

Attendance Policy & Procedure



PREAMBLE:

The Farmhouse Montessori School is committed to working with parents to ensure that all children enrolled attend regularly.

The NSW [Education Act \(1990\)](#) sets out requirements for enrolment and attendance of students at school. Section 21B of the 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 is:

- 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.

While children will occasionally be absent, regular non-attendance is disruptive both to the individual and the workings of the class, and may result in difficulties for the child in their ongoing development.

Where there are genuine reasons for non-attendance on a long term basis, Farmhouse Montessori School will work with parents to ensure that the child's education is continued during that time. The school's staff overarching concern is for the welfare of children. Parents are encouraged to show their commitment to the value of education by ensuring their child's regular and ongoing attendance at school. Farmhouse Montessori School, in partnership with parents, are responsible for promoting the regular attendance of students.

The Principal maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) *Registered and Accredited Individual Non-government Schools (NSW) Manual*.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The principal may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Parents Responsibilities:

Section 22 of the 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 government school or a registered non-government school, or to be registered for home schooling under Part 7 and to receive instruction in accordance with the conditions to which the registration is subject

- Ensuring that their children attend school regularly;
- Signing their child with time in and out at the attendance register for toddler and pre-primary children.
- Explaining the absences of their children from school promptly and within two days to the school; Parents are asked to ring the school in the morning if their child is going to be absent for the day, or for a period of time. Phone messages and emails are passed onto the relevant teacher. Phone messages must be followed up with a written note explaining their absence on the child's return. Forms are available to fill in at the school if necessary.
- Taking measures to resolve attendance issues involving their children.
- Understanding that children of compulsory school age are legally required to ensure their children attend each day.

Staff & School Responsibilities:

In addition to the obligations of the Act, schools need to comply with NSW Education Standards Authority (NESA) registration requirements for attendance (3.8 in the [manual](#)).

These include:

Maintaining a register of enrolments:-

- This is done by the school's Enrolment Officer at the North Balgowlah campus. However the PA to the Principal has a separate list that contains all data this is updated from the information that she receives from the Enrolment Office on a regular basis.

Having in place and implementing policies and procedures to monitor attendance, identify, follow up and notify absences of more than two days in a row without notification from the parents, and to keep relevant registers:-

- The Class Teacher will advise the Principal if they have not heard from the parent of a child away from school for more than two consecutive school days. After this time the office will contact the

parent to ascertain that the student is at home and ask the parents to notify the school either by email or by phone so that this can be placed into the students file.

- If nothing has been received by the following day, his to be followed up by the office via a phone call

Supporting regular attendance of students by:

- The Farmhouse Montessori will providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community;
- The Farmhouse Montessori School will maintain accurate records of student attendance by using the attendance codes approved by the Minister of Education .*

*Appendix 1, 1a, 1b.

- We will Implementing programs and practices to address attendance issues when they arise;
- We will provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance for school-aged children.

Principals are responsible for ensuring that when frequent absences are explained as being due to illness that:

- consultation occurs with parents regarding the health care needs of the student
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
- strategies are developed to ensure regular attendance at school, via parent information evenings, inductions and parent teacher conferencing sessions.
- must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:
- consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

The Principal may grant:

- sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified
- an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the Exemption from School - Procedures)*.Also included in this section are the applications for Exemptions.**

*Appendix 3, 3a, 3b, 3c, 3d **Appendix 4, 4a, 4b, 4c

Principals may nominate staff to maintain attendance registers (rolls). In such cases, the principal must ensure that these staff:

- know the procedures in this document before marking the attendance register and following up absences. Staff must understand how an absence should be noted on an attendance register using the approved codes;
- seek verbal or written advice promptly from parents regarding unexplained full or part day absences. Parents may not be aware that their child has been absent from school and will expect to be informed promptly if unexplained absences occur. Schools may wish to request this information by telephone;
- retain records of written, electronic and verbal explanations from parents. If teachers receive verbal explanations from parents, they should record, sign and date the explanation;
- are aware of their responsibility to alert the principal or staff member responsible for monitoring attendance when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer;
- report habitual unexplained, full or part day absences, fractional truancy and persistent lateness promptly to the principal or nominee.

Principals Responsibilities:

The principal of a registered non-government school must keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school.

The attendance registers must be in a form approved by the Minister for Education. In 2010 the Minister approved a common code for the attendance registers of all New South Wales schools. The codes must be used from the start of the 2012 school year. The codes for use in either manual attendance registers or electronic attendance registers are published on the websites of the Association of Independent Schools of NSW (AIS) and the NSW Catholic

Education Commission (CEC). The register of enrolments and/or the register of daily attendances may be maintained in print or electronic form. Copies of the information in the register of enrolment and the register of daily attendance should be stored off site at regular intervals.

In 2010 the Minister under Section 25 of the Education Act delegated the power to the Principal of a non - government school to grant and cancel a certificate of exemption from being enrolled and attending

school in certain prescribed circumstances. Exemptions cannot be granted retrospectively, and must be applied for by the student's parent on a form that is provided by the school for this purpose. If approved, the original certificate of exemption must be provided to the parent and a copy placed on the student's file. The school roll is marked 'M' for the period of the exemption from attendance and this is not included in the school's absence reporting.

