



Student Attendance Policy

Policy Number: PPPC0049(4)

Document Management						
Version Number	Section/s Modified	Brief Description of Amendment	Policy Sponsor	Approved by	Date Approved	Next Review Date
Student Attendance Policy PPPC0049(4)	Full document	Review, updated role-titles & government departments	Director of Student Wellbeing	College Leadership Team	05/06/2024	05/06/2027
Student Attendance Policy PPPC0049(3)		Review	Director of Pastoral Care	CLT College Leadership Team	27/03/2019	27/03/2021
Student Attendance Policy PPPC0049(2)		Review	Director of Pastoral Care	College Leadership Team	22/03/2016	22/03/2018
Student Attendance Policy PPPC0049	n/a new policy	n/a new policy	Director of Pastoral Care	College Leadership Team	17/11/2011	01/08/2012

Mercy Values - OLMC Parramatta is a Christ-centred learning community founded in the Mercy tradition. The policies of the College, underpinned by the Gospel values of mercy and justice, serve to promote the dignity and uniqueness of each human person. Their aim is to foster the intellectual, spiritual, emotional, physical and social wellbeing of all members of the College community within a safe, healthy, caring and sustainable environment.

1. Purpose

To ensure OLMC Parramatta has in place comprehensive record keeping of student attendance to meet the College's Duty of Care - legal requirements according to the Education Act 1990 and to maintain the safety and wellbeing of students.

2. Scope

This policy applies to all students of Our Lady of Mercy College Parramatta.

3. Key Definitions

- **Compulsory School Age:** See Section 21B of the [NSW Education Act \(1990\)](#)
- **Explained/justified absence:** A parent has provided an explanation of the student's absence which has been accepted by the principal.
- **Explained/unjustified absence:** A parent has provided an explanation of the student's absence which has not been accepted by the principal.
- **Parent:** Includes a carer or other person having the care or custody of a child or young person.
- **Parent condoned absence:** When a parent or carer causes a student to be absent from school without acceptable reason.
- **Truancy:** The absence of a student from school without the knowledge or permission of their parent or carer.
- **Unexplained absence:** A student absence where a parent provides no reason for a student's non-attendance.
- **Unexplained/unjustified absence:** A parent has not provided an explanation of the student's absence within seven days of the occurrence of the absence



4. Policy

- Under the 1990 Education Act, schools are required to ensure that individual students meet certain attendance standards. This includes mandatory attendance for students under 17 years of age unless exemptions are applicable.

From January 2015 all schools in NSW are required to use the mandatory Attendance Codes to record student attendance on the attendance register or roll.

- Attendance is integral to a student's involvement in the life of OLMC Parramatta. It is compulsory for students to attend the College for the full duration of each term; including carnivals, Retreats, camps, excursions and Reflection days, so that they can achieve their best academically, spiritually and socially.
- A register of enrolments that includes the following details will be maintained for each student.
 - Name, age and address
 - The name and contact telephone numbers of parent(s)/carer(s)
 - Date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- OLMC Parramatta recognises that keeping records of student attendance is a legal requirement and the College undertakes to have systems in place that reflect a diligent approach to this responsibility. OLMC monitors the daily attendance and absence of students in the College by maintaining a daily register for each timetabled class, in Synergetic, using the NSW Attendance Register Codes.
- OLMC believes an efficient attendance system is vital to the overall care of students. The system enables the College to become aware of student illness (at school or home), misadventure or other incidents and respond appropriately.
- The College is committed to handling all such occurrences with sensitivity, respecting the privacy of the students and families involved, as appropriate.
- An efficient attendance system enables smooth functioning of the College including the conduct of classes, excursions, evacuation drills and the like; as it accounts for student whereabouts.
- OLMC recognises that all members of the College community (including parents/carers, students, staff (teaching and non-teaching) play a role in ensuring the attendance system is effective.

5. Procedures

5.1 Habitual Absence

Procedures for managing poor school attendance of students are resolved by a range of school-based strategies:

- Student and parent/carers interviews
- Reviewing the appropriateness of the student's educational program
- Development of a school-based attendance improvement plan (See Appendix 1)
- Referral to the College Counsellor or external professionals



- Support from school-based personnel, including Inclusive Learning Staff
- Use of interpreters and translated materials when required

5.2 School Attendance Legal Actions

CECNSW has agreed arrangements with the NSW Department of Education and Communities for the DEC Legal Services Unit to progress those habitual non-attendance interventions which are not resolved at the school level and require Court action.

