

## Hurstville Public School Attendance Policy

### **PURPOSE**

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. While parents/carers are legally responsible for the regular attendance of their children, the school is responsible for supporting regular attendance by:

- creating and maintaining supportive and safe learning environments which fosters students' sense of wellbeing and belonging to the community
- creating optimal opportunities for all learners to promote student engagement
- recognising and rewarding excellent and/or improved student attendance
- maintaining accurate records of student attendance
- working in partnership with parents/carers and providing clear information to students and parents/carers regarding attendance requirements and the consequences of unsatisfactory attendance
- establishing and maintaining clear and consistent school wide attendance procedures

Our school follows the Department of Education's School Attendance Policy (2015), Student Attendance In Government Schools Procedures (2015) and Exemption from School Procedures (2015) which can be accessed via the links below:

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259/student-attendance-in-government-schools-procedures-2015--docx-3>

[https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/exempt_gui.pdf)

### **RESPONSIBILITIES**

#### **Students will:**

- recognise the importance of regular attendance
- be on time to school every day
- line up in the morning when the bell goes at 9:00am and be ready to listen
- hand in absence notes to classroom teachers
- go to the school office if they arrive late to school, collect a late slip and give it to the classroom teacher
- be supported to improve their attendance

#### **Parents/Carers will:**

- enrol their child in school when they are of compulsory school age
- understand the legal requirements and the importance of regular school attendance
- ensure their child attends school every day
- ensure their child attends school on time every day
- provide written or verbal explanations for student absences within 7 days from the first day of any period of absence, by means of absence notes, telephone messages, email, Seesaw or other methods
- be encouraged to provide a medical certificate for their child for consecutive absences of 3 days or more
- ensure their child arrives to school no earlier than 8:30am as there is no playground supervision prior to this time
- utilise *Hurstville Out of School Hours Care Program* if they need assistance with before or after school care by ringing 9150 7823 or emailing [hoosh@kcac.org.au](mailto:hoosh@kcac.org.au)
- provide a written or verbal explanation for their child if they arrive late to school and understand

that this will be recorded as a *Partial Absence*

- proceed to the school office to obtain an early slip for their child if they are collecting them prior to 3:00pm, providing a written or verbal explanation and understand that this will be recorded as a *Partial Absence*
- ensure that any travel/leave required will be planned for in the school holidays and not during the school term, where possible
- complete an *Application for Extended Leave – Travel* (Appendix 3) prior to your child's leave and hand it into the office to be processed by the principal. This leave will only be supported for short, exceptional circumstances and where your child's attendance is satisfactory (at least 85% or above overall attendance). If this application is supported by the principal, your child's absences will be recorded as *Leave*. If your application is not supported by the principal, your child's absences will be recorded as *Unjustified*
- work in partnership with the school to improve their child's attendance

### **Message from Principal**

Regular attendance at school is a defining factor for students maintaining progress with learning. All NSW Public Schools have specific targets in student attendance they are working towards meeting. Part of meeting these targets is having comprehensive systems in place to monitor student attendance.

The details of each *Application for Extended Leave – Travel* are carefully reviewed by the school and the circumstances included given due consideration. However, it is important all families understand that a student's overall attendance percentage for the current school year and previous school years are also closely considered, as part of this application process. For all NSW Public Schools, once a student's attendance percentage falls below 85% overall attendance, the school enacts a number of strategies to support the return to regular attendance for that student.

By supporting an *Application for Extended Leave – Travel* where the students listed on the application are already at or below this 85% overall attendance, I would be consciously endorsing the student's attendance to fall even further below the NSW Department of Education and school expectations. It is for this reason that these applications will not be supported by the school. This is also a consideration for families lodging an application for long term extended travel that will bring the student's attendance percentage to a level well below 85% overall attendance.

I once again urge all families to ensure due consideration is given when organising or booking travel during school terms. We encourage all families to limit travel where possible to school holiday periods so it limits the significant disruption to student learning. I thank you for your ongoing support with this matter.

