them by their first name when they arrive in the morning.
3. Fostering positive relationships with staff and peers which has a profound effect on students' wellbeing and resilience. Parents/Guardians are fully aware of the staff they can contact if they need advice and assistance when a student is reluctant to attend.
4. Wellbeing programs which are focused on social and emotional learning and academic support to enhance students feeling accepted and valued.
5. Consultation takes place on matters relating to students' education and welfare.
6. Consistent and effective behaviour management procedures (*Student Behaviour and Management Policy and Procedures*).
7. Students are given a voice which is highly valued throughout the invention process.
8. The College exercises 'Procedural Fairness' (Refer to the *College Complaints Handling Policy and Procedures*).

11.2 INDIVIDUAL INTERVENTION

11.2.1 STRATEGIES TO IMPROVE STUDENT ENGAGEMENT IN SCHOOL AND LEARNING

1. Learning Support intervention, modified tasks, more time to complete tasks, one to one or small groups K-12.
2. Mondays Homework Club in Learning Centre.
3. Academic Management Plans. Student, parents/guardian, Stage Coordinator/Year Advisor meet to set learning goals. The goals are reviewed and either tightened or deleted due to student's accomplishments.
4. The College offers one to one student and teacher support.
5. The student is offered extraction where the teacher works with the student away from the classroom, Years 7-12.

11.2.2 STRATEGIES TO PROMOTE ATTENDANCE FOR RELUCTANT STUDENTS.

1. The teacher or Stage Coordinator/ Year Advisor contacts the student's parent/guardian.
2. Liaise with College support personnel e.g. Learning Support Team, College Psychologist.
3. Communicate regularly with parents/guardians to inform them of the student's progress made at the College.
4. Student is provided with a buddy/mentor.
5. Student is given special responsibilities at the College.
6. Student is provided with a support person in the College which they report to on arrival.
7. Punctuality cards.

11.3 ATTENDANCE IMPROVEMENT PLAN

Attendance improvement planning is a collaborative process whereby issues relating to a student's inability to attend school are identified and strategies to increase attendance are determined. An Attendance Improvement Plan (Appendix 1) is the documented outcome of the planning process. It broadly identifies the specific barriers prohibiting the student from attending school and strategies to address those issues. This may relate to College refusal, College withdrawal, or truancy. Ideally the plan would be reviewed fortnightly, but a minimum would be monthly.

Attendance improvement planning requires collaboration between the student, parents/guardians and College Staff. It may also involve external support professionals such as psychologists, therapists and paediatricians. If there is a known mental health issue, or there is evidence of an emerging mental health concern, the College would seek consent from the family to liaise/consult with appropriate external mental health services or providers. It is the information provided by specialist mental health care experts that may guide the attendance expectations and strategies discussed as part of the planning process.

Once the Attendance Improvement Plan has been developed, follow up communication is sent to the family, attaching a copy of the plan with the actions to be undertaken and a nominated review date. In addition to the documented Attendance Improvement Plan, it may be preferable for the student to have a copy of a plan.

A Graduated Increase Attendance Plan may also be used for the student to refer to. This plan details the student's timetable and documents the agreed attendance arrangements. A return to the College rubric may be an alternative plan for students to refer to. The rubric focuses on particular areas of concern that are impacting on the student's attendance at the College and can be tailored to the student's needs.

11.4 COMPULSORY SCHOOLING CONFERENCE

On some occasions, despite undertaking the Attendance Improvement Planning process and allowing time to monitor and review the agreed strategies, a student's attendance may not improve. In this instance, more formal actions may proceed. The **Education Act, 1990** provides for the implementation of *Compulsory Schooling Conferences*.

11.4.1 COMPULSORY SCHOOLING CONFERENCE

If satisfactory attendance is not achieved following implementation of an Attendance Improvement Plan, then a Compulsory Schooling Conference may be convened by a person authorised by the Secretary of the NSW Department of Education. The Compulsory Schooling Conference is the final school-based intervention that can be taken to address matters of unsatisfactory College attendance.

Conferencing assists families to address poor school attendance without recourse to 'legal action'. It is part of a conciliatory process meant to identify issues impacting on College attendance, develops strategies around poor school attendance and is intended as a pre-court process to support families in restoring attendance before further legal action considered.

It is important to understand that the College may refer the case to the Department of Education Legal Services to take further action where children of compulsory school age continue to have unacceptable, unexplained or unjustified absences from the College, despite attempted interventions. AISNSW has authorised conveners who can conduct Compulsory Schooling Conferences on behalf of independent schools.

