



# Student Attendance Procedures

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## 1. Introduction and Purpose

School attendance plays a critical role in enhancing the lives of children and young people. Every day of attendance adds to a student's opportunity to learn, develop and experience success in education. Attendance is a core responsibility of schools.

The purpose of this procedure is to:

- Describe CSPD's approach to supporting students, parents and schools with the management of student attendance
- Inform CSPD staff members of the authorities, roles and responsibilities for student attendance
- Outline the administrative processes and agreed practices for schools to monitor, identify, excuse, record and follow up student attendance concerns consistent with legislative and regulatory requirements
- Assist decision making when a parent has not met their obligations regarding compulsory schooling.

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## 2. Scope

This document applies to all Catholic Schools Parramatta Diocese (CSPD) schools.

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## 3. Definitions

**Attendance** - A student is considered to be in attendance at school when they:

- attend the school site while the school is open for instruction or
- participate in a school approved activity or
- participate in an offsite flexible learning pathway/program approved by the Principal.

**Attendance Concern** - An attendance concern is when a student has an attendance rate below 90% and either the school or parents identify a concern with the child's pattern of attendance.

**Compulsory schooling** - Schooling is compulsory for children and young people aged from 6-17 years unless an exemption from attendance or enrolment has been granted or the student is registered for home schooling.

**Compulsory school age** - If the child is of or above the age of 6 years and below the minimum school leaving age.

**CSPD SIS** - The Catholic Schools Parramatta Diocese Student Information System.

**CSPD SIS Electronic Attendance Register** - The attendance roll marked in the student information system Compass.

**Minimum school leaving age** - The minimum school leaving age is

- the age of 17 years or
- the age at which the child completes Year 10 of secondary education and participates on a full-time basis in either approved education or training, or paid work or a combination of approved education or training and paid work.

**Parent/carers** - Includes a guardian or other person having custody or care of a child.

**Regular attendance** - A student is considered to be in regular attendance when they attend school or participate remotely for 90% or more of possible school days.

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## 4. Detailed Information

Schools in partnership with parents / carers are responsible for promoting the regular attendance of students. While parents / carers are legally responsible for the regular attendance of their children, school staff as part of their duty of care play a vital role in promoting daily attendance, recording and monitoring absences and preventing the establishment of attendance concerns. A shared approach to school attendance between students, parents/carers, schools, system learning and CSPD will maximise the opportunity for every learner every day.

### 4.1 RESPONSIBILITIES

#### Parents

Parents / carers are responsible for:

- Enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NSW Education Standards Authority (NESA) for home-schooling
- Ensuring that their children attend school every day the school is open for instruction
- Explaining absences from school within 7 days from the first day of any period of absence
- Working in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting their child's attendance or engagement with school.

### **Principals**

The principal is responsible for ensuring:

- The school has detailed attendance processes in place consistent with CSPD Student attendance procedures
- There is oversight of staff with delegated responsibilities for attendance and adequate training and resources are provided to fulfil their responsibilities
- The school maintains a register of enrolments
- The school maintains a register of daily attendance using the approved NSW attendance register codes
- The attendance register is validated at the end of each term
- The safeguard of students by maintaining an accurate record of students' whereabouts throughout the duration of the school day
- The school monitors, identifies and follows up on student absence
- Professional discretion is exercised in granting leave and accepting an explanation for a student's absence
- Identification and response to attendance concerns
- Any risks of significant harm / educational neglect are managed consistent with CSPD Safeguarding Children procedures
- Processes are in place to manage students who leave school before 17 years
- Processes are in place to manage student exemption from enrolment and attendance

- Clear information is provided to students and parents regarding the schools' attendance processes and requirements
- Open communication and collaboration with parents / carers on issues affecting student attendance
- An attendance action plan is developed annually.

### **School Staff**

School staff are responsible for:

- Ensuring attendance rolls are accurately marked and explanations for absences recorded
  - Providing a safe and engaging teaching and learning environment which fosters students' sense of belonging to the school community
  - Promoting and encouraging regular attendance at school
  - Following the school's student attendance processes
  - Monitoring and following up on student absences
  - Consulting with the nominated leader when a student's pattern of attendance is of concern
  - Implementing attendance support strategies to resume regular attendance of students at school.

### **CSPD System Staff**

The executive are responsible for:

- Undertaking assurance of the implementation of the CSPD Student Attendance Procedures
- Supporting the strategic development and communication of issues related to student attendance
- Providing resources and enterprise systems that support schools to record, manage and support attendance
- Determining the outcome for students with complex attendance concerns where strategies have failed to restore regular attendance and decisions regarding legal action or abandoning the enrolment is required.