A principal cannot delegate the authority to grant and cancel exemptions to other staff. The table on this site also provides information about when an exemption must be approved by the delegate at the Department of Education.

Schools can also approve Extended Leave -Travel applications. The school can decide the minimum number of days before this type of application is made. This would be reflected in the school's attendance procedures, and communicated to the school community. If a family was planning travel that exceeded a school term, consideration should be given to other options for education, such as enrolment in Distance Education. The school roll is marked as 'L' for the period of the leave, which is included in the school's absence reporting. The parent gets the original certificate of extended leave and a copy placed on the student's records.

PROCEDURES:

ARRIVING FROM ANOTHER PRIMARY SCHOOL

It is the responsibility of the school, at which the student is seeking or has been accepted for enrolment to

The Principal will:-

- Transferring students will first meet with the principal to discuss the terms of enrolment and the school's expectations and if successful the principal will:
- Make contact with the child's previous school via telephone call to check on any issues that the school may need to be aware of. If the principal has any concerns regarding the enrolment of the child, supporting documentation will be requested from the previous school.
- .The previous school in turn is responsible for providing timely information to the new school within five working days.

The PA will:-

Require a copy of these papers, these will be asked for by the Enrolment officer on the students Enrolment. The Enrolment officer will forward all to the PA

- create a new student file in the office
- Update (if applicable) any allergy charts
- Students Birth Certificate
- A copy of the Australian Childhood Immunisation Register (ACIR) Immunisation History Statement
- Copies of any family law or other relevant court orders
- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs, including any learning and support plans
- Non-Australian Citizens *-If your child is a permanent resident but not an Australian citizen you will need to provide:*
- Passport or travel documents
- Current visa and previous visas (if applicable)

Class Teachers will

- Add the new student onto the class roll and mark in the correct manner.
- Read the Student file and familiarise themselves with the new student information
- Update any allergy information sheets etc.

PROCEDURE FOR CHILDREN LEAVING THE SCHOOL

The Principal will:-

Once the Principal has been notified that a Student is about to leave he will request a meeting with the parents and also an emails to confirm the exact date of departure for the student from the Farmhouse Montessori School as well as the New School Destination Name for the school Records.

This information will then be emailed to his PA who will then forward to class teacher and the School Financial Administrator.

This will also be mentioned in the weekly Five@Eight meeting to inform staff and amendments will be made the roll.

The PA will:-

- Forward the departure news onto the class room teacher so that the class roll can be correctly mark for departure of student off the roll.
- Forward the departure news onto the Financial Administrator so that any outstanding financial matters can be monitored.
- Update the New School destination spreadsheet once this information has been passed on from the Principal.
- Place a copy of the Notice of Departure Information Letter in the students file once this has been forwarded on from the Principal.

- Will maintain the student's active current enrolment record in the office until notified of the students's enrolment at a new school.

The Parents will:

Once the parents have decided to withdraw the student from the Farmhouse Montessori School they must advise the Principal in writing of the date of departure and the students new school destination. Please see the School Withdrawal of a Child Policy Appendix 6 for full details

The School Financial Administrator:-

- Once advised will process a final account this will be noted on the school financial records. The final account is to be issued immediately to the family advising that payment if any is due.

Class teachers will: _

- Mark the last day of the student in the class roll with the correct Code.
- Forward all student records to the PA for filing in the students file in the Office.

STUDENT HAS UNSATISFACTORY ATTENDANCE

The Principal will:-

- Provide clear information to students and parents regarding attendance requirement and the consequence of unsatisfactory attendance. This will be done in a Parent Teacher Meeting that will be organised by the PA at the request of the Principal after the Class Teacher brings up their concerns about these Unexplained absents & Unsatisfactory Attendance. This meeting will be held at the Nth Head Campus.
- Continue to then monitor the attendance of this student to make sure that this is not a pattern
- Place a copy of the meeting report into the students file in the office.

The PA will:-

- Pass onto all Class Teachers any information from parents received by either phone or email into the school about absenteeism's in the class,so that the class rolls can be marked in the correct way.
- Print out a copy of the email and placed into the students file which is located in the PA's Office at Nth head.

Class teachers will: _

- forward onto the PA any emails they receive direct from parents advising them that their child will be away the PA will print these out and place into the student file in the office.
- then be able to correctly mark the roll.
- Undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained in the Class roll.
- first try to call both the parents on the contact phone numbers that the school have for them and then also email both parents on the email addresses that they have provided to the school, if contact has not already been made.
- An absence is unexplained if parents have failed to provide an explanation to the school within 7 days. This is then passed onto the Principal to assess and handle.

HAS GONE TO ANOTHER SCHOOL OF AN UNKNOWN LOCATION- WHAT TO DO

The Principal will:-

- Complete Appendix 5 Student Enrolment Destination Unknown Notification Form once he has received no notification from a parent of a student that they are leaving the school or the new school location.
- Once this form is completed will provide a copy to the PA for the student's records for filing.
- and will return a copy to the NSW Department of Education-

The PA will:-

- File Appendix 5- Student Enrolment Destination Unknown Notification Form once this has been completed and signed by the Principal and file in the departed Students file.

