



ATTENDANCE POLICY

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715
02 9847 0000 | csbb.catholic.edu.au | csbb@dbb.org.au

Rationale

Education in NSW is compulsory. All students from six years of age and under the minimum school leaving age of 17 are legally required to attend school. Students 6 (i)-4.7 (x)1ng ag

NESA sets out minimum standards of compliance for non-government schools as documented in the Registration systems and Member Non-

- grant an exemption from school attendance and/or enrolment for any one student providing certain conditions are met
- grant an exemption from school enrolment for:
 - a student who has completed Year 9 at school and who is making an application to complete schooling at TAFE or another registered training organisation through a full-time apprenticeship/traineeship
 - for a student who is completing education under special circumstances provided certain conditions are met

School Principals

- the approved NSW attendance register codes prescribed by the Minister of Education are implemented correctly and accurately
- clear information is provided on a regular basis, to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance, to the CSBB Student Wellbeing Partner – Attendance, about students for whom non-attendance is an issue
 - attendance records are maintained in a diocesan-approved format and are an accurate reflection of the student’s attendance
 - attendance records include details of transfers and exemptions and are at all times accessible to the Director of Schools, CSBB Safeguarding Team, CSBB Student Wellbeing Partner – Attendance and NESA Inspectors
- school-based procedures are developed in accordance with CSBB Attendance Policy and Procedures that:
 - reflect the school’s local practices in the administration of the requirements
 - support teachers in addressing issues of student non-attendance
 - school staff are trained to maintain the highest standard of roll marking and know how to interpret and use the approved NSW attendance register codes understand their obligations to follow up absences
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and appropriate intervention strategies are implemented to optimise regular school attendance and include:
 - the development of documented plans, in consultation with parents, to address the needs of students whose attendance is identified as being of concern
 - accessing medical certificates, in the case of illness or engaging with external agencies if required to support the regular attendance of a student