The Technology and Information System Team are responsible for:

- Ensuring the student information system is compliant and aligned to requirements in the CSPD attendance procedures
- Generating Student Attendance Collection (STATS) reports twice yearly and implementing a process to ensure data is checked and validated by schools and declared on AGDET
- Publishing student attendance data and attendance reports that are accurate, timely, accessible and relevant for schools
- Maintaining the integrity and security of attendance data
- Providing information and support to schools to record attendance information in the CSPD student information system.

Training Compliance and Accreditation is responsible for:

- Monitor, review and seek assurance of schools compliance with all attendance legislative and regulatory requirements as specified in the Registration Manual for Non- Government Schools.

Student Services are responsible for:

- Providing support to schools to implement CSPD student attendance procedures
- Providing guidance to schools on implementation of the CSPD student attendance support process
- Providing counselling and case management for students and their families who are referred for CSPD attendance support
- Providing support and recommendations to Principals regarding matters where there are unresolved breaches in attendance requirements
- Providing information and support to schools so that exemptions from enrolment and attendance are approved in accordance with delegated authority
- Preparing compulsory schooling matters referred for further legal action in the Children's Court
- Reviewing and updating CSPD attendance procedures consistent with changes to legislative and NESAs requirements.

## 4.2 SCHOOL ATTENDANCE AND ENROLMENT REQUIREMENTS

### 4.2.1 Attendance and Enrolment Requirements

Requirements and procedures for enrolling students in NSW Catholic systemic schools are located in the CSPD Enrolment Procedures.

Students may attend a CSPD school if they are:

- Enrolled at that school or attending in the short-term
- Students may only be enrolled in one school at any given time
- In some instances a student enrolled at a CSPD school may need to attend another school for a short period of time.

All schools must maintain a register of enrolments for each student that includes:

- Name, age and address
- Name and contact telephone number of parent(s)/guardian(s)
- Date of enrolment
- Date of leaving the school and where appropriate the student's destination
- For children older than 6 years, previous school or pre-enrolment situation

Enrolment and attendance requirements of Year 12 students:

- Year 12 students are considered to be enrolled until they have completed their last HSC exam
- The last exam date is the last date of each student's enrolment
- The attendance register must be kept for each Year 12 student until the completion of the last day of the last HSC exam.

### 4.2.2 Attendance Register Requirements

The Attendance Register is created and maintained electronically by the Student Information System CSPD Administrator.

The Attendance Register includes variations to school days such as non instructional days, professional learning days and school closures. School term dates are based on NSW official term dates.

All schools must maintain an electronic attendance register. The attendance register must:

- be an accurate record of daily attendance, absence, reason for absence and documentation to substantiate reason for absence
- be maintained by the school on all days in which the school is open for instruction
- only use the approved NSW Attendance Register Codes  
only be amended (i.e. attendance register codes) when an error has occurred in roll marking. The amending of attendance codes should be made within 7 days of the absence and can be amended by school staff, with an explanation of the annotation documented.
- If the error is detected after 7 days only the Principal can approve this amendment and an explanation of the annotation is documented.

#### 4.2.3 Retention of The Attendance Register

- CSPD is responsible for the electronic storage and retrieval of archived attendance records
- At the end of each school year the Principal must ensure that the attendance register and attached special circumstances registers are preserved as a complete record of student absences for that year
- The student's attendance record detailing the number of absences each year must be retained on the student's file for seven years after the student has left the school (e.g. student school report with attendance). In the case of a student who has had an accident necessitating an accident report, the record should be retained until the student reaches the age of 25 years.

#### 4.2.4 Attendance Record Keeping Requirements

Attendance records include

- Information provided by the parents or student including notes and emails of explanations of absence, applications for extended leave or exemption, records of communications
- Actions by the school or CSPD staff including records of observations, communications, minutes of meetings relating to attendance, attendance



plans, referrals, attendance conferences, compulsory schooling undertakings, legal actions.

Attendance information is most effectively recorded and stored as part of the CSPD SIS in Compass Chronicles. All schools will work towards transitioning to maintaining all attendance records, including Attendance Intervention Chronicle records in the CSPD SIS by 2022.

#### 4.2.5 Attendance Data Reporting

Key Performance Measures (KPMs) for attendance are

- **School Attendance rate.** The number of actual full-time equivalent student-days attended by full-time students in Years 1-10 as a percentage of the total number of possible student-days attended in Semester 1
- **School Attendance level.** The proportion of full-time students in Years 1-10 whose attendance rate is equal to or greater than 90 per cent.