The process to be used by non-government schools to give effect to the School Attendance Legal Action Guidelines involve use of a referral form by the College Principal to notify the DEC Legal Services of chronic and unresolvable breaches of attendance requirements of the NSW Education Act. The referral form can be located on the CECNSW website:

- Procedures-for-Student-Attendance-in-NSW-Catholic-Ststemic-Schools-Feb-2016 www.csnsw.catholic.edu.au
- http://www.csnsw.catholic.edu.au/wp-content/uploads/2018/03/Legal_Action_Guidelines.pdf

Referrals from NSW Catholic schools are to be submitted to DEC through the Catholic Education Commission, NSW.

Under the proposed Guidelines, Catholic School Authorities will be able to instruct the Department's Legal Services Branch to progress, in the name of the Department's Secretary, Catholic school actions for prosecution of Parents (and, possibly, students over 12) through either or both the Children's Court and the Local Court.

Should a student fail to meet compulsory attendance requirements, and be under leaving age of 17 years, then a report will be made to NSW Department Communities and Justice (DCJ) by the College Counsellor as directed by the Principal.

5.3 Students Whose Whereabouts are Unknown

Where the destination of a student below the age of 17 years is unknown, the College will notify the Department of Education Officer with home school liaison responsibilities of 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/carers or student.

N.B. The NSW Department of Education does not follow up on the non-attendance of students who are currently enrolled in non-government schools. If a student is no longer enrolled in a Catholic school and the school has reason to believe that the student is not attending any school, a report can be filed to the above Department of Education to Director, Behaviour and Student Participation
attendance@det.nsw.edu.au 02 7814 2937

5.4 Delegations to School Authorities and Principals



In 2010 the Minister, under s25 of the Act, delegated to the Principal of a non-government school the power to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances. Currently there are two such circumstances. In all cases, an exemption from attendance or enrolment must be in the best interests of the student.

The two existing delegations are available here and they concern:

1. Granting and cancelling of a certificate of exemption from being enrolled and attending school for periods totalling 100 days in a twelve month period.
2. Granting and cancelling of a certificate of exemption from being enrolled and attending school for an indefinite period of students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.

5.5 Extended Leave and Exemption from Attendance

See Appendix 2.

6 Responsibilities

6.1 The College Principal/Deputy Principal will ensure that:

- Accurate attendance records are maintained and documented plans are developed to address the needs of students whose attendance is identified as being of concern;
- Policies and procedures address attendance issues such as truancy and school refusal;
- Policies encourage good school attendance and staff are supported in addressing issues of non-attendance;
- College staff are trained to implement College attendance policies and procedures and persons with delegated responsibility for managing attendance records are supervised;
- Parent(s)/carer(s) are regularly informed of attendance requirements; and
- All cases of unsatisfactory attendance and part or full day absences are investigated promptly and that appropriate intervention strategies are implemented.

6.2 Director of Student Wellbeing is responsible for:

- Working with the Heads of House to manage any chronic attendance and punctuality issues;
- Ensuring *School Attendance/Absence Report* for each Homeroom/timetabled class and absentee notes are archived at the end of each year.

6.3 Heads of House are responsible for:

- Signing permission notes for students to leave school early;
- Assisting Homeroom Mentors with maintaining attendance records, where necessary;
- Informing the Homeroom Mentor/Subject Teacher if it is expected that a student will be absent for a long period of time due to illness or another circumstance;
- Checking daily the Student Absence Events by Year Level report;



- Checking weekly the *Student Part Day Absence Events by House*, *Student Absence Events by House (Unexplained Absences)*, *Student Absence Events by House (Summary of Absences)*, *Student Attendances (% late/absent)* and *Student 'Late to Class' Absence Event* reports for Heads of House;
- Following up any repeated or unusual absences (full or partial) by students in their House including interviewing the student and contacting the parents/carers where necessary;
- Facilitating a parent/carer and student interview at the College if the pattern of absence or lateness continues, to explain the legal requirements relating to school attendance, and to reach an agreement about the student's future attendance and punctuality;
- Liaising with the Director of Student Wellbeing about any student attendance and punctuality concerns; and
- Consulting with the Director of Teaching and Learning on how to proceed with respect to assessments for cases of extended student absences.

