

# ATTENDANCE POLICY and PROCESS

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An editable version of this policy and process that allows schools to add their own school-based attendance policy and process is available at the following intranet link:

- [Department of Education Policy and Process – Editable School-based version](#) (Department of Education staff only).

## PURPOSE

Consistent attendance at school is critical to achieving positive educational outcomes and keeping students engaged in their learning. Parents/guardians have a legal obligation to ensure a child is enrolled in and attending school, or is registered for home education.

Therefore, it is important that schools have effective, reliable local practices and systems that record student attendance accurately and in a timely manner, to enable schools to identify whether any interventions or additional supports are required to promote consistent student engagement and attendance.

# I. HOW TO RECORD ATTENDANCE

## I.1 POLICY OBJECTIVE

- Every day a student does not attend school can have a negative impact on their learning.
- Principals have duty of care for every student while they are attending school at the required times.
- Principals are required to keep a register recording the daily attendance or absence of each student, to ensure that the school can identify those students who are attending and those who are not.

## I.2 KEY INFORMATION

### For Principals

- Primary Schools, High Schools, District High Schools and Colleges **MUST**:
  - record attendance at the start of the first lesson of the day
  - ensure that teachers take class attendance for every class throughout the day.
- Where '[inheritance](#)' is enabled in EduPoint:
  - the school **may** elect to routinely record attendance at other times of the day,
  - the school **MUST** update attendance if a student's attendance status has changed since it was last recorded.
- Where '[inheritance](#)' is not enabled in EduPoint, the school **MUST** record attendance for every session that a student is timetabled throughout the day.

### For School Staff

- A student is **Present** when:
  - the student is in class
  - the student is, for example, off campus on an excursion, attending a work experience/placement activity, or visiting another school as part of an endorsed school activity.
- A student is **Absent**, whenever they are **not** attending their scheduled class, or another alternative authorised activity, even if they are on campus.
- All **Present** and **Absent** EduPoint categories and descriptors can be found at [Appendix A - EduPoint categories and descriptors](#).
- If a parent/guardian or independent student provides a reason for an absence that is not authorised by the *Education Act 2016* or [Ministerial Instruction No 4. Students Excused from Daily Attendance at School](#), then the absence **MUST** be recorded as **unauthorised**.

### Links to Other Useful Information

- [Appendix B – Student Absence Flowchart](#)
- [Attendance Categories: An EduPoint Quick Reference Guide](#) [Staff Only]
- [School Administration System Project \(SASP\) EduPoint Attendance Concepts](#) [Staff Only]
- [Bulk Late Arrival and Leave Early](#) [Staff Only]
- [Attendance Marking - Flexible Learning](#) [Staff Only]
- [Attendance Marking - eSchool \(2015\)](#) [Staff Only]
- [Timetable Support Site](#) [Staff Only]

## 1.3 FAQs

### School Staff

- **What is the first lesson of the day i.e. Home Room, Period 1 or Class 1?**  
For all students:
  - The first lesson of the day is the first session that a student is required to attend.
  - If the student is a **High School** student and they have a 15 min Home Group at the start of the day this would be the first lesson.
  - If the student is **College** student and their first session for the day is Period 3 – this would be the first lesson of the day.
- **I am a relief teacher and this is my first day at this school – what should I do?**  
Contact the School Business Manager, who **may** allocate a temporary user profile so you can complete attendance-related tasks in the school system.
- **I do not know what EduPoint Codes to use and I cannot find the description for each EduPoint Code.**

Please refer to [Appendix A - EduPoint Categories and Descriptors](#).

## 1.4 ROLES AND RESPONSIBILITIES

### Principals

- **MUST** ensure that a register is kept recording the daily attendance or absence of each school-aged child in the way shown in [Appendix A - EduPoint Categories and Descriptors](#).

### Teachers

- **MUST** take student attendance for each lesson (\*Note: administrative staff **may** record student absence/presence in EduPoint).