The two reference periods for data collection for school level reporting are Semester 1 of the school year and Term 3 of the school year.

CSPD exports attendance data from the CSPD SIS and uploads attendance reports (STATS Report) for schools to validate before it is declared on the Australian Government Department of Education and Training (AGDET).

### 4.3 PROCEDURE - RECORD AND MANAGE STUDENT ATTENDANCE

4.3.1 Attendance must be recorded at the start of **every** school day using the exception method (marking absences only).

4.3.2 The attendance register should indicate whether the student was present at school (on-site), or not present at school but attending a school approved activity.

4.3.3 The precise time of late arrival or early departure from school must be recorded with the relevant reason.

4.3.4 The school must have a system established for signing students in who arrive late or out when they leave the school premises during school hours.

4.3.5 When students are on approved study leave, examination blocks or the HSC exam period, any absences need to be recorded with the appropriate absence reason code replacing the variation in attendance code.

4.3.6 Students participating in [accredited overseas student exchange programs](#) for periods of up to 12 months are to remain on the school attendance register and marked as School Business for the duration of the program.

4.3.7 A student with a variation to their attendance is counted as present. Variations in attendance are recorded in the electronic attendance register as

Code	Variation Description
School Business <b>(B)</b>	<p>A student is absent from the school or leaves the school site on <b>official school business approved by the Principal</b>, includes but is not limited to</p> <ul style="list-style-type: none"> <li>- Excursion</li> <li>- Sport</li> <li>- Camp/retreat</li> <li>- Creative arts program</li> <li>- Work experience</li> <li>- Other school activity</li> </ul>
Flexible <b>(F)</b>	<p>A student is <b>participating in a flexible learning program approved by the Principal</b> and is not present at school because they are not required to be. Reasons include but are not limited to</p> <ul style="list-style-type: none"> <li>- Exam/study leave</li> <li>- Flexible time</li> <li>- Work placement</li> <li>- Remote learning</li> <li>- Off-site learning program delivered internally</li> <li>- Externally delivered course</li> <li>- Cancelled class</li> </ul>
Exempt <b>(M)</b>	<p>A student has been granted an exemption consistent with the <a href="#">CSPD Student Attendance Exemption Procedures</a>. Reasons include:</p> <ul style="list-style-type: none"> <li>- Exceptional circumstances</li> </ul>

Code	Variation Description
School Business <b>(B)</b>	<p>A student is absent from the school or leaves the school site on <b>official school business approved by the Principal</b>, includes but is not limited to</p> <ul style="list-style-type: none"> <li>- Excursion</li> <li>- Sport</li> <li>- Camp/retreat</li> <li>- Creative arts program</li> <li>- Work experience</li> <li>- Other school activity</li> </ul>
	<ul style="list-style-type: none"> <li>- Elite Sport or Arts</li> <li>- Direction of Public Health Act</li> <li>- Employment in Entertainment Industry</li> <li>- Short term transition plan</li> </ul>
Shared enrolment <b>(H)</b>	<p>A student is enrolled and <b>is attending an approved or required alternative education setting separate to a mainstream school on a sessional or full-time basis</b>. Includes</p> <ul style="list-style-type: none"> <li>- hospital schools</li> <li>- approved mental health/behaviour programs</li> <li>- juvenile justice</li> </ul>

#### 4.4 PROCEDURE - RECORD AND MANAGE STUDENT ABSENCE

##### 4.4.1 Parents / Carer are required to

- Provide an explanation for student absences within 7 days of the first day of any absence period.

##### 4.4.2 School Staff are required to

- Record explanations for absences in the electronic attendance register
- Undertake reasonable measures on the day of absence to make contact with parents when an explanation for a student's absence has not been received
- Follow up contact with parents within 3 days of the absence if no explanation has been provided

- Validate and log any verbal explanations for absence in the electronic attendance register
- Explanations that are received after the 7 day timeframe should be retained on the student record. **Note: The attendance reason code should not be amended.**
- When an explanation for absence has been received after 7 days only the Principal can determine if there are extenuating circumstances that would warrant an amendment to the attendance register. Explanation of the annotation should be documented. **Note: There are a few situations that would warrant an amendment to the attendance register** occurring due to family extenuating circumstances
- Professional discretion needs to be exercised in accepting an explanation for a student absence or granting leave
- When absences explained as being due to illness are frequent or prolonged:
  - Consultation with parents must occur regarding the health care needs of the student
  - Approval can be sought from parents to contact the student's health care provider
  - Medical certificates are sought for future absences due to illness.