HAS LEFT ON A HOLIDAY

EXTENDED LEAVE-TRAVEL APPLICATIONS: (PRIMARY STUDENTS ONLY GRADES 1-6)

The Farmhouse Montessori Primary School currently asks parents who are travelling more than 5 consecutive school days during any term to complete an Extended Leave travel document. These are emailed to the parents by the PA to the Principal and once we receive these back they are reviewed by the principal.

The Principal will:

- Issue the Certificate of Travel Certificate to parents (if approved). Once they have had their meeting with the class teacher and collected a copy of the current work booklet which the teacher issue to students to complete on their travel. On the students return to school they are asked to present a discussion on their trip to the class.

The PA will:

- Will forward the Travel Documents to the parents once notified of proposed trip.
- Once all paperwork has been received back and has been signed by the Principal the Certificate of Travel will be emailed or handed to the parents
- A copy will be placed into the children's file in the PA office.

The Parents will:

- Organise an interview with class teacher to discuss the proposed trip.
- Discuss work program that Student will be expected to complete during this period.
- Collect the Student Work Book

Class Teachers will:

- Have a meeting with the Parents to discuss the workbook that the student will be taking on the trip to do. The teacher will email the parent to organise a time for the parent to come in and see them about this work either before or after school hours. If the times are not convenient a phone conference will be sufficient as long as the Workbook is collected from the school.
- Provide the workbook or program outline for the student to work on while away.

STAFF & ROLL MARKING/TAKING PROCEDURE

- Staff are advised of how attendance records are to be maintained and recorded accurately for each student; (They are advised both in the staff handbook, (this is emailed out to them), and at the time of initial Induction which is on commencement). A copy of the codes is placed inside each manual roll at the beginning of each year by the PA to the Principal and then explained again by the Principal or Authorised Supervisor in the first staff meeting of the term to refresh everyone again.
- Students are signed in and out as required by the class teacher;
- The class roll is taken first thing in the morning and then monitored for the rest of the day.
- If a student is going to be leaving early the parents are to complete either an early pick up form and hand to the class teacher or email the class on the class email address which they are given when the student enters the class at the beginning of term.
- All attendance records including details of transfers and exemptions are accessible to the Board of Studies Inspector as required;
- Documented plans are developed to address the needs of students whose attendance is identified as being of concern; where Student Attendance Improvement Plans *and Compulsory Schooling Conferences have failed to restore attendance, NSW legislation requires that consideration is given to legal action against the parent or student. Independent schools are supported in this process through the Department of Education's legal branch and are invited to obtain assistance in these matters from the AIS Education Regulations and Program Implementation Team on (02) 9299 2845 See Student Attendance Improvement Plan.

*Appendix 2

- Relevant school policies and procedures address attendance issues including truancy. They should provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance;
- School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised;
- Parents and students are regularly informed of attendance requirements; through various means including parent information evenings, regular email correspondence and newsletter articles.
- All cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented;
- Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Medical certificates are not sacrosanct documents. Where Principals have concerns about medical certificates being produced for absences, they can ask the parent to request that the doctor write on the certificate the statement 'this child is unfit for school' with specified dates included. Where Principals have ongoing concerns, they can request the parents' consent to contact the doctor. If the request is denied, or if the Principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified'.
- must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- must ensure the school has effective measures in place to monitor and follow up student absences.
- or their delegate will undertake all reasonable measures to contact parents promptly and within seven school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

- must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

When the whereabouts and or destination of a child/young person of mandatory school age are unknown or the enrolment destination is unknown when the student is believed to have left the school, the principal must use the form Student Enrolment Destination Unknown Notification* to notify the Department of Education. The Department will act on behalf of the Minister, through a Home School Liaison Officer (HSLO), who will attempt to locate the student and take appropriate action to ensure school attendance.

Schools should also consider notifying Police Liaison Officers, or if there is also a history of anti-social and extremist behaviour, notifying the non-government School Safety and Response Hotline (1300 495 051).

ATTENDANCE RECORDS-INFORMATION FOR STAFF-

1. The following information is to be kept for each student in the class :
 - name, age and address
 - the name and contact telephone number of parent(s)/guardian(s)
 - date of enrolment and, where appropriate, the date of leaving the school and the student's destination
 - for students who have transferred from another school; the previous school or pre-enrolment situation
 - where the destination of a student above 6 years is unknown, evidence that a Department of Education and Training Officer with home school liaison responsibilities has been notified of the student's name, age and last known address
2. Attendance registers (rolls) must be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events.
3. The exception method (marking absences only) is to be followed. Only the codes listed in the NSW Attendance Register Codes are to be used.
4. School attendance must be recorded on the attendance register (roll) early in the school day
5. Students involved in off-site activities endorsed by the school must not be marked as absent.
6. Attendance information must be recorded on approved manual roll, on a daily basis. Staff responsible for maintaining attendance registers must be acquainted with requirements of this document and correct procedures and sign at the bottom to indicate who marked attendance.
7. In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance code.
8. At the end of each year, the rolls and notes are collected by the PA to the Principal. These are then kept for a minimum of seven (7) years from the last date of entry as prescribed by the Education Act and the Department of Education and Communities National Regulations. These are then archived at the North Head Campus Archive Room.

#Attendance Codes are to be found in Appendix 1, 1a, 1b.

