

LYCEE CONDORCET
THE INTERNATIONAL FRENCH SCHOOL OF SYDNEY
SCHOOL ATTENDANCE POLICY AND PROCEDURES

Policy

The *NSW Education Act 1990* sets out requirements for enrolment and attendance of students at school. The act specifies the compulsory school age where students are required to be enrolled in and attend school.

It is the responsibility of parents of a child of compulsory school age to cause the child to be enrolled at and to attend school or to be registered for home schooling.

It is the responsibility of the school to comply with the NSW Education Act 1990 and with NESA registration requirements for attendance.

These include:

- Maintaining a register of enrolments
- Having in place and implementing policies and procedures to monitor attendance, identify, follow up and notify absences, and to maintain relevant registers.

Lycee Condorcet uses attendance codes approved by the Minister of Education.

REGISTER OF ENROLMENTS

The school will maintain a Register of Enrolments to be administered by the Enrolments Officer as required by NESA. The Register of Enrolments from 2018 is held on Eduka and includes the following information for each student:

- Name, age and address
- The name and telephone number of parents/guardians
- Date of enrolment and where appropriate, date of leaving the school and destination
- If relevant, name of previous school

Pre 2018 the Register of Enrolments is extracted from SchoolPro and is maintained in EXCEL format on the school's intranet.

where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified (using the form *Student Enrolment Destination Unknown*, downloaded from RANGS, also available in the Letters and Forms section of this webpage, customised with school letterhead and emailed to attendance@det.nsw.edu.au). The following details should be completed on the form:

- student's full name
- date of birth
- last known address
- last date of attendance
- parents' names and contact details
- an indication of possible destination
- what efforts the school has made to locate the child
- other information that may assist officers to locate the student
- any known work health and safety risks associated with contacting the parents, carers or student

The register of enrolments must be retained for a minimum period of five (5) years before archiving.

ATTENDANCE

The Register of Daily Attendance for students is maintained electronically on ProNote.

1. In all matters pertaining to students' attendance at school, Lycée Condorcet is subject to NSW legislation.
2. The NSW Education Act requires all children between the ages of six and seventeen to be enrolled at a school and to attend that school whenever instruction is provided, or to be registered for home schooling.
3. This policy applies to all students enrolled at Lycée Condorcet with the exception of students in the Maternelle PS and MS.
4. Regular attendance at school is considered essential in the school's endeavour to enable each student to develop fully his or her potential.

5. Furthermore, in line with its duty of care, Lycée Condorcet considers attendance at school of paramount importance in providing students with a safe and supportive environment.
6. The responsibility for students' attendance at school is shared between the Principal and the students' parents.

The following procedures are in place to monitor students' attendance and intervene in the case of absences:

(a) Maternelle and Primary School (MPS – Year 5)

1. The class teachers of each class take the roll on ProNote at the beginning of the day, before 9.10 am. PS and MS classes have a register that parents are required to sign indicating the arrival and departure time of their child, however, PS and MS teachers are still required to take attendance on ProNote.
2. Where Primary classes have more than one teacher, each teacher must record attendance for the period of the day that they are teaching the class.
3. Parents are requested to email notification of their child's absence to absences@condorcet.com.au.
4. Vie Scolaire will ensure that all teachers have recorded attendance on ProNote and reconcile marked absences with emails received.
5. For absent students where no email has been received, Vie Scolaire will, during the course of the morning, attempt to contact the parents/guardians of absent students by email requesting a reply to explain the student's absence.
6. Emails are checked daily and ProNote updated with explanations for absences.
7. A medical certificate is required if students are absent due to illness for more than 3 consecutive days.
8. Vie Scolaire will reconcile absences with explanations received from parents and update ProNote accordingly.

TARDINESS

1. All Primary students who are late to school are to report to the Administration Office to receive a Late Note.
2. The Administration Office will record the reason for tardiness and student's time of arrival on ProNote.
3. Teachers will not to accept students who are late to school in their class unless they have a late note from Administration.

EARLY DEPARTURE

1. Parents are requested to email absences@condorcet.com.au if their child needs to leave the school early. Vie Scolaire will notify teachers and update ProNote accordingly.
2. Parents must report to the Administration Office to pick up their child.
3. Parents sign in at reception and are given a visitor's badge to be able to collect the student from class. If no earlier notification had been sent by parents they are required to complete an absence slip which reception will send to vie scolaire who will update ProNote with the reason and time of the child's departure.
4. Vie Scolaire monitors late arrival and early departure of students. More than 10 days of late arrival or early departure in one Semester will be reported to the Director Primary Education who will assess and contact parents if required.