#### 4.4.3 All full day and partial absences are recorded in the attendance register as

Code	Reason Description
Unexplained / Unjustified <b>(A)</b>	<p>School has not received an explanation for the student's absence within 7 days of the first day of absence</p> <p>An explanation has been received for a student's absence which has not been accepted by the Principal.</p>
Sick <b>(S)</b>	<p>Principals may grant <b>sick leave</b> to students whose absences are satisfactorily explained as being due to</p> <ul style="list-style-type: none"> <li>- Medical illness/condition/injury</li> <li>- Medical appointments</li> </ul>

Leave (L)	Principals may grant leave to students whose <b>absences are satisfactorily explained</b> as being due to: <ul style="list-style-type: none"> <li>- Travel</li> <li>- Domestic necessity eg misadventure or unforeseen event</li> <li>- Natural disaster</li> <li>- Other explained absence eg funerals, participation in special events not related to school, religious festivals</li> </ul>
Suspended (E)	Student who has been suspended from school

#### 4.5 PROCEDURE - MANAGING APPLICATIONS FOR EXTENDED LEAVE

4.5.1 Parents/carer must submit the A1 Application for Extended Leave form prior to commencing leave OR apply for extended leave in writing to the principal directly.

4.5.2 The principal should consult with parents about the intention of the leave and in the case of family holidays, encourage parents/carers to take holidays with their child during school holiday periods. Principals should ensure that parents/carers understand any implications on student academic progress and any implications on their child's academic year/class placement on their return from the extended leave.

4.5.3 The principal should not accept a reason for leave during the school term if it is not in the best interests of the student. Educational, social and participation reasons should be considered.

4.5.4 The principal should not accept a reason for leave if the student has been the subject of contact with the Department of Communities and Justice and for whom unresolved issues concerning risk of harm remain.

4.5.5 Where the travel period exceeds 50 school days access to Distance Education or enrolment in another school must be considered. The principal may consult / the Attendance Coordinator and/or the Director Learning to assist in the consideration of the application for leave.

4.5.6 The school is not expected to provide work for the student during the time of the extended leave.

4.5.7 The principal informs parents/carer if the application is approved and issues a C2 Certificate of Extended Leave. Special conditions may be associated with the certificate. Examples of conditions for lengthy leave may include (but not limited to): completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which grade to return.

4.5.8 The principal can decline the application and issue a letter D1 Declining an Application for a Certificate of Extended Leave -Travel

4.5.9 If the principal declines the leave the absence is recorded as unjustified (code 'A')

#### **4.6 PROCEDURE - SUPPORTING STUDENTS WITH ATTENDANCE CONCERNS**

4.6.1 Schools are required to provide a continuum of active support including targeted and individualised strategies when supporting students with attendance concerns.

4.6.2 A child or young person is considered to have an attendance concern when they have an attendance rate below 90% and where

- the absence is having a significant impact on their educational attainment, achievement and development
- a parent reports that a student refuses to attend school
- explanations for the absences are not reasonable or accepted by the Principal
- there are recurring absences without explanation
- a student has been truanting (absent without parental consent)
- a student's absence is frequent and prolonged. Includes parent approved health-related absences.

4.6.3 In some cases special consideration (e.g. partial attendance plan; understanding of culture, impacts of disability, mental health) may need to be given to some students and families to help promote their attendance and wellbeing due to prior experiences and circumstances. It is not expected that this consideration would compromise the expectations for full attendance. These may include

- Aboriginal and Torres Strait students

- Students with refugee backgrounds
- Students with disabilities
- Students with learning vulnerabilities
- Students who have experienced trauma
- Stress factors within families

4.6.4 Schools are required to apply the CSPD Student Attendance Support Process and undertake the following series of actions when responding to an attendance concern:

**A. Identify Attendance Concern**

- Monitor attendance summary data and identify students with attendance concerns
- Collect information on reasons absences are occurring
- Determine the nature of the concern
- Inform nominated leader of concern.

**B. Communicate attendance concern to parent**

- undertake reasonable measures to communicate the concern
- employ a variety of methods to communicate the concern as needed (phone call, registered post, email).

