

<b>Title</b>	Attendance Policy
<b>Description of policy</b>	Sets out the obligations and processes to record student school attendance, respond to attendance issues, consider exemptions or extended leave from school, and maintain appropriate records. It applies to all CECG schools in NSW and ACT.
<b>Required because</b>	CECG schools have legal obligations to record and encourage students' attendance at school. This policy ensures a consistent approach to meeting these obligations across all CECG schools.
<b>Description of changes</b>	Removed the requirement to send exemptions and extended leave over 100 days to the NSW Government for approval, in line with NSW Government delegation. School and Family Services Leader has power to approve these applications. Clarified that ACT families complete the CECG extended leave form only for family travel over 25 days. For all other leave and exemptions (over 25 days), families need only complete ACT government forms (previous process required both CECG and ACT government forms). Clarified application process for ACT and NSW exemptions and leave.
<b>Applies to</b>	<input checked="" type="checkbox"/> Specific: Schools <input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
<b>Status</b>	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

<b>Publication location</b>	<a href="#">Intranet</a> and <a href="#">Public Website</a>
<b>Related documents</b>	<a href="#">Application for Exemption from Attendance or Enrolment NSW</a> <a href="#">Notice of Intention to Undertake Full-Time Employment and/or training NSW</a> <a href="#">Application for Extended Leave from School ACT</a> <a href="#">Application for Extended Leave from School NSW</a> <a href="#">Attendance Letter 1 - Attendance Concern</a> <a href="#">Attendance Letter 2 – Attendance Planning Meeting request</a> <a href="#">Attendance Letter 3 – School advises CEO Referral for Attendance Support</a> <a href="#">Attendance Letter 4a – School Advises Referral for Attendance Conference</a> <a href="#">Attendance Letter 4b – CECG Advises Attendance Conference</a> <a href="#">Attendance Letter 5a – CECG Advises NSW Referral</a> <a href="#">Attendance Letter 5b – CECG Advises ACT Referral</a> <a href="#">Response to Absenteeism Flowchart</a> <a href="#">Student Attendance Plan</a> <a href="#">Student Destination Unknown Notification Template</a> <a href="#">Enrolment Policy</a> <a href="#">Behavioural Support Suspension and Expulsion Policy</a> <a href="#">ACT Student Leaving Form</a>
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## 1. Summary

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- 1.1 This policy sets out the obligations and processes for managing student attendance and absences, including:
  - Recording and encouraging attendance
  - Exemptions and extended leave, and
  - Responding to absenteeism.
- 1.2 It applies to all Catholic Education Archdiocese of Canberra and Goulburn (CECG) Primary and Secondary schools in NSW and the ACT.
- 1.3 This is a publicly available policy with links to supporting documents and resources. Some supporting documents and resources are accessible by CECG staff only.
- 1.4 For the purposes of this policy a Parent may be an adult with shared, primary or sole Parental Responsibility for the Student, or day to day responsibility for the Student's care. This can include a biological parent, a legal guardian, a carer, a foster parent or a step parent. When the term Parent is expressed in the singular it includes the plural and vice versa.

## 2. Attendance Policy

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### **Students' responsibilities**

- 2.1 Under ACT and NSW law, students must attend the school they are enrolled in for the times required by that school, unless the student's absence is approved.
- 2.2 Any student departing school early must be signed out by a parent/carers or receive a leave pass from the school.
- 2.3 A leave pass may be issued by the school if the student's departure is pre-approved in writing by a parent. At a school's sole discretion, leave passes may also be issued if the student is over the age of 17 and departure will not interfere with attendance requirements (e.g. a student departs, or departs and returns, during a period without scheduled classes).

### **Parent/Carer responsibilities**

- 2.4 Parents/carers must ensure children of mandatory school age are enrolled in school or an approved alternative education program, or in approved employment<sup>1</sup>.
- 2.5 Parents/carers must ensure that enrolled students attend every day of school, and every activity or event the school requires the student to attend, during the required times. This is known as the 'full-time participation' requirement.
- 2.6 Parents/carers must provide an explanation to the school for any absence, ideally on or before the day of absence, and no more than five school days after the absence occurs. Parents/carers may be liable under the ACT or NSW Education Acts if students fail to attend school without a reasonable excuse.
- 2.7 Parents/carers must notify the school of planned absences of up to 25 school days in a 12-month period (including 25 part days) in writing, including the reason for the absence.
- 2.8 Planned absences of more than 25 days in a 12-month period, other than sick leave, have additional requirements and parents/carers must apply in advance for extended leave or

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<sup>1</sup> [Section 22 NSW Education Act 1990](#); [section 10 ACT Education Act 2004](#)

exemption (see sections 8-10 of this document). The application and approval process complies with strict requirements of the NSW and ACT governments.