(b) Secondary School (Year 6 – Year 12)

1. Teachers are responsible for recording student attendance at every lesson. The staff of Vie Scolaire¹ are responsible for monitoring students' absences and, if required, initiating steps to establish reasons for non-attendance.
2. During each lesson, teachers will record attendance on ProNote.

¹ Vie Scolaire is the part of the French school education's administrative structure, which is responsible for a number of aspects relating to student welfare, including playground supervision, attendance record keeping, and supervising study periods in secondary school.

3. Parents are requested to notify the school of absences via email absences@condorcet.com.au.
4. Vie Scolaire will reconcile absences from class with emails received.
5. Where no email has been received for an absence Vie Scolaire contact the parents of all students via email requesting an explanation for the absence.
6. The parents of students who were at school in the morning, but are absent without explanation in the afternoon, are to be contacted as soon as possible, but no later than the next morning.
7. Emails are checked daily and ProNote updated with explanation for absences.
8. In the case of an absence for more than 3 consecutive days, students must provide the school with a medical certificate.
9. Students in Lycee (Years 10 – 12) MUST supply a medical certificate if they are absent on the day of or day prior to an exam.
10. Students in Year 6 – Year 9 are required to provide a medical certificate if absent for a major exam.

TARDINESS

1. All Secondary students who are late to school are to report to Vie Scolaire to receive a Late Note.
2. Vie Scolaire will record the reason for tardiness and student's time of arrival on ProNote.
3. Teachers will not to accept students who are late to school in their class unless they have a late note from Vie Scolaire.

***** PERSISTENT TARDINESS WILL BE REPORTED TO THE HEAD TEACHER AND DEPUTY PRINCIPAL WHO WILL ASSESS AND CONTACT PARENTS IF REQUIRED.**

EARLY DEPARTURE

1. Parents are requested to email absences@condorcet.com.au if their child needs to leave the school early. Vie Scolaire will notify teachers.
2. Vie Scolaire will mark ProNote with the reason and time of the student's departure and give the student an Authorisation to Leave the School.
3. Junior High School students (Years 6 – 9) are required to be picked up by a parent/carer if leaving school before the end of classes.

Vie Scolaire monitor late arrival and early departure of students. More than 10 days of late arrival or early departure in one Semester will be reported to the Head Teacher and Deputy Principal who will assess and contact parents if required.

FOR ALL STUDENTS FROM GS – TERMINALE

All teachers will receive from Vie Scolaire a hard copy of students enrolled in their classes.

An absentee list will be produced by vie scolaire daily after roll call and shared with all admin staff and the school nurse. This google sheet will be used in case of an evacuation.

Vie Scolaire will monitor all absences and where no explanation for absences has been received after 7 days, parents will be contacted via email and the absence on ProNote will be changed to A – Unexplained.

Excessive absences, unexplained absences and absences of more than 5 consecutive days will be communicated to the Director of Primary Education and the Deputy Principal.

A record of dates and actions taken in resolving unexplained absences will be kept in the student's file on ProNote.

The Deputy Principal or Primary Director will contact parents to arrange a meeting for unsatisfactory attendance.

Registration conditions require that schools have in place strategies that can be implemented to improve unsatisfactory attendance. If non-attendance continues an Attendance Improvement planning meeting will be held

with the student, parents, the Principal and Deputy Principal or Primary Director, where agreed actions are noted and goals are set to improve student attendance.

If required, AIS Student Services will be contacted to provide support regarding Compulsory Schooling Conferences.

Where Attendance Improvement plans and Compulsory Schooling Conferences have failed to restore attendance, NSW legislation requires that consideration is given to legal action against the parent or student. The school will seek assistance from the AIS Education Regulations and Program Implementation Team.

When the whereabouts of a child/young person of mandatory school age are unknown or the enrolment destination is unknown when the student is believed to have left the school, the Principal will notify the Department of Education using the form Student Enrolment Destination Unknown Notification. The Department will act on behalf of the Minister, through a Home School Liaison Officer (HSLO), who will attempt to locate the student and take appropriate action to ensure school attendance.