Parents/Carers can also access additional information in the documents listed below:

Refer to *Compulsory School Attendance – Information for Parents* (Appendix 4)

Refer to *Attendance Flowchart for Parents/Carers* (Appendix 5)

### **School Learning Support Officers will:**

- work in partnership with students and teachers to support student attendance

### **Teachers will:**

- create and maintain supportive and safe learning environments to encourage and promote students' regular school attendance

- engage with and implement the school's attendance policy, in line with departmental attendance policies and procedures
- understand the importance of accurately recording and carefully monitoring students' attendance
- ensure the class roll is marked promptly each morning by 9:30am
- take all *reasonable measures* to follow up unexplained absences with parents/carers on the same day or following day of an absence where parents have not contacted the school
- contact parents/carers by means of absence notes, telephone, email, Seesaw or other methods
- only accept explanations for student absences from parents/carers
- ensure absence notifications are entered accurately on Sentral, referring to the *School Attendance Register Codes* (Appendix 1) and place them in the envelope in the Class Roll folder after they have been signed and dated
- encourage parents/carers to provide a medical certificate for student absences of 3 or more consecutive days
- send any student who arrives late to school to the office to collect a late slip
- send any student who is being collected early by parents/carers to the office
- regularly look for patterns of absences and lateness
- recognise and reward students for excellent and/or improved student attendance using Values in Action awards or Recognition awards
- include accurate attendance data in Semester Reports and comment on any students of concern
- discuss students with attendance concerns with your supervisor and refer at risk students to the Learning and Support Team
- utilise the *Attendance Flowchart for Teachers* (Appendix 2) to support their management of student attendance
- work in partnership with students and parents/carers to support student attendance

**Supervisors (Assistant Principal) will:**

- support teachers in monitoring student attendance
- discuss student attendance at weekly team meetings
- liaise with the School Attendance Supervisor and the Learning and Support Team to discuss students of concern
- work in partnership with students, parents/carers and teachers to support student attendance

**School Attendance Supervisor (Deputy Principal) will:**

- liaise with the principal, supervisors, teachers and the Home School Liaison Officer (HSLO) to support student attendance
- monitor rolls at 2 weekly intervals, obtain and analyse data and bring any concerns to the attention of the class teacher, supervisor, Learning and Support Team and the Principal
- follow up on students with attendance concerns and refer to the HSLO when necessary
- maintain attendance records so that they are easily accessible for all staff, including the HSLO
- distribute the *Compulsory School Attendance – Information for Parents* (Appendix 4) regarding student attendance to all newly enrolled students
- communicate attendance updates via the Hurstville Public School Belltower for parents/carers and the SWAY for staff
- work in partnership with the administrative staff to ensure accurate attendance records are kept
- facilitate attendance team meetings
- use the Mandatory Reporter Guide (MRG) for students with significant attendance concerns to help decide whether a child is suspected to be at risk of significant harm and a report to the Child Protection Helpline should be made
- regularly evaluate and address school attendance through the school plan
- work in partnership with students, parents/carers, teachers and supervisors to support student attendance

**Attendance Team will:**

- ensure systematic whole school processes for monitoring and managing student attendance are in place
- monitor and promote regular attendance at school
- provide professional learning to all staff on attendance

**Learning and Support Team will:**

- allocate time each term to discuss attendance at Learning and Support Team meetings
- work in partnership with students, parents/carers, teachers, supervisors and the School Attendance Supervisor to identify and implement strategies that address the learning and support needs of students with attendance concerns

**Home School Liaison Officer (HSLO) will:**

- work in partnership with the school to support whole school attendance policies and procedures
- assist with school-based attendance strategies
- interview students and parents to identify contributing factors in relation to attendance concerns and to suggest strategies to improve attendance
- convene Attendance Improvement Plan meetings to assist with the resolution of attendance concerns
- organise Compulsory Schooling Conferences
- conduct periodic roll checks
- collaborate with other Department of Education personnel and external agencies to support student attendance

**Administrative Staff will:**

- check rolls are marked by 9:30am each day
- accurately complete a Verbal Notification of Absence note, record on Sentral and place in teacher pigeon holes for the class teacher to sign, date and file in the Class Roll folder
- enter late arrivals on Sentral and provide students with late slips
- record early departures and place early slips in teacher pigeon holes for the class teacher to sign and file in the Class Roll folder
- record any absence notes on Sentral and place in teacher pigeon holes for the class teacher to sign, date and file in the Class Roll folder
- forward emails about student absences to the class teacher so they can enter absences accurately onto Sentral
- distribute and collect Class Roll folders each term and file absence records
- liaise with the Attendance Supervisor