### School Business Managers and Administrative Staff

- **MUST** ensure school staff follow-up unexplained absences for students enrolled at their school.
- **May** use Vkey to create a 'Ztemp' account in their school for access to systems (eg SARIS, edi, EduPoint).
- **May** allocate a system 'Ztemp' role to relief staff by resetting the password and providing to the relief teacher.
- Where 'Ztemp' is not utilised a school **may** provide relief teachers with paper class lists to mark attendance, with administrative staff entering the data.
- **MUST** ensure that school staff maintain a student's individual timetable based on their personalised learning plan if required.

## 2. HOW TO PROCESS APPLICATIONS FOR PART-TIME ATTENDANCE

### 2.1 POLICY OBJECTIVE

- It can be in the best interests of some students to participate in school on a less than full-time basis.
- Only parents/guardians can initiate an application for a student to attend part-time.
- Students **may** also attend less than full-time when:
  - The student is home educated, or
  - The student has a learning plan in place.

### 2.2 KEY INFORMATION

#### Application for Part-time Attendance

- An independent student or parent/guardian **may** initiate an application for part-time attendance in accordance with the [application form](#). A school **MUST not** make an application without the independent student or parent/guardian initiating it.
- An application **MUST** attach any relevant supporting evidence detailing why the application is in the best interests of the child, and be accompanied by a report from a school social worker (or similar) **and** Principal.
- The completed application form **MUST** be emailed by the school to [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au).
- Certificates of Part-time Attendance will be issued for a maximum of two terms; however, they may be issued for less where the application specifically states this and/or where the Secretary agrees.

#### Review of Part-time Attendance

- At least once per term, the Principal **MUST** review each part-time attendance arrangement.
- The Principal **MUST** consult with the parent/guardian and/or student as part of this review.
- If, following consultation, both the Principal and parent/guardian or independent student agree that the part-time attendance arrangement should be **altered**, then a **new application MUST** be submitted to the Secretary, Department of Education at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au)
- If, following consultation, both the Principal and parent/student agree that the approval should be **revoked**, the Principal **MUST** email the Secretary, Department of Education at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au) with a signed copy of the [Appendix C - Revocation of Part-time Attendance Arrangement](#).

#### Links to Other Useful Information

- [Ministerial Instruction No 3 for Part-Time Attendance at School](#)
- [Ministerial Instruction No 11 for Application for Part Time Attendance at an Approved Learning Program](#)
- [Part-time Application Form](#)
- [Appendix G - Part-time Attendance Application Process](#)
- [Appendix C - Revocation of Part-time Arrangement Form](#)

## 2.3 FAQs

### Parents/Guardians

- **Why are Certificates of Part-time Attendance issued for no longer than two school terms?**  
This is to ensure that a student's part-time attendance arrangement is still in the best interests of the child and is subject to regular reviews.
- **My child was issued with a Certificate of Part-time Attendance. I would like the arrangement to stop – what should I do?**  
Parents/guardians and independent students have a right to request that the part-time attendance arrangement stop.  
In the first instance, parents/guardians should discuss this request with the Principal.  
Parents/guardians may contact the Secretary, Department of Education, directly at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au) and request the part-time attendance arrangement be revoked.

### All School Staff

- **What should I do if we do not have a school social worker or school psychologist to complete a report?**  
Only school social workers or school psychologists are able to provide an assessment and report for the application.  
  
If you need access to one of these staff members, please contact the Manager, Professional Support Staff, by telephone on 6777 2440.
- **How long does the Principal, school social worker or school psychologist report need to be?**  
There is no set length of a school social worker report. The length may depend on the circumstances of the student and should provide enough information and detail for the Secretary, Department of Education, to make a decision.
- **Why isn't this process managed through SSS?**  
SSS modifications are required to enable the Secretary to approve applications in SSS. This modification will occur in time for 2018. For the remainder of 2017, schools **MUST** lodge an application at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au)
- **What should I do if I have consulted with the parent/guardian/student and we both agree that the part-time arrangements are no longer suitable for the student?**  
At least once per term, the Principal **MUST** review the student's part-time arrangements. If, after consultation with the student/parents and other relevant persons, it is agreed that the part-time arrangement is no longer working, the parent and school Principal must fill out and sign the [revocation letter](#), and email to [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au).
- **How long will it take to receive a decision on an application?**  
Applications will be assessed within two weeks. If more information is required to support the application, the process may take longer.
- **When does the part-time application arrangement commence?**  
The part-time attendance arrangement commences on the date specified on the returned Certificate of Part-time Attendance issued by the Secretary. It does not commence when the school or parent emails the application form to the Secretary, Department of Education.