6.4 Homeroom Mentors are responsible for:

- Being punctual in attending to their daily Homeroom duties;
- Marking student attendance, recording data in the Synergetic Attendance Management System (See Appendix 3) and submitting it by 8.45am;
- Additionally, marking the Special Event Roll on Community Days e.g. Mercy Day;
- Ensuring students do not mark the electronic roll, hard copy roll or complete the Special Event Roll; as this is a breach of the College's Duty of Care;
- Ensuring that the electronic roll marking system is correctly used i.e. only students actually present in the room are to be recorded;
- Ensuring all students who arrive after 8:30am are directed to Student Centre to sign in and place the printed sticker in their Diary before going to class;
- Contacting a parent/carer on the third day to ascertain a reason for the absence; if a student is absent from school for 3 consecutive days and the parent/carer have made no attempt to contact the school. This rule also applies for 3 unexplained non-sequential absences. The outcome of this phone call is to be communicated to the Head of House;
- Reporting to the head of House any student attendance concerns such as;
 - repeated absences
 - unusual absences
 - fraudulent notes
- Checking daily the *Student Absence Events by Year Level* report; and
- Checking weekly the *Student Part Day Absence Events by House (then Mentor)* and *Student Absence Events by Mentor (Unexplained Absences)* reports for House Mentors.



6.5 Subject Teachers are responsible for:

- Marking student attendance, recording data in the Synergetic Attendance Management System and submitting it within 10 minutes of the class commencement time;
- Checking absences from their classes against the daily absences list (which is emailed each day) each lesson;
- Reporting unexplained absences from the class by immediately contacting Student Centre (using the phone in the classroom and ringing 5000) to investigate student whereabouts;
- Arranging Monday afternoon detention for any student who misses a lesson without an acceptable explanation, in consultation with the relevant Head of House and Head of Department.
- Checking that the diaries of students who arrive late to class have a printed 'Late to Class' sticker affixed. The Subject Teacher should sign this sticker to acknowledge the student's lateness;
- Providing Student Centre and Homeroom Mentors with the names of students on excursions/incursions. Advising Student Centre Staff of any absences on the day of the excursion/incursion;
- Signing the Diary – Out of Class Log of a student who requests to leave the classroom for a period of time (for example, to go to the toilet).
Please note - students who wish to leave before the end of the day (for appointments) must have a note from their parent/carer signed by the Head of House; and
- Reporting repeated or unusual absences to the relevant Head of House and head of Department.

6.6 Student Centre Staff are responsible for:

- Checking that all attendance rolls have been digitally submitted each lesson;
- Managing computer data entry including:
 - All daily explanations of student absences
 - All explanations of late student arrivals
 - All students who go home ill
 - All students who leave for appointments
 - All students Sick Bay attendance
 - Incursion and excursion attendance
 - Special Event attendance.
- Issuing daily a *Student Absence Events by Year Level* to all teaching staff;
- Issuing on Monday a *Student Part Day Absence Events by House, Student Absence Events by House (Unexplained Absences), Student Absence Events by House (Summary of Absences), Student Attendances (% late/absent) and Student 'Late to Class' Absence Evt* reports for Heads of House;
- Following up on a student's unexplained absence from a class (as notified by a subject teacher or via an unexplained absence in the digitally submitted attendance roll).
 - Confirming attendance in Homeroom with the Head of House
 - Confirming attendance with previous subject teacher/s
 - Checking attendance with College Counsellor/s, Diverse Learning staff, Music Centre staff
 - Alerting Head of House and Director of Student Wellbeing of the unexplained absence. Head of House and Director of Student Wellbeing to commence a search of the site and inform parent/carer of ongoing unexplained absence;
- Collecting explanation/absentee notes written by parent/carer, if appropriate, for any absence from school within 7 days of the student's return to school (this is a legal requirement);



- Recording absence type in Synergetic on receipt of a parent/carer explanation according to the 2015 Attendance Register Codes.