- 2.9 Parents/carers should understand that schools are required to record any absence as an unapproved or unjustified absence, unless they receive and accept a reasonable explanation before the attendance register is finalised.

### **Principals' responsibilities**

- 2.10 Principals must ensure a daily attendance register is kept in line with this policy for all enrolled students for each day the school is open including school events like sporting carnivals.
- 2.11 Principals must ensure the school has an effective process for managing late arrivals and early departures to/from the school and recording the time of arrival and departure.
- 2.12 Principals must make the attendance register available to any authorised person when requested during school hours. Principals may be required to provide additional information about unsatisfactory attendance of compulsory school age children upon request by State or Territory officials.
- 2.13 Principals must communicate attendance requirements to students and families each semester, including any requirements for absences to be approved, and ensure students are encouraged to attend school regularly. This may require interpreters and translated materials when communicating with parents/carers from language backgrounds other than English in matters relating to school attendance.
- 2.14 Principals must ensure CECG workers are informed and trained to implement attendance policies and procedures, and that CECG workers with delegated responsibilities discharge them effectively.
- 2.15 Principals must ensure unsatisfactory attendance, including part-day absences, are followed up and that issues of concern or students at risk are addressed appropriately. This includes ensuring:
- all unexplained absences are followed-up to seek an explanation,
  - emerging absenteeism and attendance issues are identified early through strategies such as regular attendance register checks, and are addressed in line with this policy,
  - students and their families are referred to support services where required, including internal pastoral care and counselling support or external support agencies, and
  - mandatory reporting or other child protection requirements are assessed and implemented.
- 2.16 Principals can require a parent/carer attend a formal meeting to discuss attendance improvement<sup>2</sup>. See section 6 and 7 for further information on encouraging attendance and responding to absenteeism.
- 2.17 Principals remain legally responsible for these requirements but may delegate individual tasks to:
- Registered or Accredited Teachers, or
  - School Administrative Services employees, Level 4 or above.
- 2.18 Classroom and Learning Support Services and School Operational Services employees may not be delegated attendance tasks, such as marking attendance registers.

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<sup>2</sup> Subsection 102(3) ACT [Education Act 2004](#); subsection 22C(3) NSW [Education Act 1990](#)

## School employees' responsibilities

2.19 School employees must:

- help encourage regular attendance through the provision of teaching and learning activities that stimulate, challenge and support the needs of students,
- accurately maintain the register of attendance,
- effectively perform any attendance tasks appropriately delegated by the Principal, and
- respond to absences and attendance issues in line with this policy, including seeking explanation for unexplained absences or raising unexplained or unjustified absences for follow-up by the Principal or delegated responsible employees.

## 3. Keeping the attendance register

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- 3.1 Principals or delegates must accurately record student attendance and absence on the attendance register for each day the student is enrolled, using the applications and formats provided by CECG (see the [Managing Attendance Instructions](#) for Compass).
- 3.2 The attendance register must be completed within 30 minutes of the relevant time, which is:
- for primary students – once per day at the beginning of the school day.
  - for secondary students – at the beginning of the school day and beginning of each lesson. Marking attendance in each lesson is necessary in secondary schools due to more frequent student movements. Attendance at sufficient classes also may be a criterion for students receiving a completion certificate.
- 3.3 The attendance register must be updated if necessary to record student movement outside these times. For example, if a student leaves school during the day, the register must be updated to record a part day absence.
- 3.4 CECG workers should use functions available in digital attendance registers (e.g. Compass 'event' and 'activity' modules) wherever possible to record the movement of students that are present on school grounds but are not in scheduled classes. This ensures that if a teacher marks a student as not present because they are not in class when the attendance register is marked, the activity/event module records the student as present elsewhere.