- Can a school Principal or parent/guardian directly ask the Secretary to revoke the certificate of part-time attendance?

Yes. A Principal or parent/guardian can unilaterally request the Secretary revoke a student's certificate of part-time attendance. However, discussions between all parties are encouraged before a request is made to the Secretary. The decision to revoke remains with the Secretary.

- What should I do if I think it is in the best interests of the child to attend part-time, but the student/parent/guardian does not agree?

A part-time attendance arrangement can only occur where the parent/guardian or independent student has initiated the application. If the application is not initiated by the parent/guardian/student, then the school must work with the parent/guardian/student to achieve the best educational outcomes for the child or young person.

## 2.4 ROLES AND RESPONSIBILITIES

### Principals

- **MUST** review each part-time arrangement at least once each school term.
- **MUST** provide a report on each application for part-time attendance.
- **MUST** ensure the report includes an explanation as to why the application is in the best interests of the child.
- **MUST** refer any applications for part-time attendance to the Secretary, Department of Education.

### School Social Workers or Psychologists

- **MUST** provide a report on each application for part-time attendance.

### Learning Services Staff

- **MUST not** authorise part-time attendance applications.

## 3. HOW TO EXCUSE A STUDENT FROM ATTENDANCE

### 3.1 POLICY OBJECTIVE

- Every day that a student does not attend school can have a negative impact on their learning.
- There is a list of specific reasons for a student to be authorised as absent from school.
- Specific reasons for students to be authorised as absent from school helps students, parent/guardians and the community to understand the importance of attending school.
- In certain instances, the parent/guardian may be required to provide an explanation as to why a child is absent from school.

### 3.2 KEY INFORMATION

#### For Principals, Teaching Staff and Non-Teaching Staff

- A student **may** be authorised as absent from daily attendance at a school for a period deemed reasonable by the Principal where the student is:
  - Sick or incapacitated, where the school has been notified of the reason within five days;
  - Suffering from a disease that is categorised as infectious, contagious, or harmful (Appendix D) to the health of other persons at the school; or
  - For the reasons stated at Appendix E - List of Authorised Reasons for Children to be Excused from Schools, where authorised by the Principal, and where evidence has been provided if requested by the Principal.
- Within 5 days, staff members **MUST** attempt to contact a parent/guardian for each occasion where a student is absent. Such an attempt **may** include:
  - An email or text message to parent/guardian advising of absence and seeking an explanation;
  - Telephoning the parent/guardian over a period of no more than 5 days to obtain an explanation of absence.
- If the absence is still unexplained by the end of the term, the school **may** contact the parent/guardian on all outstanding unexplained absences to obtain explanations.
- When administrative staff (or teaching staff) first contact a parent/guardian about a student's unexplained absence;
  - if the reason provided by the parent/guardian is sickness or another legitimate reason, then the administrative staff (or teaching staff) **MUST** record it in EduPoint as an authorised absence, using the appropriate category, and add an attendance note with brief explanation provided by the parent/guardian if necessary.
  - if the reason provided by the parent/guardian is not a reason that can be authorised (e.g. student is absent because it is their birthday), the administrative staff (or teaching staff) **MUST** record it as an unauthorised absence using the appropriate category, and add an attendance note with a brief explanation provided by the parent/guardian.
  - If the parent/guardian is unable to be contacted, the administrative staff (or teaching staff) **MUST** record the absence as unauthorised using the unexplained by parent/carer category, and add an attendance note with the time and date of the unsuccessful contact.
- When teaching staff/support staff are following up unauthorised absences;
  - They **MUST** access student absences records and attendance notes in EduPoint. (The EduPoint report *AT002 Student Listing of Daily Absences* can be used to get a list of student absence records and attendance notes).