**Principal will:**

- ensure the school's attendance policy is implemented
- follow departmental attendance policies and procedures
- ensure that accurate student attendance records are maintained
- process applications for *Extended Leave – Travel* (Appendix 3) and communicate outcome with parents/carers
- regularly evaluate and address school attendance through the school plan

**Roll Marking Procedures:**

- teachers are to mark rolls accurately on Sentral each day by 9:30am, referring to the *School Attendance Register Codes* (Appendix 1)
- during an in-school activity at 9:00am, such as a library lesson, where teachers are not in their usual classroom, the roll will need to be marked electronically or using a paper roll. If a paper roll is marked, the office will need to ensure the information is transferred onto Sentral in a timely

manner

- community language teachers mark paper roll for 9:00am classes and send to the office for recording on Sentral
- casual teachers mark paper roll in the Class Roll folder, only indicating student absences and sign at the bottom. Send to the office for recording on Sentral
- if classes are split, alternative arrangements will be made to ensure student absences are recorded

## Defined Tiers of Intervention and Strategies to Support Improved Attendance

### Universal Preventions: Proactive (90-100% Attendance Rate)

#### The school will:

- promote the importance and benefits of regular attendance in school communications, such as the school website, Hurstville Public School Belltower for parents/carers and the SWAY for staff
- create and maintain supportive and safe learning environments to encourage and promote students' regular school attendance
- engage with and implement the school's attendance policy, in line with departmental attendance policies and procedures
- understand the importance of accurately recording and carefully monitoring students' attendance
- recognise and reward students for excellent and/or improved student attendance using Values in Action awards or Recognition awards
- discuss student attendance at weekly team meetings
- provide professional learning to all staff on attendance

### Targeted Interventions: Tier 1 (80-89% Attendance Rate)

#### The school will:

- allocate time each term to discuss attendance at Learning and Support Team meetings
- identify students with attendance concerns and support them to participate in wellbeing programs at school, such as the One Beat Drumming program, Extra-Curricular lunch time activities and Peaceful Kids
- implement the Peer Support program where students are buddied with other students across K-6 to form connections and to develop a sense of belonging
- hold parent/carers meetings to discuss attendance concerns and identify strategies to support improved attendance
- provide parents/carers with information about relevant assistance, such as financial assistance, school counselling or local community support services
- recognise and reward targeted students for excellent and/or improved student attendance using Values in Action awards or Recognition awards

### Individual Interventions: Tier 2 (50-79% Attendance Rate) / Tier 3 (0-49% Attendance Rate)


#### The school will:

- create individualised attendance plans to support improved student attendance
- support students with attendance concerns to participate in wellbeing programs at school, such as the One Beat Drumming program, Extra-Curricular lunch time activities and Peaceful Kids
- interview students and parents/carers, with support from the HSLO to identify contributing factors in relation to attendance concerns and to suggest strategies to improve attendance
- work with parents/carers of students with attendance concerns to participate and be included in decision-making

- assist students to develop explicit learning goals, with clear and consistent expectations about what the students are to do and how they are to do it
- recognise and reward targeted students for excellent and/or improved student attendance using Values in Action awards or Recognition awards
- create individualised reward charts/incentives to support improved student attendance
- provide parents/carers with information about relevant assistance, such as financial assistance, school counselling or local community support services
- engage with external support services to improve individual student attendance

## **Appendices**

- Appendix 1: School Attendance Register Codes
- Appendix 2: Attendance Flowchart for Teachers
- Appendix 3: Application for Extended Leave - Travel
- Appendix 4: Compulsory School Attendance – Information for Parents
- Appendix 5: Attendance Flowchart for Parents/Carers



NSW GOVERNMENT Education & Communities

Public Schools NSW

# School Attendance Register Codes

Changes to the codes commencing 2015

### Changes from 2015

The Minister for Education has approved changes to the use of the Attendance Register codes for 2015.

The changes implement the ACARA National Standards for Student Attendance Data Reporting. ACARA developed the National Standards to establish nationally consistent parameters for the collection and reporting of student attendance data.

### Holidays

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. **A Certificate of Exemption can no longer be granted for this purpose.**

Families are encouraged to holiday or travel during school vacations. If travel outside of school vacation periods is necessary, the following considerations apply:

- If the principal **accepts** the reason for the absence, the absence will be marked as “L” and a Certificate of Extended Leave – Holiday issued.
- If the principal does not believe the absence is in the student’s best interests and does not accept the reason, the absence will be recorded as “A”. A Certificate of Extended Leave – Holiday **will not** be issued.