SPECIAL CIRCUMSTANCE REGISTERS INFORMATION FOR STAFF

- Attendance registers must be maintained each day the school is open with the exception of:
 - days on which there is part or full day industrial action involving teachers
 - approved staff development days
 - days on which the school is inaccessible due to natural occurrences such as fire or flood.
- The attendance register (roll), an unbroken broken line must be ruled through that day's column and the notation 'Roll not marked - (reason for students not attending)
- Absences on these days are not to be recorded or counted as absences for statistical purposes.
- Students can attend a specialist education setting separate to a mainstream school on a sessional or full-time basis. Such settings include tutorial centres and programs, behaviour schools, juvenile justice and hospital schools. Where the mainstream school principal verifies that a student is attending a specialist education setting, the mainstream school can mark the attendance register with the Attendance Register Code 'H' to denote student attending a specialist education setting on a sessional or full-time basis.
- Overseas exchange students: Students participating in accredited overseas student exchange programs for periods of up to 12 months are to remain on the school attendance register (roll). They are not to be marked absent for the duration of their exchange. A note is to be attached to the attendance register (roll) regarding the place and duration of the exchange. For statistical purposes, students on overseas exchange are to be considered present.
- Students who are exempted from school: The appropriate symbol for exemption is to be used when the absences are the result of students being exempted from attending school. This symbol is to be used only for the duration of the exemption and must not be applied to students who fail to return to school following the exemption period. The absences of students who have been exempted from school are not counted as absences for statistical purposes.
- s.25 Certificate of exemption from attending school

(1) The Minister may grant a certificate exempting a child from the requirement of this Part that the child be enrolled at and attend a government school or registered non-government school or be registered for and receive home schooling, if the Minister is satisfied that conditions exist which make it necessary or desirable that such a certificate should be granted.

- (2) A certificate of exemption under this section may be given subject to conditions and may be limited in its operation to a period specified in the certificate.
- (2A) A certificate of exemption under this section may be limited to exemption from the requirement to attend a school during the times specified or referred to in the certificate.
- (3) A certificate of exemption under this section may be cancelled by the Minister.

“In 2010 the Minister under s.25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.”

REMOVAL FROM THE ROLL

A Student’s name will be taken off the roll when:

- the student enrolls in another school;
- advice has been received from parents that the student is enrolled in another registered school, or is registered with the Board of Studies NSW for home schooling. *(If the principal is concerned about information provided to them by parents, a request will be made to provide the name of the other school or evidence of home schooling so that a check can be made)*
- If a student’s name has been removed from the roll because ‘their whereabouts are unknown’, absences from the last day of attendance at school are not included as absences for statistical purposes. The roll should be amended to reflect this.

STORAGE AND SECURITY

- Attendance rolls are archived at the Nth Head Campus site and kept a minimum of 7 years after the child leaves the school.
- Notification of absences is placed in the child’s file and kept for a minimum of 7 years after the child leaves the school.
- At the end of each school year the principal will ensure that the attendance register (roll) and attached special circumstance registers are preserved as a complete record of students’ absences for that year

EVIDENCE OF POLICY IMPLEMENTATION GUIDELINES FOR SCHOOL ATTENDANCE

The following information is indicative of the types of evidence The Farmhouse Montessori School may include to demonstrate evidence of policy implementation monitoring.

How is the policy being implemented to meet student, staff and community needs in our school context?
The Farmhouse Montessori School maintains accurate records of the attendance of students in a format approved by the Minister e.g. copy of the student attendance register, printed copy of a de-identified roll displaying the Department’s School Attendance Register Codes.

STAFF

Staff are informed of their responsibilities related to student attendance and articulates the expectations and responsibilities of every classroom teacher with regards to monitoring and following up of attendance. Staff will bring concerns to their co-ordinator and if needed to the Principal. Professional learning for staff regarding the Department of Education’s School Attendance Policy will be provided by the school at the first Staff development Day of every year. .

The Farmhouse Montessori School has provided clear information to parents regarding attendance requirements and the consequences of unsatisfactory attendance e.g., Farmhouse Montessori School Attendance Policy is given to all new families on commencement at the school, factsheet are available at the Farmhouse Montessori School copies of this information is also on the wall at the school.

Records of contact with parents where an absence is unexplained are maintained e.g. a de-identified log of phone calls and/ letters/or emails sent to parents and carers.

Students with attendance patterns of concern are supported locally at the Farmhouse Montessori School in consultation with parents.

Evidence That the Farmhouse Montessori School Has Consistently Observed & Applied All Policy Requirements

Examples as per above and in addition to:

Parent communication in relation to compulsory Farmhouse Montessori School attendance e.g. outlined in the Farmhouse Montessori School information booklets and orientation programs.

- Contact with parents regarding student absences e.g. meeting minutes outlining attendance as a concern, phone logs, copies of letters, emails and copies of requests for medical certificates.
- Staff meetings reflecting student attendance as an agenda item.
- Documentation outlining the escalation of attendance concerns requiring further intervention e.g. recurring agenda item on staff meeting agenda, referral to or advice sought from Farmhouse Montessori School Liaison Program, reports to the Child Wellbeing Unit and/or Family and

Community Services Child Protection Helpline, about suspected risk of harm relating to educational neglect.

Processes are in place to review the Farmhouse Montessori School's implementation in relation to this policy.