## 4. Recording absences

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- 4.1 All absences must be recorded as unexplained (A) unless another explanation is provided and accepted before the attendance register is marked. Any unexplained absence must be followed up to notify the parent/carer of the absence and seek an explanation (see section 5 below).
- 4.2 If an explanation is received and accepted after the attendance register is marked, the register should be updated to record this **within ten school days** of the absence occurring.
- 4.3 Student absences must be recorded as part-day or full-day absences. For part-day absences, the time of arrival or departure must be recorded.
- 4.4 Principals may request a medical certificate at their discretion to support any absences for a medical condition. A medical certificate must state that the student did not attend school because of a condition briefly described in the certificate.

- 4.5 Principals may also seek parental permission to speak with medical specialists to obtain information to assist in developing an attendance plan that is considerate of a student's health care needs. If the request is denied, the Principal can record the absences as unjustified.
- 4.6 Principals are not required to accept an explanation for an absence or to approve exemptions, planned leave, or flexible arrangements. Acceptance and approval is granted only if the Principal is satisfied with the reasons for the absence, and that the absence is in the best interests of the student.
- 4.7 All absences considered not to be in the best interests of the student (see 12.1) should be marked as unjustified.

## 5. Following up unexplained absences

- 5.1 If a student has three days of unexplained absence in a row, on the third day the school must contact the student's nominated parent(s)/carer(s) to notify them of the absence to seek an explanation.
- 5.2 If a student is marked absent without explanation (A), the Principal or delegate must attempt to contact the student's parent(s)/carer(s) **no later than five school days after** the absence to notify them of the absence and enquire about the explanation.
- 5.3 If no explanation is received after this request, it is at the school's discretion whether follow-up requests are made.
- 5.4 Written contact is preferred for record keeping purposes, for example via Compass, email, or SMS, but contact may also be made by telephone. All contact must be recorded on the student's file (e.g. Chronicle entry), attaching a copy of written correspondence. Digital copies are sufficient; it is not necessary to keep original or paper records.
- 5.5 Records relating to an absence including copies of correspondence must be retained at least until the student reaches 25 years of age or seven years after the action, whichever is later (see section 16 for further record keeping requirements).

## 6. Encouraging attendance

- 6.1 Principals have a legal duty and a pastoral obligation to encourage attendance and respond to absenteeism. Frequent absences are detrimental to students' education and may indicate a student's need for support and/or pastoral care.
- 6.2 CECG identifies the following levels of attendance:

<b>Excellent Attendance</b>	95% and above (e.g. 2.5 days absence or less in a term or 10 absences over a year)
<b>Regular Attendance</b>	90%-94.9% (e.g. 2.6 to 5 days absence in a term or 10.1 -20 absences in a year)
<b>Emerging Absenteeism</b>	80%-89.9% (e.g. 5.1 to 10 days absence in a term or 20.1 - 40 absences in a year)
<b>Chronic Absenteeism</b>	Less than 80% (e.g. more than 10 days absence in a term or 40 absences in a year)

- 6.3 Principals (or delegates) must ensure:
- Regular school attendance is encouraged and attendance requirements are communicated to parents/carers each semester.
  - Any unexplained absences are followed up as required in section 5.



- Any sudden decline in attendance is followed up and attendance improvement support is provided if appropriate or necessary.
- All emerging absenteeism is responded to and support is provided to improve attendance (<90% attendance).
- Provision of additional support to students and families exhibiting ongoing chronic absenteeism (<80%) including referral to internal pastoral care and counselling through the CECG Wellbeing Team, or additional support if appropriate.

## 7. Responding to absenteeism

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- 7.1 CECG acknowledges it may not always be possible to improve attendance, for example where students are unable to attend school for health reasons, but CECG schools will take all reasonable steps to support students experiencing difficulties attending school regularly.
- 7.2 Principals or delegates must respond to all emerging absenteeism (<90% attendance) with support to improve attendance. The [Response to Absenteeism flowchart](#) outlines expected actions. Principals may respond to any sudden decline in attendance with support to improve attendance as required.
- 7.3 Where appropriate, schools will develop a [Student Attendance Plan](#) in consultation with families. Consultation may also include the School and Family Services Senior Officer Attendance and/or Senior Officer Child Protection and where appropriate, the Aboriginal Education Specialist.
- 7.4 For chronic absenteeism (<80% attendance) additional support may be required to improve attendance in consultation with parents/carers and the School and Family Services Senior Officer Attendance, to support the wellbeing, mental health and learning needs of students.