If the school believes a student is at Risk of Significant Harm a report will be made to FACS using the Mandatory Reporters Guide.

EXTENDED LEAVE – TRAVEL

Leave of more than 5 consecutive days requires that an application for extended leave be lodged with the Principal. Generally, leave is not approved during school instructional periods.

If leave is approved the original Certificate of Extended Leave is provided to the student's parents and a copy is retained in the student's file on ProNote. Leave approved by the Principal will be recorded as **L** on the student's attendance record. This leave is included as an absence in the school's absence reporting.

Application for Extended Leave forms are attached to this Policy

EXEMPTIONS FROM ENROLMENT AND ATTENDANCE

The Principal can exercise authority delegated under Section 25 of the Education Act to grant Exemptions from Enrolment or Attendance at school. Requests for exemption must be made using the relevant forms. If approved, the original certificate is provided to the student's parents and a copy retained in the student's file on ProNote. The student's attendance record is marked with **M** for the period of the exemption from attendance and this is not included in the school's absence reporting.

Application for Exemption from Enrolment or Attendance forms are attached to this Policy.

RECORDKEEPING

The register of daily attendance is required to be maintained for 7 years after the last entry is made. The daily attendance register on ProNote is maintained indefinitely. Yearly attendance data is extracted from ProNote detailing student absences and is retained indefinitely. Records of explanation of absences (emails, notes, medical certificates) are kept for 1 year after the year of the absence unless otherwise required.

REPORTING OF STUDENT ABSENCES

Student academic reports will also report student absences for the reporting period.

Attendance Register Codes

Following are the Minister's Codes for recording student absence.

Symbols to be used in Attendance Registers for explanation of student attendance			
Symbol	Meaning	Roll Entry	Is this reason for non attendance recorded as an <i>absence</i> in the student record?
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents <u>within seven days of the occurrence of an absence or the explanation is not accepted by the Principal.</u> <u>It is at the Principal's discretion to accept or not accept the explanation provided.</u>	A	Yes
B	The student is absent from the school on official school business. This symbol is recorded where the Principal or CC approved the student leaving the school site to undertake: <ul style="list-style-type: none"> - work experience - school sport - school excursions - student exchange 	B	No
E	The student was suspended from school.	E	Yes
F	The student participating in flexible timetable and not present because they are not required to be at school.	F	No

Symbol	Meaning	Roll Entry	Is this reason for non attendance recorded as an <i>absence</i> in the student record?
H	<p>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.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - hospital schools <p>** In most cases this code will only be used by DEC schools with the exception of students from non-government schools attending hospital schools.</p>	H	No
L	<p>An explanation of the absence has been provided which has been accepted by the Principal. This may be due to:</p> <ol style="list-style-type: none"> 1. serious illness or death in the family 2. religious services 3. inclement weather 4. court summons 5. specialist medical appointments 6. college/university visits or other activities related to a future career linked with the PRIO (responsible for Orientation) <p>There may be other unique circumstances that would be an excused absence. This will be determined by the Principal.</p>	L	Yes
M	<p>The Principal has granted an Exemption from Attending School. (See Exemptions from Enrolment and Attendance Policy)</p>	M	No
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. The Principal may request a medical certificate in addition to explanations if the explanation is doubted or the student has a history of unsatisfactory attendance. 	S	Yes

Exemption from School

- A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.
- A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored.
- In these Procedures the term 'parent' or 'parents' includes any person or persons having the custody or care of a child.
- A Certificate of Exemption should not be approved where the student has been the subject of contact with a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.
- If parents request authority not to enrol their child, this must be considered an application for exemption from enrolment.

Authority to grant exemptions

- 1.2.1. Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, as outlined in the following table:

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.	Principal Note: In large scale productions or for long term commitments to such a production the application may be referred to the Minister’s Delegate via the AIS Division Head, Education Regulations and Program Implementation. It is also possible for employers in such cases to make one direct application for all students to the Minister’s Delegate at the Department of Education.
Exemption from school attendance for students participating in elite arts or elite sporting events* up to 100 days in a twelve month period for any one student. * Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation	Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student, including part time exemption.	Principal
Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.	The Minister’s Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation.
For periods exceeding the delegate’s authority the application should be referred to the next most senior delegate.	
Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment - Age Exemption from enrolment - Health, learning or social needs or disability	The Minister’s Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation. This includes the case where parents apply for a delayed start to school for a child about to turn 6.