Farmhouse Montessori School record keeping in relation to student attendance is maintained as required.

Farmhouse Montessori School procedural resources are maintained and updated to ensure that all staff (permanent and casual) have current knowledge of their roles and responsibilities regarding the Farmhouse Montessori School Attendance Policy.

Staff training registers are reviewed by the principal and PA/or the Farmhouse Montessori School executive Committee e.g. Staff Development Day logs, professional development records on roles and responsibilities for staff regarding student attendance.

Farmhouse Montessori School planning, review and/or reporting documentation refers to compulsory Farmhouse Montessori School attendance.

Source

- Education & Care Services National Regulations, National Quality Standard Early Years Learning Framework,

Date Reviewed	Modifications
Oct 2017	New Format and policy created with updated information May 2018 New logos
July 2018	

SCHOOL ATTENDANCE REGISTER CODES 2017

Schools are required to have policy and procedures to monitor regular attendance and to ensure that records are current, accurate and accessible. The procedures should reflect how attendance is marked, followed up and records maintained at that particular school.

The tables on the following pages indicate:

- **Attendance Register Codes - Explanation of student absence**
- **Attendance Register Codes - Variation in attendance**

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

Schools must use the following symbols to record an absence or variation in attendance, *in addition to* the appropriate attendance register code shown on the following pages.

Symb ol	Meaning
a	The student was absent for the whole day
Pa	The students was late or was absent for part of the day. The time of arrival or departure must be recorded.

NESA requires that the register of enrolments must be retained for a minimum of five (5) years before archiving.

The register of daily attendance must be retained for a period of seven (7) years after the last entry was made

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Appendix 1a

ATTENDANCE REGISTER CODES - EXPLANATION OF STUDENT ABSENCE

The following attendance register codes are to be used to record the explanation of student absence and are counted for statistical purposes.

Symbols to be used for explanation of student absence		
Sy mb	Meaning	Notes
A	<p>The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal</p> <p>It is at the principal's discretion to accept or not accept the explanation provided.</p>	To be also used if the principal does not accept that an absence (e.g. for extended leave/ travel during school term) is in the
S	<p>The student's absence is due to sickness or as the result of a medical or paramedical 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 principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance	
L	<p>An explanation of the absence is provided which has been accepted by the principal. This may be due to:</p> <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.	<p>Note that this code is to be used if the reason for the absence (e.g. extended leave/ travel) is accepted by the principal.</p> <p>The principal may consider an Application for Extended Leave/</p>
E	The student was suspended from school	

[Appendix 1b](#)

**ATTENDANCE REGISTER CODES -
VARIATION IN ATTENDANCE**

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.

Symbols to be used for explanation of student absence		
Sy mb	Me ani	Notes
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 - Trial or HSC examinations - VET courses 	The “F” code is no longer only for senior students participating in a flexible timetable. The code should also be used in independent schools for students attending external
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> - work experience - school sport (state and national events) - school excursions - student exchange 	Note that where the “B” code is used for sport, it is only when the student is representing the school at state and national events. If this is not the case, then an
H	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. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools 	In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools. The “F” code, not the “H” code is to be used by independent schools

[Appendix 2](#)

STUDENT ATTENDANCE IMPROVEMENT PLAN

SCHOOL:	STUDENT:
YEAR:	DOB:

STRATEGIES:

FAMILY RESPONSIBILITIES	STUDENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	INTENDED OUTCOME
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COMMENCEMENT OF PLAN: ___/___/___ END OF
 PLAN: ___/___/___

AGREEMENT: _____

Principal /Executive Parent

Student

REVIEW DATE: ___/___/___ PARENT HAS MEANINGFULLY ENGAGED WITH PLAN: YES/
 NO PLAN IS TO BE EXTENDED: YES/NO
 RECOMMENDATIONS:

Principal/Executive signature: _____ Date: _____

[Appendix 3](#)

Exemptions from Attendance and Enrolment

This Guide is a summary of relevant requirements set out in the Department of Education and Communities (Learning and Engagement Directorate) 2015 publication, “*Exemption from School – Procedures*”.

Guidelines for independent schools

1. Introduction

- 1.1.1. A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.
- 1.1.2. A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student’s best interests in the short and long term. Alternatives to exemption should have been fully explored.
- 1.1.3. In these Procedures the term ‘parent’ or ‘parents’ includes any person or persons having the custody or care of a child.
- 1.1.4. A Certificate of Exemption should not be approved where the student has been the subject of contact with a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.
- 1.1.5. If parents request authority not to enrol their child, this must be considered an application for exemption from enrolment.