## 8. Extended leave and exemptions from enrolment and attendance

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- 8.1 The ACT and NSW governments recognise there are circumstances where students may be granted extended leave from school, or an exemption from the requirements to be enrolled at school or to attend full time<sup>3</sup>.
- 8.2 Planned absences of more than 25 school days (including 25 part-days) in a twelve-month period for reasons other than sick leave (S) require prior consideration and approval, or they will be considered unapproved/unjustified absences (in line with a school's discretion regarding any absence in paragraphs 4.6 - 4.7). This ensures extended absences do not breach legal obligations for students to attend school or undermine a student's education.
- 8.3 Planned absences may be:
- Extended Leave for personal reasons (L), or
  - Exemptions from the requirement to be enrolled, or from the requirement to attend full-time (M).
- 8.4 Extended leave and exemptions may occur as a single extended absence or a series of periodic full or part-day absences.
- 8.5 Both the NSW (1990) and ACT (2004) Education Acts state that the education of a child is primarily the responsibility of the child's parents.

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<sup>3</sup> Section 25 [Education Act 1990](#) (NSW); Part 2.3 [Education Act 2004](#) (ACT)

- 8.6 Schools are not responsible for managing supervision, or teaching and learning for a student during extended leave or exemption from enrolment. Parents may wish to consider this when students are granted extended leave of more than 100 days in a twelve-month period.

## 9. Reasons for extended leave or exemptions

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- 9.1 In all cases, the Delegate must be satisfied that extended leave or exemption is in the student's best interest before issuing approval.

### Extended leave

- 9.2 Extended leave (Code L) of more than 25 days is most commonly expected to involve family travel but may also involve:
- Domestic necessity such as serious illness of an immediate family member.
  - Attendance at funerals, bereavement leave and Sorry Business.
  - Attendance at recognised religious festivals or ceremonial occasions.
  - Participation in special events not related to the school.

### Exemptions from attendance

- 9.3 Examples of appropriate reasons for exemption from attendance are:
- Exceptional circumstances, including health considerations where sick leave or alternative enrolment is not appropriate.
  - Short-term employment opportunities after which the student will return to school, if the Principal is satisfied this is in the student's best interest.
  - Participation in elite arts or sporting events (e.g. at State, National or International level).
  - The child is prevented from attending school under a direction of the *Public Health Act 2010* and sick leave would not be more appropriate. See the [Management of Infectious Diseases in Schools Policy](#) for exclusion periods.

### Exemption from enrolment

- 9.4 Exemption from enrolment may be supported for reasons of:
- Participation in approved alternate education or training before a student completes Year 10 (e.g. TAFE/CIT or traineeship/apprenticeship)
  - Age
  - Health or disability.
- 9.5 See section 12 for additional considerations for exemptions from enrolment for age or health/disability. See section 13 for additional considerations for exemptions for approved alternate education.

## 10. Applying for extended leave and exemptions

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### NSW Schools

- 10.1 Parents/carers must complete the appropriate CECG form and submit it to the school Principal<sup>4</sup>:

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<sup>4</sup> No application is necessary if a student is unable to attend school due to a direction under NSW *Public Health Act 2010* or ACT *Public Health Act 1997*. Exemptions can be granted based solely on the public health direction (if sick leave is not a more appropriate solution).

- [Application for Exemption from Attendance or Enrolment NSW](#)
- [Application for Extended Leave from School NSW](#)

### **ACT Schools – Family Travel Leave**

10.2 To apply for leave up to 12 months for family travel, parents/carers must complete the CECG [Application for Extended Leave from School ACT](#). Leave for this reason does not require ACT Government approval however, the completed form must be submitted to the school principal for approval.

- Applications for family leave over 12 months should be treated as a request for re-enrolment or for exemption using the [ACT Government Exemption Application](#).