- o They **MUST** enter all conversation with parents/guardians around all absences (including unsuccessful attempts to speak with parents/guardians) in the contact log in the Student Support System (SSS).

Example	How schools will record the absence for the remainder of 2017 and EduPoint Code
A student is absent sick for less than 5 total days per school year, <u>and</u> notifies the school within 5 days of each days' absences.	Explained - Sickness/Incapacity (E)
A student is absent sick for less than 5 total days per school year, <u>and</u> does not notify the school within 5 days of each days absence, or at all.	Unexplained - Parent/carer (U)
A student is absent sick for less than 5 total days per school year, <u>and</u> notifies the school after 5 days of each day's absence.	Explained – Other (O)
A student is absent sick for 6 or more days (not necessarily consecutive) per school year, <u>and</u> the school does not request a medical certificate or statutory declaration.	Explained – Sickness/incapacity (E)
A student is absent sick for 6 or more days (not necessarily consecutive) per school year, <u>and</u> the school requests a medical certificate or statutory declaration, <u>and</u> the parent provides it.	Explained - Sickness/Incapacity (E)
A student is away for 6 or more days (not necessarily consecutive) per school year, <u>and</u> the school requests a medical certificate or statutory declaration, <u>and</u> the parent does not provide it.	Unauthorised (X)

**Note:** the total number of days absent per school year listed in the table above is cumulative over the year, and not necessarily consecutive.

### Links to Other Useful Information

- [Ministerial Instruction No 4 Students Excused from Daily Attendance at School](#)
- [Attendance Categories: An EduPoint Quick Reference Guide \[Staff Only\]](#)
- [School Administration System Project \(SASP\) EduPoint Attendance Concepts \[Staff Only\]](#)
- [Appendix F - Attendance Flowchart for School Business Managers of Administrative Staff](#)
- [Recording Absences for an individual \(video tutorial\) \[Staff Only\]](#)
- [Updating Absences for an individual \(video tutorial\) \[Staff Only\]](#)

### Principals, Teachers and Administrative Staff

- The parent/guardian has provided a reason, but it is not in the list at [Appendix E - List of Authorised Reasons for Children to be Excused from Schools](#) – what do I do?

For the transition period until the end of 2017 where Principals can continue to use their discretion, Principals **may** record this as an unauthorised absence. However, from 2018 you **MUST** record it as an unauthorised absence.

- A student has been away for a single day this week. They have already been authorised as absent from school for a total of 5 days this year due to sickness. The parent has said the child was sick this week, but the student was seen at the movie cinema on the same day.

What can I request as evidence and how should I record the absence based on the evidence provided?

A Principal has the option to request evidence to support that the child was sick on this day or any subsequent days. The evidence **may** include:

- A medical certificate from a medical practitioner ; or
- A statutory declaration from a parent.

If the Principal requests evidence (such as a certificate from a medical practitioner or a statutory declaration), then the parent/guardian **MUST** provide this evidence for the student to be marked as away from school as Explained – Sickness/Incapacity (EduPoint Code E).

If a Principal requests evidence and this is not provided, then the absence **MUST** be marked as an unauthorised absence (EduPoint Code X).

- A student has missed class because of a hair appointment – what should I record this as?

These **MUST** be marked as unauthorised absence.

- Should I accept a medical certificate with no specified end date?

You should not accept a medical certificate that does not specify an end date.

- A student comes to school but is not attending a specific class that they should be – what should I record this as?

Truant.

- A parent/guardian has telephoned the school explaining that the student is absent with a reason that is categorised as 'Explained-Other'. This is the child's first absence this year, however I don't think the reason given is true. What should I do?

The Principal **may** request additional evidence, such as a statutory declaration from a parent/guardian, to confirm the explanation.

School administrative staff **may** mark the absence as unauthorised until the requested evidence is provided.