1.2. Authority to grant exemptions

- 1.2.1. Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, as outlined in the following table:

Appendix 3a

Powers - Exemption from Attendance at School	Delegates- (Note: Delegates cannot delegate)
<p>Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.</p>	<p>Principal</p> <p>Note: In large scale productions or for long term commitments to such a production the application may be referred to the Minister's Delegate via the AIS Division Head, Education Regulations and Program Implementation.</p> <p>It is also possible for employers in such cases to make one direct application for all students to the Minister's Delegate at the Department of Education.</p>
<p>Exemption from school attendance for students participating in elite arts or elite sporting events* up to 100 days in a twelve month period for any one student.</p> <p>* Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation</p>	<p>Principal</p>
<p>Exemption from school attendance totalling up to 100 days in a twelve month period for any one student, including part time exemption.</p>	<p>Principal</p>
<p>Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.</p>	<p>The Minister's Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation.</p>
<p>For periods exceeding the delegate's authority the application should be referred to the next most senior delegate.</p>	
Powers - Exemption from Enrolment at School	Delegates- (Note: Delegates cannot delegate)
<p>Exemption from enrolment - Age</p>	<p>The Minister's Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation.</p> <p>This includes the case where parents apply for a delayed start to school for a child</p>
<p>Exemption from enrolment - Health, learning or social needs or disability</p>	
<p>Exemption from enrolment - Completion of Education under Special Circumstances- for apprenticeships and traineeships only</p>	<p>Principal</p>
<p>Exemption from enrolment - Completion of Education under Special Circumstances- <u>not</u> an apprenticeship or traineeship</p>	<p>Please complete form on the NESA website: http://www.boardofstudies.nsw.edu.au/policy-research/pdf_doc/application-completion-y10-special-circumstances-not-apprenticeship.pdf</p>

[Appendix 3b](#)

3. General principles

- 1.3.1. Procedural fairness must be accorded to an applicant. If the principal is considering refusing granting an exemption, the parent should be given an opportunity to respond to the delegate's concerns before a final decision is made. This opportunity should be offered to the parent in writing.
- 1.3.2. If an applicant wishes to appeal against a decision made by a principal, the school's complaints and grievances policies and procedures would apply and/or the applicant may appeal to the Minister's Delegate.
- 1.3.3. For most exemptions, parents make an application by completing an Application for Exemption from Attendance/Enrolment at School. This must be made in writing and in advance. Parents may seek assistance from the principal when completing forms.
- 1.3.4. The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the Public Health Act 2010. The principal may grant a Certificate of Exemption for the period determined by relevant authorities under this Act.
- 1.3.5. If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the AIS Division Head, Education Regulations and Program Implementation prior to an exemption being granted.
- 1.3.6. A principal can cancel the Certificate of Exemption where they identify circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.
- 1.3.7. Schools are to retain copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25, or for 7 years, whichever is greater, and then destroy.

2. Exemption from Attendance at School

2.1. Reasons for granting full day exemptions from attendance at school

2.1.1. Principals may grant exemptions due to:

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circumstan
c e s
(including
the health
of the
s t u d e n t
where sick
leave or
alternative
enrolment
is not
appropriat
e)
- t h e
child being
prevented
f r o m
attending
s c h o o l
because of
a

principal's direction under the Public Health Act 2010.

(Note that in the case of an outbreak of a vaccine-preventable disease, the school is required to advise a n unvaccinated student not to attend until advised to do so. The parent is not required to complete a n application for exemption)

employment in the entertainment industry

- participation in elite arts or elite sporting events (i.e. national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation)

For any other matter not covered by the above points, the principal should consult the AIS Division Head, Education Regulations and Program Implementation.

Note:
Students travelling during school terms are not to be exempt. If the principal accepts the reason, then leave is granted and the 'L' code should be used, consistent with the implementation of National Standards for Student Attendance Data Reporting

Appendix 3c

2.1.2. The attendance register must indicate full day exemptions with the code 'M'.

2.2. Reasons for granting part day exemptions from attendance at school

2.2.1. The Education Act 1990 gives the Minister or principal the power to grant a Certificate of Exemption from the requirement to attend school during the times specified in the Certificate.

2.2.2. For students participating in elite arts or elite sporting programs (i.e. national or international sports events, camps run by national or international sports organisations, national sports squads and talent identification programs run by the NSW Department of Sport and Recreation) who are required to attend regular activities/training during school time the appropriate application must be completed and submitted to the principal for approval prior to commencing the program.

2.2.3. For part day exemption due to the requirements of a health care plan, the principal should seek the parents' consent to obtain information from health professionals responsible for the health care of the child and prepare forms relating to exemption from attendance.

2.2.4. Students participating in school programs may be granted part day exemptions for periods of time not exceeding the equivalent number of full school days. Close monitoring of exemption periods is necessary so that the approval period is not exceeded.

2.2.4. Participation in such school programs must be approved by the principal.

2.2.5. The attendance register must indicate part day exemptions with the code P/M.

3. Exemption from Enrolment at School

3.1. Reasons for granting exemptions from enrolment at school

3.1.1. The Secretary of the Department of Education, may grant such exemptions on behalf of the Minister, due to:

A. age, where a child turns six years on or after 1 October or later in a school year and is engaged in:

- full time preschool education at an accredited preschool for the remainder of that school year
- full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday

Note: *The delegate will require proof of enrolment or participation in the preschool and the child should be involved in a transition-to-school program as a condition of their exemption*

B. the health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday

Note: *The delegate will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption*

3.1.2. Principals may grant exemptions to students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full time apprenticeship or traineeship. This applies to students who have completed year 9 and before they have completed Year 10. Such exemptions should only be granted where the:

- principal considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- student's parents give permission for this to occur
- principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation

Appendix 3d

- employer agrees to notify the Department of Education (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17
- apprenticeship or traineeship is approved by the Commissioner for Vocational Training,

State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.