### **ACT Schools – Exemptions**

10.3 For exemptions over 25 days, parents/carers must apply to discuss the circumstances with their school principal initially, then apply to the ACT Education Directorate for formal approval via an [ACT Government Exemption Application](#), which requires supporting documentation from the school. This form is then submitted by the parents/carers or the school to the ACT Government for approval. The ACT Education Directorate will notify both parents/carers and the school of the outcome of the application.

## **11. Who can approve extended leave and exemptions**

The relevant Senior Officer School and Family Services is available to assist Principals with any request for exemption or statements of support.

### **NSW Schools**

- 11.1 Schools must be notified in advance of any planned leave of more than 10 days.
- 11.2 Principals may approve extended leave (Code L) and exemptions (Code M) of up to 100 days in a twelve month period.

### **ACT Schools – Family Travel**

- 11.3 Schools must be notified in advance of any planned leave of more than 10 days.
- 11.4 Principals may approve extended leave (Code L) for family travel of more than 25 days up to 100 days.
- 11.5 Extended leave more than twelve months should be treated as a request for exemption.

### **ACT Schools – Other Leave or Exemptions**

- 11.6 Exemptions (Code M) or leave (Code L) for other reasons may only be granted by the ACT Education Directorate via an [Exemption Application](#)<sup>5</sup>.

## **12. Criteria for approving/supporting extended leave and exemptions**

12.1 Delegates can approve or support applications for extended leave or exemptions if they are satisfied:

- it is for a permitted reason (see section 9), and
- it is in the best interests of the student to be absent from school for the proposed reason, considering the individual needs of the student, including:

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<sup>5</sup> <https://www.education.act.gov.au/public-school-life/transitions-careers/career-learning/exemption-certificates-and-approval-statements>

- the student's health
  - the student's academic progress
  - the student's sense of racial, ethnic, religious or cultural identity
  - the student's social development
  - whether the exemption would benefit the student
  - any other relevant information.
- 12.2 Delegates may request additional details to support an application.
- 12.3 At the discretion of the Delegate, a certificate of leave or certificate of exemption may impose reasonable conditions on a case-by-case basis that are necessary to support the best interests of the student.
- 12.4 When considering applications Principals should:
- encourage parents/carers to travel during school holidays rather than during the school term and should not accept a reason for travel during school term if it is not in the best interests of the student.
  - ensure that parents/carers understand any implications on student academic progress as a result of the extended leave.
  - ensure that parents/carers understand any implications on student academic year/class placement on their return from the extended leave (e.g. re-enrolment, progression to next year level, application to high school etc.).
- 12.5 A decision not to approve or support an application for extended leave or exemption should be communicated to the applicant.
- 12.6 Procedural fairness applies to all applications for extended leave and exemptions, which requires:
- the decision-maker and process are free from bias,
  - the decision is supported by evidence, and
  - any person that may be adversely affected by a decision receives an opportunity to present their case before a decision is made (i.e. applicants receive an opportunity to respond to a decision not to approve leave/exemptions before it is finalised).
- Additional considerations for exemption from enrolment**
- 12.7 Exemption from the legal requirement to enrol in school is a more serious consideration than a temporary exemption from attendance. In general, CECG Principals will only grant, or consider providing a statement of support, for exemption from enrolment due to age, health/disability, or alternative attendance, training or employment.
- 12.8 Exemption for age may be granted:
- in **NSW** where a child turns six years on or after 1 October and the Principal is satisfied it is not in the student's interest to enrol in the year they turn six years old.
  - in the **ACT** where a child's sixth birthday falls within 25 school days of the last day of the school year in the year they turn six years old and the Principal is satisfied it is not in the student's interest to enrol in the year they turn six years old.
- 12.9 In both ACT and NSW, to be granted exemption a child must be engaged in:
- A full program of preschool education at an accredited preschool for the remainder of that school year, or

- 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.

12.10 The Principal 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.

#### **Exemption for health or disability**

12.11 Exemption for health or disability may be granted for a student who requires exemption to continue in an individual program supported by medical specialists.

12.12 Exemption cannot be granted longer than six months after the student's sixth birthday.

12.13 The Principal 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.

### 13. Leaving school for alternate training or full-time employment

#### **Year 9 and 10**

13.1 Students in Year 9 and 10 may apply for exemption to attend full time alternate education or training (e.g. apprenticeship). An Approval Statement is not required for an Australian School-based Apprenticeship (ASBA), as they are considered to be part of an education program.