### Learning Services Staff

- How do I conduct reviews of a schools unmarked attendance?

You can view a schools unmarked attendance in EduPoint by viewing the report '*Unmarked Class Attendance Listing*'.

## 3.4 ROLES AND RESPONSIBILITIES

### Teaching Staff

- **MUST** accurately record attendance data by using the codes at [Appendix A - EduPoint categories and descriptors](#).

### Non-teaching Staff or Teaching Staff

- **MUST** follow steps outlined above when a student is absent

## 4. HOW TO MANAGE UNAUTHORISED ABSENCES

### 4.1 POLICY OBJECTIVES

- Identifying and responding to unauthorised absences enables schools to offer appropriate follow-up supports to students and parent/guardians regarding a student's attendance, and empowers Principals to adopt early intervention strategies to address non-attendance.

### 4.2 KEY INFORMATION

#### Procedure for Students in K-10

1. On each of the 6th, 11th, and 16th days of unauthorised absence (not necessarily consecutive), the Student Support System (SSS) will generate an email to the Principal advising that the absence threshold has been breached and will add an alert to the Principal's 'To Do' list.
2. Principals **may** determine whether the letter is sent.
3. Where the letter is dismissed, the reason must be recorded in the student's contact log.
4. If the Principal determines to send a letter, then it **MUST** be generated from SSS. No additional content can be added to the letter.
5. Either a signed or unsigned copy of the letter and attachments **MUST** be uploaded to the student's SSS file as a strategy.
6. The letter **MUST** be posted or delivered to the parent/guardian or independent student (registered post is not required).

#### Procedure for Students in Years 11-12

- On the recording of each of the 16th, 30th and 45th session of unauthorised absence, SSS will generate an email to the Principal advising that the absence threshold has been breached and will add an alert to the Principal's 'To Do' list.
- Please follow steps 2-6 above.

#### Process After 20 Days or 45 Lessons of Unauthorised Absences

- Please refer to the section '[Refer a Student's Absence to Registrar, Education.](#)'

#### Links to Other Useful Information

- [Secretary's Instruction No 5 for Managing Absences in a State school that are not Authorised by the Education Act \(2016\)](#)

### 4.3 FAQs

#### All Schools

- **Do I have to issue letters when they are generated in SSS?**  
No. Principals have discretion whether to issue the letter. If a Principal decides to dismiss the letter, this should be recorded in the student's contact log.

Principals may know of extenuating circumstances and/or **may** wish to discuss the non-attendance with the parent/guardian or independent student in a less formal manner, before the issuing of non-attendance letters commence.

- If a Principal has already issued the previous versions of a 5-day and 10-day letter, should they issue the updated 15-day letter?

Previously, the purpose of the letters in SSS was to follow legal process in order to facilitate prosecution for non-attendance if necessary. The new letters are focused on engaging parents and students in addressing non-attendance issues, and create a clear path towards conciliation conferences if needed. However, in both cases the absence thresholds remain the same, therefore the letters should be issued in sequence. For example, if a student has already had a 5 and 10 day letters issued under the previous Act, the next letter should be the new 15 day-letter.

- When should Principals consult with school social workers to help provide support for a student's non-attendance?

There is no set time for when Principals or other staff should seek school social worker support for a student's absence. Generally, Principals or teachers should try to resolve a student's non-attendance before engaging a school social worker.

- What kind of re-engagement strategies should the school use before requesting a referral to the Registrar, Education?

Re-engagement strategies will vary depending on the student and the reasons behind the absence. Schools **MUST** consult with their school social worker, or a Learning Services senior social worker, as to the strategies that could be used to re-engage the student.

## 4.4 ROLES AND RESPONSIBILITIES

### Principal or Principal's Delegate

- **May** choose to issue a non-attendance letter.
- **MUST** ensure there have been efforts to resolve the student's non-attendance, including discussion with the school social worker or school psychologist.
- **May** choose to refer a non-attendance matter to the Learning Services General Manager.