Absence Code	Symbol Meaning
A	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. It is at the principal's discretion to accept or not accept the explanation provided.
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 (regional and state carnivals)- school excursions- student exchange
E	The student was suspended from school.
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
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- Distance education



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>Less than 5 days requires permission from the College Principal; and 5 or more days requires a separate Application for Approval for Leave is available on the College website – Quicklinks/Absence Forms. Completed and signed forms and supporting documentation must be submitted 14 days prior to the extended leave commencement date.</p>
M	<p>The student was exempted from attending school and a Certificate of Exemption has been issued by the College Principal.</p>
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 <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.</p>

6.7 Parents/Carers are responsible for:

- Ensuring that the necessary arrangements are made for their daughter to arrive at the College at the required time each day during school term time;
- Ensuring that their daughter attends school every day the College is open for her instruction, including but not limited to attendance at excursions, carnivals, Retreats, camps and Reflection days planned by the College as they are part of the educational program and attendance is compulsory;
- Responding to Absence & Lateness SMS messages (which they receive if their daughter has been marked absent or has arrived late without parent/carer explanation) by replying via text message with an explanation, including daughter's name, year, date of absence and reason for the absence or lateness;
- Making medical and dental appointments outside school hours (where possible);
- Advising the relevant Head of House if their daughter is expected to be absent for more than three days, and detailing the reason for this absence (such as illness or other circumstances);
- Providing a medical certificate (with details of the nature of the illness) for their daughter should she suffer from an acute illness that necessitates extended leave from the College;
- Advising the relevant Head of House in writing of their (parent/carer) absence from home for more than a few days and providing the name, address and phone numbers of someone to act for them during their absence;



- Putting in writing requests to the Principal for planned extended absences of 5 or more days during term time (for example, an overseas holiday).
Please note - The College expects that disruptions to your daughter's learning are minimised and that overseas holidays are avoided in school time and the Principal will only grant one period of leave during the six years of your daughter's education. Application for Approval for Leave is available on the College website – Quicklinks/Absence Forms. **Completed and signed forms and supporting documentation must be submitted 14 days prior to the extended leave commencement date;** and
- Attending a meeting convened by the College to discuss their daughter's repeated or unusual absence or lateness record/s.

6.8 Students are responsible for:

- Ensuring their attendance is recorded in Homeroom;
- Signing in at the Attendance Kiosk in the Student Centre, if they arrive after 8:30am and placing the printed sticker in their Student Diary. The sticker must then be shown to their House Mentor or Subject Teacher to sign;
- Attending every timetabled class;
- Asking the Subject Teacher to sign their Diary – Out of Class Log when leave from the classroom is sought. Students must carry this Diary with them at all times;
- Attending a Monday afternoon College detention (as arranged by the subject teacher) for any lesson missed without an acceptable explanation (Senior students may make up any lessons missed in a study lesson);
- Providing a signed permission note from a parent/carer to leave the College grounds during school hours. The leave must be approved and signed by the Head of House prior to or during Homeroom that day. Students must show the approved note to their Subject Teacher prior to the exit time. Students must then sign out in the Student Centre.
N.B. Students in Years 7-10 must be signed out by their parent/carer in the Student Centre;
- Students in Year 11 on a study period, must sign in using the Attendance Kiosks at the Student Centre and are required to use the College Library for the study period.
- Students in Year 12 may leave the College at the beginning of lunch if they have no afternoon classes. Students are required to use the Attendance Kiosks at Student Centre to sign out of the College. Students remaining at school during an afternoon study lesson must sign in on the Attendance Kiosks in the Student Centre and may use the College Library or Senior Common Room; and
- Please note that Years 11 & 12 students must be on the College grounds each day by 8:30am to attend Homeroom at the start of each school day, even if they have a study period in the morning.

7 Review

The Student Attendance Policy will be reviewed every 3 three years unless there is a legislative or regulatory requirement to do so earlier.



8 References

8.1 Related Policies, Procedures, Registers and Sites

- OLMC Safeguarding Young People Statement of Commitment
- Child Safe Code of Conduct
- Child Protection Policy
- Child Safe Risk Management Plan (CSRMP)
- Child Safe Recruitment Policy
- Other related policies

8.2 Related Legislation

OLMC Parramatta is committed to complying with all relevant legislation and regulations pertaining to child safety, including but not limited to:

- Children's Guardian Act 2019
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900
- Children and Young Persons (Care and Protection) Regulation 2012
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
- Disability Inclusion Act 2014
- Anti-Discrimination Act 1977
- United Nations Convention of the Rights of the Child
- Child Safe Standards

9 Communication

Audience	Communicated by	Communication pathway
All staff	College Principal	General Staff Meeting, email
Parents	College Principal	Newsletter and website

Publishing this policy

Student Diary
Staff Portal
Newsletter



Appendix 1

OLMC PARRAMATTA STUDENT ATTENDANCE IMPROVEMENT PLAN

SCHOOL:	STUDENT:
YEAR:	DOB:

STRATEGIES:

FAMILY RESPONSIBILITIES	STUDENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	INTENDED OUTCOME

COMMENCEMENT OF PLAN: ___/___/___	END OF PLAN: ___/___/___
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AGREEMENT:

Principal /Deputy Principal (signature)_____

Parent/Carer (signature)_____

Student (signature)_____

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



Appendix 2

Application for Approval for Leave To be completed by the student's parents

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

Date of leave applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

NB: The school does not endorse extended family holidays in school time.

Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>

Please provide more detail about the reason for the application for leave here:

NOTE:

- Where the reason for application for leave includes long term travel arrangements of more than 10 school days, copies of travel documentation should be included with the application.
- Please review the College Illness/Misadventure Policy. Unless a consequence of illness or misadventure, planned absences are not covered by the I/M application process. Students who miss a summative task/s will receive zero for the task unless satisfactory arrangements can be made with the Head of Department for completion of the task/s.



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 leave from attendance at school, under the *Education Act 1990*. I understand that if the leave is granted:

- I am responsible for her supervision during the period of leave
- the approval for leave is limited to the period indicated
- the leave is subject to my daughter making arrangements to catch up on any schoolwork missed during her absence
- if my daughter misses any summative (formal) assessment tasks she will receive zero for the task unless other arrangements have been made as per note on page 1
- the approval for leave may be cancelled at any time.

I declare the information provided in this application for leave 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 approval for leave may result in the approval being revoked.

Signature of applicant/s: _____

Date: _____ / _____ / _____

<i>For office use only:</i>	
<i>Are school fees currently paid up to date?</i>	<i>Yes / No</i>
	<i>If No – Amount outstanding: \$</i>



This section needs to be completed by your daughter and submitted with the Application for Approval for Leave.

Name: _____ Homeroom: _____

Date of Absence: _____ to _____

Subject	Content missed – plans and implications	Classroom Teacher

See over for additional space if necessary.

Subject	Assessment tasks missed – plans and implications*	Classroom Teacher

***Reminder:** I/M processes do not apply for planned absences. Please see note on page one.

Director of Teaching and Learning signature:- _____



Additional space if necessary

Subject	Content missed – plans and implications	Classroom Teacher

Subject	Assessment tasks missed – plans and implications*	Classroom Teacher

***Reminder:** I/M processes do not apply for planned absences. Please see note on page one.



Appendix 2

Application for Exemption from Attendance at School for Elite Sports

PART A STUDENT DETAILS

To be completed by the parent

Family name: _____ Given name(s): _____

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

Enrolment Registration Number (ERN): _____

Student's address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

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

Number of school days: _____

Individual dates applied for: _____

Number of school days: _____

Name of accredited elite sport program: _____

REASON FOR APPLICATION FOR EXEMPTION (Please tick)

Training for elite sport Elite sport event or tour

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

Note: A schedule of training or tour itinerary from the sporting body (Eg Australian Institute of Sport) 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 Certificate of Exemption attached (Please tick one box): Yes No

PARENT DETAILS

To be completed by the parent

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 enrolment 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: ____/____/____

PRIVACY STATEMENT

The Department of Education and Training is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.



It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

PART B PRINCIPAL'S RECOMMENDATION

To be completed by the principal

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

Yes No

COMMENT:

I recommend/do not recommend that a certificate of exemption be granted/not granted (Delete that which does not apply)

to _____ for the period ____/____/____
_____ to ____/____/____ (Name of student)

Principal's name: _____

Signature: _____

Telephone number: _____ Date: ____/____/____



This section needs to be completed by your daughter and submitted with the Application for Exemption from Attendance at School.

Name: _____ Homeroom: _____

Date of Absence: _____ to _____

Subject	Work/Assessments missed – plans and implications	Classroom Teacher



Appendix 2

Exemption from Attendance at School for Employment in the Entertainment Industry

PART A STUDENT DETAILS

To be completed by the student's parents

Family name: _____ Given name(s): _____

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

Enrolment Registration Number (ERN): _____

Student's address: _____

_____ Postcode: _____

School name: _____

Dates of exemption applied for: _____/_____/_____ to _____/_____/_____

Number of school days: _____

DETAILS OF PRIOR/CURRENT EXEMPTIONS (If applicable)

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

Number of School Days: _____

Copy of 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 enrolment 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: ____/____/____

PRIVACY STATEMENT

The Department of Education and Training is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