13.2 These applications are treated as any other request for exemption for students in Year 9 and 10 – the parent completes the [Application for Exemption from Attendance or Enrolment NSW](#) or [Exemption Application](#) in the ACT, and it can be approved by the Delegate in section 10.

13.3 CECG will take particular care to consider a student's best interests in any request for exemption from enrolment for a student that has not completed year 9. Before recommending exemption, the Principal should consider options to re-engage the young person with their learning including pastoral care and wellbeing supports & interventions, and investigating whether the request for exemption is influenced by bullying or peer group reasons.

#### **Year 11 and 12**

13.4 Students who have completed year 10 and under the age of 17 may leave school for alternate training OR full-time employment. This does not require exemption but the school must be notified to ensure duty of care:

- For **NSW Students**: parents/carers complete the [Notice of Intention to Undertake Full-time Employment or Training NSW](#) and submit it to the Principal.
- For **ACT Students**: parents/carers must complete the ACT Government [Approval Statement Application](#) which requires supporting documentation from the school. This form is then submitted by the parents/carers or the school to the ACT Education Directorate for approval.

### 14. Conditions on extended leave or exemptions including distance education

14.1 In all cases, the person approving the leave or exemption can place reasonable conditions on the approval if they are in the best interests of the student. For example, a condition that students applying for more than 100 days of extended leave (one semester) are unenrolled

from school and enrolled in distance education. This condition is an expectation of the NSW Government for all NSW students, and CECG also recommends it for students in the ACT.

## 15. Leaving school for other reasons and removal from enrolment and attendance registers

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- 15.1 Students may be removed from the register of enrolled students if they are removed from a CECG school. This may occur because a student:
- is no longer of compulsory school age (completed Year 12 <sup>6</sup> or are over 17 years of age),
  - is undertaking approved alternate training or employment (see 14),
  - has been removed by their parents/carers to attend home schooling or other education,
  - has been removed by their parents/carers and CECG is unable to identify the destination school, or
  - CECG has cancelled enrolment in line with the CECG Behavioural Support Policy, the CECG School Fees and Levies Policy, or this Attendance Policy.
- 15.2 Regardless of the reason a student may leave a CECG school, it is the legal responsibility of parents/carers to ensure a student of compulsory school age continues to be enrolled in appropriate education, not the responsibility of the school.

### **No longer of compulsory school age**

- 15.3 Parents/carers of a student who is no longer of compulsory school age and will no longer be attending school must notify the school that enrolment has ceased. The school can then remove the student from the enrolment register.

### **Removed for home schooling or other education**

- 15.4 A student may be removed from a CECG school because the family moves, selects another school, or begins home schooling. Home schooling must be formally approved by the NSW Education Department or ACT Education Directorate <sup>7</sup>.
- 15.5 Schools must make all reasonable efforts to obtain evidence of enrolment in another school or approved home schooling before they remove a student from the enrolment register, including official approval of home schooling (if relevant). The evidence for this must be archived with the student's electronic file (e.g. Compass or MAZE).
- 15.6 In the event no evidence has been provided despite all reasonable efforts, refer to the process for destination unknown.

### **Removed from school – destination unknown**

- 15.7 **NSW & ACT:** If a parent has removed a student from a CECG school for any reason and the Principal has been unable to obtain evidence of the student's destination, the Principal should notify the CECG Senior Officer Attendance and record that destination as unknown in the student's electronic file (e.g. Compass or Maze).
- 15.8 **NSW:** the Principal must also complete the [Student Destination Unknown Notification](#) template and forward it to the NSW Department of Education.

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<sup>6</sup> A student has 'completed year 12' upon completion of their final year 12 assessment or the last formal day of attendance required by the school (e.g. a completion day after exams), whichever comes later.

<sup>7</sup> Section 71-72 NSW [Education Act 1990](#) or section 131 of the ACT [Education Act 2004](#)

15.9 **ACT:** the student’s electronic file must be updated to reflect destination unknown. This is then reported to the ACT Education Directorate through the [ACT Student Movement Register](#) process which is undertaken within five days by CECG office employees. An [ACT student leaving form](#) has been created for schools to use for this purpose.