Exemption from enrolment - Completion of Education under Special Circumstances- for apprenticeships and traineeships only	Principal
Exemption from enrolment - Completion of Education under Special Circumstances- <u>not</u> an apprenticeship or traineeship	Please complete form on the NESA website: http://www.boardofstudies.nsw.edu.au/policy-research/pdf_doc/application-completion-y10-special-circumstances-not-apprenticeship.pdf

General Principles

- Procedural fairness must be accorded to an applicant. If the principal is considering refusing granting an exemption, the parent should be given an opportunity to respond to the delegate's concerns before a final decision is made. This opportunity should be offered to the parent in writing.
- If an applicant wishes to appeal against a decision made by a principal, the school's complaints and grievances policies and procedures would apply and/or the applicant may appeal to the Minister's Delegate.
- For most exemptions, parents make an application by completing an Application for Exemption from Attendance/Enrolment at School. This must be made in writing and in advance. Parents may seek assistance from the principal when completing forms.
- The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the Public Health Act 2010. The principal may grant a Certificate of Exemption for the period determined by relevant authorities under this Act.
- If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the AIS Division Head, Education Regulations and Program Implementation prior to an exemption being granted.
- A principal can cancel the Certificate of Exemption where they identify circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.
- Schools are to retain copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25, or for 7 years, whichever is greater, and then destroy.

Exemption from Attendance at School

Principals may grant exemptions due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a principal's direction under the Public Health Act 2010. (Note that in the case of an outbreak of a vaccine-preventable disease, the school is required to advise an unvaccinated student not to attend until advised to do so. The parent is not required to complete an application for exemption)
- employment in the entertainment industry
- participation in elite arts or elite sporting events (i.e. national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation)

For any other matter not covered by the above points, the principal should consult the AIS Division Head, Education Regulations and Program Implementation.

The attendance register must indicate full day exemptions with the code 'M'.

Reasons for granting part day exemptions from attendance at school

- The Education Act 1990 gives the Minister or principal the power to grant a Certificate of Exemption from the requirement to attend school during the times specified in the Certificate.
- For students participating in elite arts or elite sporting programs (i.e. national or international sports events, camps run by national or international sports organisations, national sports squads and talent identification programs run by the NSW Department of Sport and Recreation) who are required to attend regular activities/training during school time the appropriate application must be completed and submitted to the principal for approval prior to commencing the program.
- For part day exemption due to the requirements of a health care plan, the principal should seek the parents' consent to obtain information from health professionals responsible for the health care of the child and prepare forms relating to exemption from attendance.
- Students participating in school programs may be granted part day exemptions for periods of time not exceeding the equivalent number of

full school days. Close monitoring of exemption periods is necessary so that the approval period is not exceeded.

- Participation in such school programs must be approved by the principal.

The attendance register must indicate part day exemptions with the code P/M.

Exemption from Enrolment at School

The Secretary of the Department of Education, may grant such exemptions on behalf of the Minister, due to:

A. age, where a child turns six years on or after 1 October or later in a school year and is engaged in:

- full time preschool education at an accredited preschool for the remainder of that school year
- 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

Note: The delegate 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

B. the health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday

Note: The delegate 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

Principals may grant exemptions to students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full time apprenticeship or traineeship. This applies to students who have completed Year 9 and before they have completed Year 10. Such exemptions should only be granted where the:

- principal considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- student's parents give permission for this to occur
- principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered

Training Organisation

- employer agrees to notify the Department of Education (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17
- apprenticeship or traineeship is approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.

Note: if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10. They will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school or seeking enrolment in TAFE NSW

Issuing Certificates of Exemption from Attendance or Enrolment at School

On approval, a Certificate of Exemption must be issued and:

- include any specific conditions that apply to the exemption
- state that the exemption may be cancelled if any such conditions are not met or cease to apply
- specify dates for which the exemption has been granted, including hours of program participation if a part day exemption period applies

The original Certificate of Exemption will be provided to the parents.

A copy placed in the student's file. For exemption from enrolment, a copy of the Certificate of Exemption will be provided to the school on subsequent enrolment and must be placed in the student's file.

Policy Date:	May 2019
Policy to be reviewed by	Principal & Compliance Officer
Proposed review date of policy:	October 2021