11.4.2 UNDERTAKINGS

Undertakings are written agreed commitments regarding action that may be taken to resolve the student's unsatisfactory attendance. Undertakings are able to be obtained with parents at any time and independently of the conferencing process. Undertakings are also a key outcome of a compulsory schooling conference and are often given by conference participants in addition to parents. They can be entered into evidence in any future court action.

11.4.3 COMPULSORY SCHOOLING ORDER

If a student's attendance at school remains unsatisfactory following the Compulsory Schooling Conference process, the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may decide that a court-ordered Compulsory Schooling Conference to be convened.

11.4.5 PROSECUTION IN THE LOCAL COURT

In circumstances where a breach of compulsory schooling orders occurs, further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service. Where *Attendance Improvement* plans and *Compulsory Schooling Conferences* have failed to restore attendance, NSW legislation requires consideration be given to legal action against the parent. Court action by the College is supported by the Department of Education's legal branch.

12. STUDENT DESTINATION PROCEDURE

12.1 KNOWN DESTINATION

1. The College requires 4 weeks' notice from parents/guardians wishing to withdraw their child(ren) from the College, as per the Enrolment Policy and Procedures.
2. Parents/guardian contacts the College Enrolment Officer.
3. The Enrolment Officer emails the *Advice of Withdrawal of Enrolment* form to parents/guardian (also located on College Website).
4. Parents/guardian return the completed *Advice of Withdrawal of Enrolment* along with providing evidence of *enrolment acceptance* (letter) from the next destination school or employer to the Enrolment Officer.
5. The Enrolment Officer withdraws student/s from the Attendance Register in Sentral.
6. The Enrolment Officer then collects all of the student's documents and the *Advice of Withdrawal of Enrolment* form and files under 'leavers' which is later archived.

12.2 UNKNOWN DESTINATION

1. If students do not return to the College on the expected date, the Enrolment Office goes to great lengths to contact the parents to establish the whereabouts of the child(ren).
2. If contact is not established, the Enrolment Officer informs the Executive Principal or Assistant Executive Principal/Head of School who tries to make contact with the parents/guardians of students below the age of 17 years through the tight knit Maronite community.
3. If the destination remains unknown the Executive Principal or Assistant Executive Principal/Head of Schools may seek to inform the NSW Department of Education and provide the following details.
 - a. Full name and date of birth.
 - b. Last known address.
 - c. Last date of attendance.
 - d. Parents/guardians name and contact details.
 - e. An indication of possible destination.
 - f. Other information that may assist officers to locate the student.
 - g. Any known work health and safety risks associated with contacting the parents or student.

NSW Department of Education email: attendance@det.nsw.edu.au

13. STUDENT RECORDS

Student records reflect the College professional expectations and teachers' legal obligations and responsibilities in accordance with the Minister for Education, Department of Education and NESAs.

13.1 REGISTERING STUDENT ATTENDANCE

1. **Section 24 of the Education Act 1990** requires that attendance registers (rolls) be maintained in a form approved by the Minister. At Maronite College of the Holy Family an electronic form in Sentral is used with the mandatory Minister's codes.
2. Attendance registers (rolls) must be maintained on all days on which the College is open for instruction including College sports days, swimming carnivals, excursions and similar events.
3. Attendance information is recorded on the College Attendance Register in Sentral on a daily basis. Each morning in Primary and each lesson in Secondary.
4. The Executive Principal delegates are responsible for the maintenance of the Attendance Register (rolls). Staff are trained on the requirements of student attendance procedures, on Sentral and Attendance Register Codes.

13.2 RECORD KEEPING REQUIREMENTS

1. Attendance registers (rolls) must reflect the highest professional standards.
2. Teachers ensure explanations for absences are recorded within 7 days of the occurrence of the absence. Explanations that have been accepted by the Executive Principal which are provided after the seven-day period are retained.
3. All student attendance is recorded on the Attendance Register in Sentral.
4. The Secondary record attendance each period. Primary attendance is recorded daily every morning.
5. Late arrival or early departure, the precise times of arrival or departure is recorded with the relevant Attendance Register Codes.
6. The Executive Principal or delegate may grant sick leave to students whose absences are satisfactorily explained due to illness, or as the result of a medical or paramedical appointments. The Executive Principal or delegate may request the parents to provide a medical certificate where the explanation is doubted or if there is a history of poor attendance.

13.4 ROLL MARKING ERRORS

The electronic attendance register (roll) in Sentral is amended by the teacher within 7 days of the absence.