Note: if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10. They will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school or seeking enrolment in TAFE NSW

4. Issuing Certificates of Exemption from Attendance or Enrolment at School

4.1.1. On approval, a Certificate of Exemption must be issued and:

- include any specific conditions that apply to the exemption
- state that the exemption may be cancelled if any such conditions are not met or cease to apply
- specify dates for which the exemption has been granted, including hours of program participation if a part day exemption period applies

4.1.2. The original Certificate of Exemption will be provided to the parents.

4.1.3. A copy placed in the student's file. For exemption from enrolment, a copy of the Certificate of Exemption will be provided to the school on subsequent enrolment and must be placed in the student's file.



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

PART A: TO BE COMPLETED BY THE STUDENT'S PARENT/CARER(S)

Student Details

Family name: _____ Given name(s): _____

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

Enrolment Register Number: _____

Address: _____

Postcode: _____

School name: _____

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

Number of school days: _____ (Please provide more detail below in Section C)

Reason for application for exemption: Please tick (✓) one of the following:

Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice	
Participation in elite arts program	

NOTE: Where the reason for application for exemption includes travel arrangements, copies of travel documentation should be included with the application as the school requires evidence of the student's travel.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: _____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

Yes No

PARENT/CARER DETAILS

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____

Relationship to student: _____

As the parent/carer of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____

***Please note:** if the number of school days requested in this application exceeds 100 or the total takes the student over 100 school days in a 12 month period, the Attachment for Exemptions over 100 school days must be completed in addition to this document and both documents forwarded to Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation at DMelrose-rae@aisnsw.edu.au . The AIS will check the documents and forward to the Department of Education’s Delegate for approval.

PART B: TO BE COMPLETED BY THE APPLICANT

Name of elite arts or elite sports program: _____

A Period of exemption applied for (if block): ____ / ____ / ____ to: ____ / ____ / ____

Number of school days*: _____

B Individual dates applied for: _____

Number of school days*: _____

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

From ____ / ____ / _____ to: ____ / ____ / _____

REASON FOR EXEMPTION: (Please tick one box)

Training for elite sport

Elite sport event or tour

Elite arts program

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

Note: A schedule of participation, training or tour itinerary from the arts body or sporting body (e.g. Australian Institute of Sport) must be attached with contact names and numbers.



***Please note:** if the number of school days requested in this application exceeds 100 or the total takes the student over 100 school days in a 12 month period, the [Attachment for Exemptions over 100 school days](#) must be completed in addition to this document and both documents forwarded to Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation at DMelrose-rae@aisnsw.edu.au . The AIS will check the documents and forward to the Department of Education's Delegate for approval.



Application for Exemption from Attendance at School: Employment in the Entertainment Industry

PART A: TO BE COMPLETED BY THE STUDENT'S PARENTS

Student Details

Family name: _____

Given name(s): _____

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

Enrolment Register Number: _____

Address: _____

Postcode: _____

School name: _____

Please complete A, B or C:

A Dates of exemption applied for (if block): ____ / ____ / ____ to: ____ / ____ / ____

Number of school days*: _____

B Individual dates applied for: _____

Number of school days*: _____

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

From ____ / ____ / ____ to: ____ / ____ / ____

Please provide more detail about the reason for the application for exemption for employment in the entertainment industry, including name of industry performance/activity:

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

A schedule of participation from the employer, company or corporation must be attached with contact names and numbers.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: _____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

Yes No

PARENT DETAILS

Family name: _____

Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____

Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____

PART B: EMPLOYER DETAILS

To be completed by employer

Name of company/corporation: _____


Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

(Please attach and tick):

- 
1. Detailed itinerary / work schedule for the period of exemption sought: Yes No
 2. Evidence of tutor's teaching qualifications (supplied by employer): Yes No

Employer's signature: _____ Date: ____ / ____ / ____

***Please note:** if the number of school days requested in this application exceeds 100 or the total takes the student over 100 school days in a 12 month period, the [Attachment for Exemptions over 100 school days](#) must be completed in addition to this document and both documents forwarded to Douglas Melrose-Rae, Division Head: Education Regulations and Program Implementation at DMelrose-rae@aisnsw.edu.au . The AIS will check the documents and forward to the Department of Education's Delegate for approval.



Exemptions over 100 school days

To be completed by the principal of the school where the exemption period requested is for 100 or more school days in a twelve-month period.

Prior to forwarding this application for exemption from attendance at school to the delegate responsible for issuing the Certificate of Exemption (Deputy Secretary, Department of Education), the principal should complete the following advice for the delegate.

I recommend that this application from attendance at school is (Please tick one box):

Granted

Not granted

Please provide more detail here (or attach supporting evidence, if required): _____

Principal's name (please print): _____

Telephone number: _____

Signature of principal: _____

Date: ____ / ____ / ____

PART D: TO BE COMPLETED BY THE PRINCIPAL IF RECOMMENDED PERIOD EXCEEDS 100 DAYS

In relation to any educational program for the student:

As a condition of recommendation of approval, the student is to be provided with an educational program through a tutor

(Please tick one box

Yes

No

The tutor has consulted the school in the planning and development of this student's educational program (Please tick one box

Yes

No

Comment: _____

Principal's name (please print): _____

Telephone number: _____

Signature of principal: _____

Date: ____ / ____ / ____

PART E: INVESTIGATING OFFICER'S RECOMMENDATION

To be completed by the investigating officer where further investigation has been necessary.