- If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education See [Distance Education - Revised Enrolment Procedures 2014](#)

For that period the student’s enrolment transfers to the distance education school.

### Leave

The revised use of the “L” code relating to holidays means the 15 day limit on its use has been removed.

### Other codes

The recent changes to the Attendance Register Codes include the redefinition of some codes:

- The “F” code is no longer used only for senior students participating in a flexible timetable. The code will now also be used for students participating in HSC Pathways Programs, Best Start Assessments, trial or HSC exams or VET courses.
- The “B” code includes student exchange and allows for some additional flexibility around its use.

- The “H” code is used when a student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full time basis.

### Accepting explanations

- The “A” code is to 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 the explanation provided.
- If a student’s absence is due to sickness the “S” code is used. The principal may request a medical certificate in addition to an explanation if the explanation provided is doubted or the student has a history of unsatisfactory attendance.

Further information

Student Engagement and Interagency Partnerships

Learning and Engagement

1 Oxford St, Darlinghurst NSW 2010  
02 9244 5345

# School Attendance Register Codes 2015

## 2015 Attendance Register Codes

### Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

<b>Attendance Register Codes</b> <b>Symbols to be used for explanation of student absence</b>	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	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>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>- a medical certificate is provided or</li> <li>- the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- travel in Australia and overseas</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>
<b>E</b>	The student was suspended from school



# School Attendance Register Codes 2015

<b>Attendance Register Codes</b> <b>Symbols to be used to record a variation in attendance</b> (not counted as an absence for statistical purposes)	
Symbol	Meaning
<b>M</b>	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
<b>F</b>	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"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>
<b>B</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"> <li>- work experience</li> <li>- school sport (regional and state carnivals)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>
<b>H<sup>1</sup></b>	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"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>

<sup>1</sup> Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.

# School Attendance Register Codes 2015

## Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

### Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

- a** - The student was absent on that day.
- Pa** - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

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

### Electronic Attendance Registers<sup>2</sup>

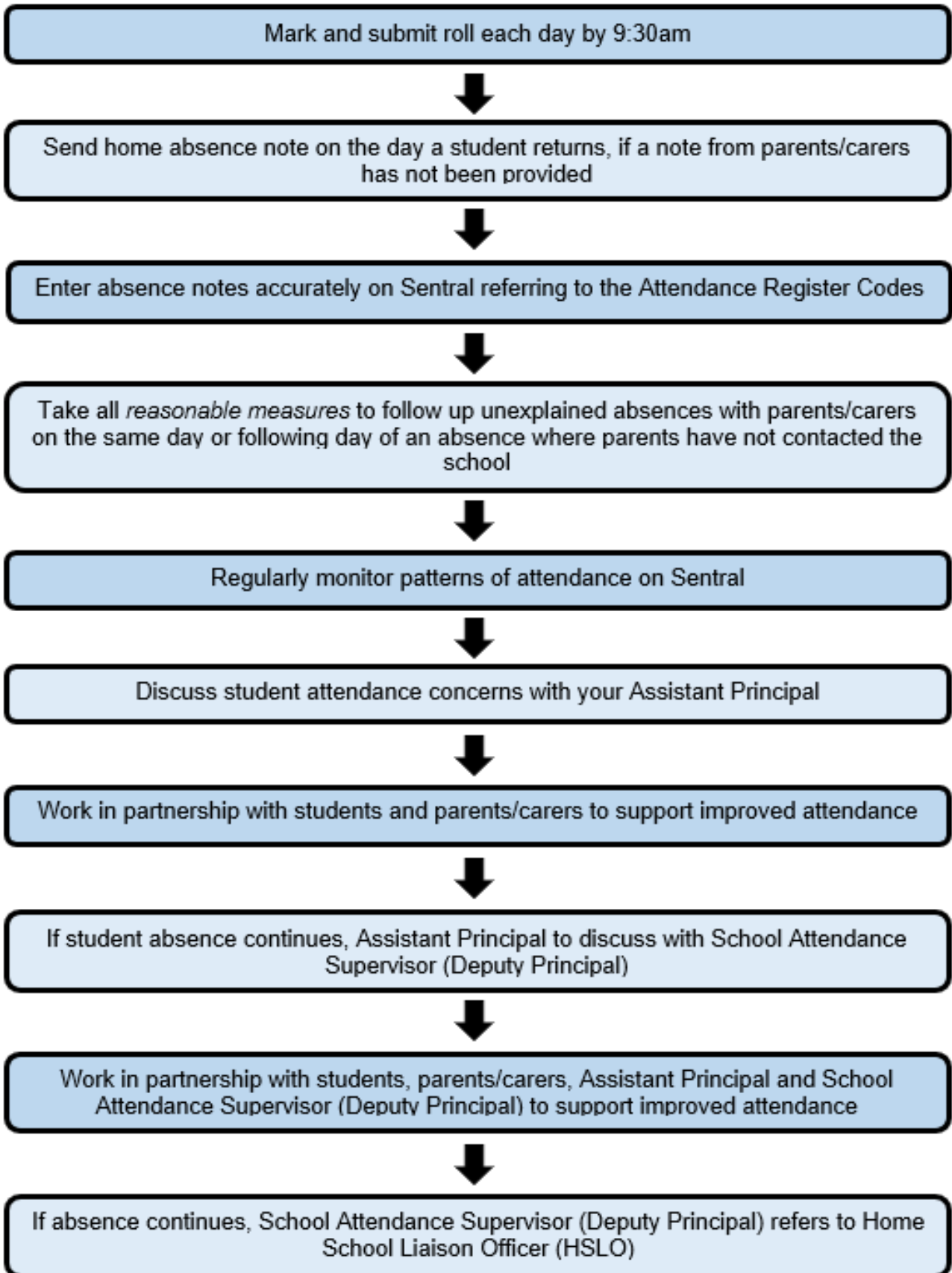
For Department of Education and Communities schools using electronic means for maintaining student attendance (OASIS, ebs4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.