13.5 ACTIVITIES AND EVENTS

College sport is an integral part of the curriculum and the Executive Principal or delegate ensure adequate attendance monitoring practices occur for the safety of all students.

Many of the students at Maronite College of the Holy Family compete in various activities and events which takes them away from the College during College hours. In such cases the following procedure is required from the teaching staff.

1. Specific activities/events attendance roll is checked at the beginning and conclusion of the activity or event.
2. Attendance information contained on these rolls are transferred to the Attendance Register in Sentral.
3. Staff directly involved in these activities/events must follow up absentees promptly and ensure that the College procedures for managing absenteeism is implemented.

13.6 SECURITY OF ATTENDANCE REGISTERS (ROLLS)

1. Attendance registers must not be removed from College premises unless removal is warranted by exceptional circumstances such as fire or flood. Staff must not use the Attendance Registers in Sentral at home (Privacy Act).
2. At the end of each College year the Executive Principal or Executive Principal's delegate must ensure that the Attendance Register is preserved as a complete record of students' absences for that year.

3. Stage Coordinators and Year Advisors are expected to conduct regular roll checks of individual student attendance, absences explained, records correctly documented to ensure policy and procedural implementation is of the highest standard.

13.7 ATTENDANCE RECORDS

1. Explanations for absences from parents are retained for two years from the date of receipt.
2. The Admissions Register is retained permanently.
3. The Enrolment Register is retained for a minimum of five (5) years before archiving.
4. The daily (primary) and course (secondary) Attendance Register (roll) is retained for a period of seven (7) years after the last entry was made.
5. In a case where a student has an accident requiring an incident report, all attendance records should be retained until the year the student reaches the age of 25 years.
6. Certificates of Exemption are kept in student files in accordance with Statement 1.4, Guidelines for Exemption from Attendance, NSW Catholic Systemic Schools.

RELATED DOCUMENTATION

Enrolment Policy and Procedures
Child Protection Policy and Procedures.
Student Welfare Policy and Procedures.
Student Behaviour Management Policy and Procedures.
Privacy Policy.
Anti-Bullying Policy
Complaints Handling Policy and Procedures.
Staff Code of Conduct Policy and Procedures.
Dissemination Policy.
WHS Policy and Evacuation Plan & Procedures.


POLICY REVIEW

The policy may be reviewed with five years.
The Attendance Procedures will be reviewed and amended as the operation of the College changes.

POLICY DATES

Implemented	August 2013	Reviewed	8/9/2020; 19.08.2022; 13/02/2023
Next Review Due	November 2027		

POLICY AUTHORISATION

EXECUTIVE PRINCIPAL: Sr Margaret Ghosn	SIGNATURE: 	DATE: 23 OCTOBER 2022
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POLICY DETAILS

Policy Number: 0010

Policy Version: 0001, 0002, 0003

Reference:

School Attendance Policy Department of Education Last updated 11/8/2020.

Student Attendance in Government Schools-Procedures: Education and Communities Public Schools NSW 2015 (Accessed DET Website 1/7/2020)

Student Attendance Procedures Catholic education Office Diocese of Parramatta: January 2017 (Accessed CEO website 1/7/2020)

Independent Schools Registration and Accreditation 'Attendance, Exemption and Enrolment' AISNSW 2022.
NESA Registration and Accreditation Requirements 2022.

Tracked Changes: Name of College Principal updated. Inclusion of the NSW Minister for Education broadened Executive Principal authority 2022.
Sentral system implemented 2022
2023 Title of Principal updated to Executive Principal. Inclusion of College Mission, Vision, Motto and Ethos.

Attachments: Appendix 1 Attendance Improvement Plan



Maronite College of the Holy Family, Parramatta
ATTENDANCE IMPROVEMENT PLAN

Student:			
Grade:		Date of Birth:	

Family/ Student Responsibilities	School Responsibilities	Intended Outcomes
Start of Plan Date:		End of Plan Date:

Agreement Declarations			
Student	Parent/Guardian	College	Date
<i>A parent's failure to meaningfully engage with this plan, within 20 school days, and return student to satisfactory attendance, may result in referral to the Catholic Schools NSW (CSNSW) or minister for further action.</i>			

Review of Student Attendance	
Review Date	
Did the parents meaningfully engage with the plan? (Yes or No)	
Plan to be extended Yes or No? If Yes, specify recommendation.	
Recommendations:	
Date of Conclusion of Attendance Improvement Plan	
Signature of College Representative Declaring Conclusion	