**C. Individual student attendance planning**

- Engage with parents and students via an Attendance Planning Meeting process
- Co-create and implement a student attendance plan
- Refer to the school's Diversity team and/or school Wellbeing Counsellor as needed
- Seek culturally appropriate responses from relevant services
- Carry out frequent progress monitoring and review within 5 school weeks.

**D. CSPD Wellbeing Team attendance support**

If targeted school based strategies have been exhausted and the school has been unable to restore regular attendance the Principal or delegate can request additional support by referring individual cases to the CSPD Wellbeing Team for attendance support case management. When a student is allocated additional attendance support the Principal must ensure that the school continues to monitor, review and

implement strategies to support the student's attendance at school.

#### **E. CSPD Attendance Conference and undertakings**

The Principal can refer a student and their parents to a CSPD Attendance Conference, convened by a trained conference convenor, where a child of compulsory school age is not attending school. The outcome of a compulsory schooling conference is for the parties to agree to undertake certain actions to improve the child's attendance. These actions are written in the form of undertakings.

#### **F. Further Action For Breach of Attendance Requirement**

When school based and system-based strategies have been unable to restore regular attendance, the Attendance Coordinator in consultation with the Principal, Head Student Services and Executive Director may determine the following actions:

- Legal action. Matters referred to Catholic Schools NSW and DoE Legal Services for consideration of further action will be managed in line with Catholic Schools NSW [School Attendance Legal Action Guidelines](#). Applications to the Children's Court will be conducted by a member of the CSPD Attendance team
- Abandoning the enrolment contract between the school and parent/carer/student.

### **4.7 REPORTING RISK OF SIGNIFICANT HARM**

4.7.1 Unresolved attendance issues for students of compulsory school age may require Risk of Significant Harm (RoSH) reporting for educational neglect concerns - habitual absence.

4.7.2 Habitually absence is a minimum of 30 days of absence within the past 100 school days. However, this is context and age dependent and it is not necessary to wait 30 days if the context suggests a more immediate response is required.

4.7.3 The [Mandatory Reporter Guide \(MRG\)](#) assists staff to make decisions about the nature and seriousness of concerns and actions that should be taken in response to these.



4.7.4 If concerns include not sighting the child Principals must, as soon as possible contact the NSW Police Force to request a child safety check be undertaken.

#### **4.8 INFORMATION EXCHANGE**

To gather additional information regarding a student's attendance Principals can seek information from prescribed bodies under Chapter 16A of the Children's and Young Persons Care and Protection Act (1998).

#### **4.9 PROCEDURE - REMOVING A STUDENT FROM THE ATTENDANCE REGISTER**

A student can be removed from the attendance register by having their enrolment status changed on the student information system. Students must not have their enrolment status changed unless one of the following circumstances applies:

- Advice has been received from parents/carer that the student is enrolled in another school and confirmation of enrolment is received. Confirming enrolment details may include contacting the enrolling school
- Advice has been received from parents/carer that the student is registered with NESAs for home-schooling and confirmation of registration is received. Confirming registration details may include contacting NESAs under Chapter 16A
- The student has been expelled or excluded from the school in accordance with CSPD Suspension, Transfer, Expulsion and Exclusion Procedures
- The student is still of compulsory schooling age and has successfully completed Year 10 and there is documented evidence that they are engaged in full-time study, employment or a combination of both ('full-time' is defined as an average of 25 hours per week or more).

#### **4.10 PROCEDURE - ACTION WHEN WHEREABOUTS OF A STUDENT IS UNKNOWN**

4.10.1 If a student has been marked as 'absent' for a period exceeding a total of **10** consecutive school days, AND is believed to have moved or left the school the following actions need to be confirmed by the principal prior to the student's name being removed from the attendance register:

- Contacting the parent/carer to seek an explanation
- Contacting the emergency contacts recorded for the child

- If there are concerns for the safety, welfare or wellbeing of the child reporting the matter to the local police and request a welfare check
- Consultation with CSPD Attendance Coordinator for advice on further action.

4.10.2 Where the school is unable to determine the location of a student following its investigation the school **must**:

- Notify the Department of Education through the Enrolment Destination Unknown form via [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au). Include the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student
- Place a copy of this notification on the student's file
- Change the enrolment status on the Student Information system to Not Enrolled and Next School: Destination unknown
- Ensure, **if required**, that a Report any Risk of Significant Harm (RoSH) - education not enrolled is made to the Child Protection Helpline
- If a student's name has been removed from the attendance register because 'their destination was unknown', absences from the last day of attendance at school are not included as absences for statistical purposes and the roll should be amended to reflect this.