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<sup>2</sup> Note: This only applies to Department of Education and Communities Schools.

### Attendance Flowchart for Teachers



Appendix 3

**APPLICATION FOR EXTENDED LEAVE – TRAVEL**



Education & Communities

**NOTE:** **PART A** is to be **completed by the student's parent** and returned to their child's school principal.

Separate applications are to be completed for each school if siblings do not attend the same school.

**PART A: STUDENT DETAILS**

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			

Student address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

School name: \_\_\_\_\_

Dates of extended leave applied for: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Reason for travel \_\_\_\_\_

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

**DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (if applicable)**

Date of prior exemption/extended leave: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

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

**PARENT DETAILS (Applicant)**

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

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

I understand that if the application is accepted:

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

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

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ \_\_\_\_

**PRIVACY STATEMENT**

The Department of Education and Communities 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 Extended Leave-Travel* during the period indicated.

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 : TO BE COMPLETED BY THE PRINCIPAL**

I accept this *Application for Extended Leave- Travel* (Please tick one box 

Yes  No

Please provide more detail here (if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's name (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ \_\_\_\_

**Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.**



# Compulsory school attendance

## | Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

### What are my Legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling.

Once enrolled, children are required to attend school each day it is open for students.

### The Importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

### What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

### Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

### My child won't go to school what should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

### What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

### What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

### Working in Partnership

The NSW Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

# Days missed = years lost

A day here and there doesn't seem like much, but...



## More information

Further Information regarding school attendance can be obtained from the following websites:

### Policy, information and brochures:

Please visit the Department of Education's Policy Library AND The Department's Attendance Matters Website

### The school leaving age:

Please visit the Department of Education's Wellbeing and Learning website

### Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on **131 450**. You will not be charged for this service.





# Attendance Flowchart for Parents/Carers



**Student Absences at  
Hurstville Public School**

**Extended Leave**  
Parents/Carers to complete an Application for Extended Leave – Travel.

**Absent**  
Parents/Carers to provide a written or verbal explanation within 7 days from the first day of any period of absence.

**Late Arrivals**  
Parents/Carers to collect late slip from office on arrival.  
Leave will be recorded as a Partial Absence.

**Early Departures**  
Parents/Carers to collect early slip from office on arrival.  
Leave will be recorded as a Partial Absence.

**Supported by Principal**  
Absences recorded as Leave.

**Not Supported by Principal**  
Absences recorded as Unjustified.