Following consideration of this application, I am satisfied that conditions exist/do not exist (delete whichever does not apply) that make it necessary and/or desirable: _____
(Name of student)

to be granted an exemption from attendance at school.

I recommend that a Certificate of Exemption be (Please tick one box

Granted

Not granted

1.

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: ____

Investigating officer name (please print): _____

Position: _____

Signature: Date: ____ / ____ / ____



Application for Extended Leave –Travel

NOTE: PARTS A, B and C are to be **completed by the student’s parent** and returned to their child’s school Principal.

Please complete table below with details of all students at this school associated with the period of travel. Separate applications are required for each school if siblings do not attend the same school.

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR

Student address: _____

_____ Postcode: _____

School name: _____

Dates of extended leave applied for: From: / ___ / ___ _to ___ / ___ / ___

Number of school days: _____

Reason for travel (including why this travel is occurring in school time): _____

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

PART B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: / ___/ __ to ___/ ___/ ___

Number of school days: _____

Certificate of prior Exemption/Extended Leave -Travel attached (Please tick): Yes No

PART C: PARENT DETAILS

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

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

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

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave - Travel*
- The period of extended leave will count towards my child's absences from school.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave - Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: ___ / ___ / ___

PART D: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave - Travel*

(Please tick one box):

Yes No

Please provide more detail here (if required): _____

Principal's name (please print): _____ Telephone number: _____

Signature of Principal: _____ Date: __/ __/ __

Note: The Principal will complete the *Certificate of Extended Leave – Travel* if requested leave is approved, this will then be forwarded to you by email or will be available at the school office for collection.

The original certificate is to be given to the parent, with a copy kept on the student's file.

The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.



EDUCATING THE WHOLE CHILD

Preschool (02) 9949 1008
9 Bardoo Avenue, Nth Balgowlah, NSW 2093

Primary (02) 9977 6790
Building 6, Nth Head Sanctuary,
33 North Head Scenic Dr, Manly, NSW 2095

admin@farmhousemontessori.nsw.edu.au
www.farmhousemontessori.nsw.edu.au

Appendix 5

Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School: _____

Location of School: _____

School contact details: _____

Student Details: _____

Student Name: _____

Date of Birth: _____

Last known address: _____

Last day attended: _____

Has the student enrolment been withdrawn and parent notified (date): _____

Parent Details: _____

Parent Name(s): _____

Contact details: _____

Further information: _____

Possible destination: _____

Other relevant information: _____

Any risks associated with contacting the student or parent?: _____

Outline what efforts the school has taken to locate the child/children: _____

Principal Name: _____

Principal Signature: _____

Date: _____

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

Appendix 6

Withdrawal of a Child Policy



To enable the Farmhouse Montessori School to fill positions and maintain utilisation, families are required to provide notice when withdrawing their child from the School.

National Quality Standard (NQS)

Quality Area 7: Leadership and Management	
7.3	Administrative systems enable the effective management of a quality service
7.3.2	Administrative systems are established and maintained to ensure the effective operation of the Service

PURPOSE

We aim to ensure families gain a clear understanding of the School requirements when withdrawing their child.

SCOPE

This policy applies to families and management of the School.

IMPLEMENTATION

Families are to be made aware during the enrolment and orientation process about the School requirements should they wish to withdraw their child at a future date and time. The signing of The Farmhouse Montessori School Conditions of Enrolment form on acceptance of a place for the student at the school by the parents is a clear understanding of both the enrolment and withdrawal procedure and notification and fee payment structure.

WITHDRAWING FROM THE SCHOOL

- Families are required to provide the Farmhouse Montessori School with at least one full terms written notice when withdrawing their child from the School.
- The letter must state
 - the date they are writing the withdrawal notice
 - the child's last day of attendance
 - If the student is at the Primary School campus the letter must also state the new school destination.
- The withdrawal Notice can be emailed to the office or handed to the Principal.
- This letter will be placed into the child's file and archived once they have left the School.
- Failure to provide the school with a terms withdrawal notice will incur the following terms fees for your child.
- A final account is to be processed by the school financial administrator and noted on the withdrawal form. The final account is to be issued immediately to the family advising that payment is due.
- A copy of the final account and withdrawal form is to be kept in child's file.
- Families must ensure the account is paid prior to final attendance.
- If payment has not been received the debt recovery process is to start immediately.
- If at any stage of the enrolment or placement it is felt that it is necessary to discuss the viability of the placement due to a concern of the duty of care to the child or other children in our care, the School will immediately contact the Parent/Authorised Person/s to discuss all options. This may include the withdrawal of the placement.

CONTINUING ENROLMENT FOR THE NEW YEAR

- Prior to the end of each year, families will be provided with an Attendance Changes Form to confirm their child's continuing enrolment for the New Year at the Nth Balgowlah Campus.
- Failure to return this form may result in their child not being considered for future placement.
- Families with children going to school the following year will be required to complete the Re-enrolment form advising their child will be going to school the following year, adding an end date to their child's care.

SOURCE

- Education and Care Services National Regulation 2015, National Quality Standards
- Family Assistance Office ,Code of Ethics

Policy Review Date

Sept 2017, July 2018