## 5. HOW TO MANAGE ABSENCES OF OVERSEAS STUDENTS

### 5.1 POLICY OBJECTIVE

- International student absences may have an impact on an individual's visa. As such, absences must be managed through the [National Code of Practice for Providers of Education and Training Services to Overseas Students](#).

### 5.2 KEY INFORMATION

- Primary schools, High schools, and Colleges **MUST** follow [Appendix H - International Student Absences](#) when an:
  - International Student's attendance rate is 85%
  - International Student's attendance rate decreases to 80%
  - International Student's attendance rate decreases further post an initial warning has been issued
  - International Student's attendance rate continues to decrease further after the final warning has been issued.
- Schools can view a student's attendance rate in ed/

#### Links to Other Useful Information

- [Government Education and Training International](#)

### 5.3 FAQs

#### All Schools

- Who do I contact to talk to someone about an international student at our school?
  - Visit: <http://study.tas.gov.au>
  - Call: (03) 61 65 5727
  - Email: [info@geti.tas.gov.au](mailto:info@geti.tas.gov.au)

### 5.4 ROLES AND RESPONSIBILITIES

#### Principals

- **MUST** develop an Intervention Plan when an international student's attendance rate drops to 85%, and send this to the Principal Executive Officer by contacting:
  - Email: [info@geti.tas.gov.au](mailto:info@geti.tas.gov.au)
  - Phone: (03) 61 65 5727
  - Post:  
GPO Box 169, Hobart Tasmania, 7001 Australia.
- **MUST** advise the Principal Executive Officer if the international student's attendance rate is at 80% or below.

#### Principal Executive Officer (PEO)

- **MUST consider** what appropriate action should be taken if an international students attendance rate is at 80% or below.



## 6. HOW TO APPOINT AN AUTHORISED PERSON

### 6.1 POLICY OBJECTIVE

- To provide schools with an additional mechanism to manage unauthorised student absences; to investigate absences; and to work with students and families to resolve non-attendance issues.

### 6.2 KEY INFORMATION

#### For Principals

##### Authorised Person

- Authorised Persons can be used by schools to assist in the investigation of an unauthorised or suspected unauthorised absence of a school-aged child or youth from a school or Approved Learning Program.
- Schools are not required to request an Authorised Person be appointed, however they **may** choose to where it may assist with managing unauthorised absences in accordance with the school's Attendance Process.
- Where a school seeks to appoint an Authorised Person, those persons **MUST** act in accordance with any policy of the Department of Education or school policy, and **MUST** undertake an e-learning training module before carrying out their duties.

##### Appointment

- A Principal **may apply** to the Secretary, Department of Education for the appointment of an Authorised Person. The application **MUST** be made using the approved [form](#).
- A person who is appointed as an Authorised Person **MUST** be someone who is likely to be known to a school-aged child or youth from that school and **MUST** be an employee of the Department of Education.
- The person nominated **MUST** be considered by the Principal at the school at which the person works to have the skills and attributes deemed appropriate to undertake the role of an Authorised Person.

##### Identification and Requirements

- An Authorised Person will be issued an [ID card](#) bearing the photograph of that person and **MUST** carry this ID card at all times.
- The Authorised Person **MUST** present their ID card to anyone that they make contact with for the purpose of investigating any unauthorised or suspected unauthorised absence of any school-aged child or youth from a school or an Approved Learning Program.
- The Authorised Person **MUST** keep a record of any contact made and conversations had with any persons as part of their investigation.
- An Authorised Person does not have authority to restrain a school-aged child or youth.

##### Operating as an Authorised Person

- On approaching a person, an Authorised Person must show the person their ID card.
- An Authorised Person **may**:
  - approach any person who appears to him or her to be under the age of 18 years and is apparently not in attendance at a school or an Approved Learning Program; and
  - request the person approached to provide:
    - his or her name, age and address; and
    - the name and address of the school or the provider of the Approved Learning Program normally attended by the person approached; and
    - the reason for being absent from school or the Approved Learning Program.