### Enrolment has been cancelled by CECG

15.10 CECG policy and duty of care anticipates situations where a student’s enrolment will be cancelled by CECG, including:

- for the safety of students and workers, in line with the CECG Behavioural Support Policy,
- because the student no longer meets the requirements for enrolment under the CECG Enrolment Policy or CECG Fees and Levies Policy, or
- because the student no longer meets attendance requirements in line with this Attendance Policy.

15.11 In the event that all relevant policies and processes have been followed and it is necessary to cancel a student’s enrolment, the reason enrolment was cancelled and evidence of the process through which the decision was reached must be recorded in the student’s electronic file (e.g. Compass or MAZE). The student’s destination or ‘destination unknown’ must also be recorded on the electronic file, as set out above.

## 16. Record keeping and sharing information

16.1 Attendance records must be retained for the periods outlined in the table below in each student’s school file.

16.2 Digital copies of paper records are preferred. Paper records should be confidentially destroyed after their digital copy has been successfully uploaded to the student’s official electronic file. See the [Record Keeping Policy](#) for further detail.

### Schools with access to the Compass application

Schools with access to the Compass system must upload digital records to the student’s Compass system student file (e.g. emails and attachments; file note/chronical entry of a phone call; scanned copies of hardcopy communication relating to absences).

### Schools without access to the Compass application

Schools without access to the Compass application must store copies of paper records securely (digital copies are preferred in line with [Record Keeping Policy](#)).

Type of Record	Retention Period
Daily attendance registers	Permanent
Correspondence and other records relating to absenteeism (e.g. digital copies of notes, messages from the school, files notes of contact, medical certificates)	Until the student reaches 25 years of age or 7 years after the action, whichever is later.
Records relating to exemptions and extended leave	Until the student reaches 25 of age or 7 years after the action, whichever is later

## 17. Definitions

17.1 **Chronic absenteeism:** attendance for less than 80% of required days. Chronic absenteeism requires additional intervention to improve attendance and will require a mandatory report.

- 17.2 **Compulsory school age/compulsory education age:** a child is of compulsory school age (NSW) or compulsory education age (ACT) from 6 years to 17 years of age, or until they have complete year 12.
- 17.3 **Emerging absenteeism:** attendance less than 90% of required days. Emerging absenteeism requires a response and support to improve attendance.
- 17.4 **Exemption from Attendance:** approved absence over 25 school days (including 25 part-days) in 12 months.
- 17.5 **Exemption from Enrolment:** temporary exemption over 25 days from the legal requirement to be enrolled in school.
- 17.6 **Extended leave:** approved absence over 25 days (including 25 part-days) in twelve months.

## 18. Related Documents and Legislation

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### 18.1 Related CECG Documents:

- [Application for Exemption from Attendance or Enrolment NSW](#)
- [Notice of Intention to Undertake Full-Time Employment and/or training NSW](#)
- [Application for Extended Leave from School ACT](#)
- [Application for Extended Leave from School NSW](#)
- [Attendance Letter 1 - Attendance Concern](#)
- [Attendance Letter 2 – Attendance Planning Meeting request](#)
- [Attendance Letter 3 – School advises CEO Referral for Attendance Support](#)
- [Attendance Letter 4a – School Advises Referral for Attendance Conference](#)
- [Attendance Letter 4b – CECG Advises Attendance Conference](#)
- [Attendance Letter 5a – CECG Advises NSW Referral](#)
- [Attendance Letter 5b – CECG Advises ACT Referral](#)
- [Response to Absenteeism Flowchart](#)
- [Student Attendance Plan](#)
- [Student Destination Unknown Notification Template](#)
- [Enrolment Policy](#)
- [Behavioural Support Suspension and Expulsion Policy](#)
- [ACT Student Leaving Form](#)

### 18.2 Related legislation or Standards

- NSW [Education Act 1990](#)
- ACT [Education Act 2004](#)

## 19. Contact

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- 19.1 For support or further questions relating to this policy, contact the CECG School and Family Services Area or email: [attendance@cg.catholic.edu.au](mailto:attendance@cg.catholic.edu.au)