PART B EMPLOYER'S DETAILS

To be completed by the employer

Name of company/corporation: _____

Contact person: _____

Address: _____

Postcode: _____

Telephone number: _____ Facsimilie: _____

Email: _____

REASON FOR APPLICATION FOR EXEMPTION

ATTACHMENTS (Please 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: ____/____/____

PART C PRINCIPAL'S RECOMMENDATION

To be completed by the principal

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

Yes No

COMMENT:

I recommend/do not recommend that a certificate of exemption be granted/not granted
(Delete that which does not apply)

to _____ for the period ____/____/____ to ____/____/____
(Name of student)

Principal's name: _____

Signature: _____

Telephone number: _____ Date: ____/____/____

PART D INVESTIGATING OFFICER’S RECOMMENDATION

To be completed by the investigating officer nominated by the region i.e. student welfare consultant, student services officers or school education director

RECOMMENDATION *(Delete that which does not apply)*

1. Following consideration of this application I am satisfied that conditions exist/do not exist that make it necessary and/or desirable for _____(insert name of student) to be exempted from attendance at school. I recommend that a Certificate of Exemption be granted/declined.

2. Specific reasons for recommendation not to grant a Certificate of Exemption.

3. Suggested conditions applying to recommendation to grant a Certificate of Exemption.

Investigating officer name: _____ Signature: _____

Date: ____/____/____

PART E DELEGATE’S RECOMMENDATION

To be completed by the delegate

(Delete that which does not apply)

Following consideration of this application I am/am not satisfied that conditions exist that make it necessary and desirable that _____(insert name of student) be exempted from attendance at school.

Name and position of delegate: _____

Signature of delegate: _____

Date: ____/____/____ Notification to applicant: ____/____/____



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Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted (Refer to Appendix 3.5).

This section needs to be completed by your daughter and submitted with the Application for Exemption from Attendance at School.

Name: _____ Homeroom: _____

Date of Absence: _____ to _____

Subject	Work/Assessments missed – plans and implications	Classroom Teacher



Student Attendance Policy – Appendix 3

SMS ATTENDANCE MANAGEMENT SYSTEM – INFORMATION SHEET FOR PARENTS/CARERS

- At OLMC, student attendance is a high priority as positive student outcomes are strongly linked to regular attendance patterns.
- The *SMS Attendance Management System* enables parents to be notified, via an SMS, if their daughter has been marked as absent or late on any school day and no notification has been received from the family.
- The message will be sent to the mother's mobile phone or, if there is no mobile phone number recorded in the database for the mother/carer, the father/carer will receive the message. Families for whom no mobile phone number is recorded will be contacted via email or telephone. **Please contact the College Reception if you wish to change the primary text message receiver in your family.**
- Attendance/late messages are sent before 12 noon.
- Message details are as follows:
 - Absent Message: *OLMC records show (student) is absent (date). Please reply via SMS Student name/reason/absence date. Call 88381213 if concerned.*
 - Late message: *OLMC records show (student) arrived late today (date). Please reply via SMS Student name/reason/date. Call 88381213 if concerned.*
 - Follow up message (sent if you have not phoned the College or sent in a note regarding an absence within 7 days): *OLMC records show NO REASON GIVEN for absence/late arrival of (Student) on (date). Call 88381213 if concerned.*
- The message will arrive on the phone displaying the number 0428 125 809. Parents/carers are asked to store this number in their mobile phone under *OLMC Text* so that when the message arrives, the parent/carer is aware the message has come from the College. For security reasons, the system will only accept SMS replies from the mobile phone number to which the absence/late message was sent.
- Once an SMS message is received, parents/carers can choose from one of the following options:
 - reply via SMS message with an explanation (including details of their daughter's name, year, date of absence, reason for absence or lateness) OR
 - contact the Student Centre to verbally explain the absence/lateness. If this option is



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chosen, parents/carers are required to send a note in with their daughter *immediately* upon her return as a written confirmation.

- Parents/carers are to contact the College in advance if they know their daughter is going to be absent, in order to explain the absence. No absence SMS will be sent if an explanation has been provided prior to the day of absence. Please refer to the Student Diary for further information about notification of extended leave.
- **Families should not use SMS to communicate with the College other than to reply to a College generated message.** Messages sent which are not replies will not be actioned.
- The SMS Attendance system will also be used for emergencies or other important communications.

For enquiries regarding the SMS Attendance System, contact Student Centre Staff on 88381213.

Application for Leave - Appendix 4

See diagram below for process to be followed.