## 4.11 PROCEDURE - SPECIAL CIRCUMSTANCE REGISTERS

### 4.11.1 Special Circumstance Register is used:

- Where the electronic roll is unavailable or inaccessible
- On other days in which all students are not expected to attend school. For example, part or full day industrial action and natural disasters
- Where a student attends a specialist education setting and the duration of attendance at the setting is more than 4 days in duration. The special circumstance register should be returned to the student's mainstream school, preferably weekly.

#### 4.11.3 List of the students attending that day:

- Be signed by the teacher maintaining the register
- Be preserved as the official roll for the day
- Be updated into the electronic attendance register as soon as practical, if the school is open for instruction.

#### 4.12 PROCEDURE - STUDENTS LEAVING SCHOOL UNDER THE AGE OF 17 YEARS

Providing students access to their best educational options requires a collaborative assessment and planning process involving the student, their parent/caregiver, the school principal and the program provider or employer. The decision-making process must take into account not only the anticipated outcomes of participation in the course or program but also the social and emotional wellbeing of the student.

All NSW students must complete Year 10. Completion of Year 10 of Secondary education is defined as

- Completion of Year 10 through secondary school or home-schooling
- Completion of Year 10 outside these circumstances is defined as a 'Special Circumstance' and includes full time apprenticeship or traineeship. Approval of Completion of Education under Special Circumstances may be granted by the principal subject to the [Student Exemption procedures](#)
  - Completion of a course of education provided by the TAFE NSW Commission and approved as the equivalent of Year 10 of secondary education in NSW. In exceptional circumstances, young people may seek approval to complete the equivalent of Year 10 of secondary education at TAFE NSW. Eligible students must have completed Year 9 and be at least 15 years of age. Young people who apply to TAFE need approval from their school and TAFE NSW that the young person has the ability and skills to study effectively in the TAFE NSW adult environment and that this is the best educational option for the student. Process for approval involves completing the TAFE [Approval to undertake the equivalent of Year 10 of Secondary Education at TAFE NSW](#) form. Parent and student complete Section A and the school completes Section B as well as identifying course and TAFE Campus seeking enrolment. Supporting information and

assessments must be provided and submitted to Year

[10Equivalent-WesternSydneyTafe@tafensw.edu.au](mailto:10Equivalent-WesternSydneyTafe@tafensw.edu.au)

- CSPD A4 Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW form. Forwarded to the Director/Student Services that I have supported the application of this student for entry to a TAFE Year 10 equivalent program
  - The student is legally required to attend school until all arrangements have been finalised for the transfer to TAFE
  - The school keeps a copy of the application on the student information system or keeps a hard copy of all completed forms in the student file.
- After Year 10 and until the age of 17 students must be:
    - in school, or registered for home schooling OR
    - in approved education and training OR
    - in full-time paid employment (average 25 hours per week) OR
    - a combination of these.
- Students leaving school to undertake full time employment and/or training after year 10 and before turning 17 must apply using the following process:
    - Complete A5 Application to undertake full-time employment and/or training form. Parent completes Part A and Principal completes part B
    - The parent and employer agree to inform the school within 7 days if the employment/traineeship or TAFE study ceases before the student's 17th birthday
    - If approved, the school has the responsibility of removing the student from the attendance and enrolment register to reflect the change of status immediately
    - The school keeps a copy of all completed forms in the student file
    - The student's destination is entered into the enrollment register and the student is removed from the attendance register.
  - If the principal becomes aware that the student is still under the age of 17 and is no longer in full-time paid work or in a full-time combination of work and study for a period longer than 3 months in a 12-month period, the principal is obliged to inform CSPD for referral of the matter to the Department of Education.

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## 5. Related documents

- [Education Act 1990 \(NSW\)](#)
- [NSW School Attendance Register Codes](#)
- [CSPD Student Exemption Procedures](#)
- [CSPD Completion of Education under Special Circumstances Guidelines](#)
- [CSPD Safeguarding Procedures](#)
- [CSPD Suspension, Transfer, Expulsion and Exclusion Procedures](#)
- [Catholic Schools NSW School Attendance Legal Action Guidelines](#)
- [National Standards for Student Attendance Data Reporting \(ACARA\)](#)
- CSPD Student Attendance Support Process

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## 6. Further information

Further information on managing, recording, reporting and monitoring student attendance can be obtained from the CSPD Student Services on (02) 9840 5725 or by email at [studentservicesadmin@parra.catholic.edu.au](mailto:studentservicesadmin@parra.catholic.edu.au)

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