- An Authorised Person **may** accompany any person approached to his or her home, or to the school or the relevant provider of the Approved Learning Program specified by the person approached, to verify the information provided.
- In investigating an unauthorised absence, or suspected unauthorised absence of a school-aged child or youth, an Authorised Person **may**:
  - approach the parent/guardian of the child or youth; and
  - require the parent/guardian to explain the reason that the child or youth is, or was, absent from school or an Approved Learning Program.

## Links to Other Useful Information

- [Ministerial Instruction No 5 for Authorising a Person to Act as an Authorised Person for the Purposes of sections 40\(2\) and 40\(3\)](#)
- [Application Form](#)

## 6.3 FAQs

### Principals

- **What can an Authorised Person do?**  
Authorised Persons can be used by schools to assist in the investigation of an unauthorised or suspected unauthorised absence of a school-aged child or youth from a school or Approved Learning Program. The information collected from an Authorised Person's investigations could also be provided at a compulsory conciliation conference.
- **How might my school benefit from having an Authorised Person?**  
The *Education Act 2016* provides Authorised Persons with the authority to approach school-aged children or youths who are not at school and determine whether they should be at school, and take steps to help them return to school where that is appropriate. Authorised Persons may also approach the parent/guardian of a child or youth and ask that the parent/guardian explain the reason that the child or youth is or was absent from school or an Approved Learning Program.
- **Who from my school might apply to be an Authorised Person?**  
An Authorised Person **MUST** be someone employed by the Department of Education, and should be known to students. An Authorised Person may be a school social worker who, for example, is known to and has a relationship with students, and who has experience working with students and families to resolve unauthorised absences.
- **How is an Authorised Person appointed, and for how long?**  
The Secretary, Department of Education may authorise a person or class of persons to be an Authorised Person. The Authorised Person will be issued with an ID card valid for 3 years.
- **Who can I go to with questions?**  
For questions about Authorised Persons, please contact the State-wide Coordinator, Professional Support Staff.

## 6.4 ROLES AND RESPONSIBILITIES

### Principals

- **May** [apply](#) to the **Secretary**, Department of Education for the appointment of an Authorised Person.

- **MUST** provide support to the appointment, by outlining the skills and attributes of the person that makes them suitable to investigate unauthorised student absences.

### Secretary, Department of Education

- **May** authorise the appointment of a person or a class of persons as an Authorised Person.

### Authorised Person

- **MUST** undertake training before carrying out the function of an Authorised Person.
- **MUST** have their ID card on them when undertaking the functions of an Authorised Person
- **MUST** follow any policy of the Department of Education, and any school based policy or process, including but not limited to policies relating to the transporting of a school-aged child **or** youth in a vehicle.

## 7. HOW TO REFER A STUDENT'S ABSENCE TO REGISTRAR, EDUCATION

### 7.1 POLICY OBJECTIVE

- Engaging an independent third-party to help identify and resolve issues contributing to a student's non-attendance empowers students, parent/guardians and the school, to support a student's regular attendance at school.

### 7.2 KEY INFORMATION

#### For Principals and School Social Workers

- At any time, a Principal, or person authorised by the Principal, **may** ask that the Learning Services General Manager refer a student's non-attendance to the Registrar, Education, Office of the Education Registrar, to conduct a compulsory conciliation conference.
- The Principal **MUST** complete an Office of the Education Registrar [application form](#).
- A checklist has been provided at ([Appendix I - Checklist - Request to the Learning Services General Manager to refer matter to Compulsory Conciliation Conference](#)), to provide guidance on the relevant material required for a referral and the requirement to engage with a school social worker to help re-engage the student,
- The Principal **MUST** send Office of the Education Registrar [application form](#) and [completed checklist](#) to the Learning Services General Manager.

#### For Learning Services General Manager

- Upon receipt of a request from a Principal, the Learning Services General Manager **MUST** either:
  - Accept the request and refer the application form and request form to the Registrar, Education and copy to the Principal.
  - Not accept the request, and discuss other potential student re-engagement options with the school to exhaust the school's Attendance Policy.

#### Links to Other Useful Information

- [Ministerial Instruction No 6 Relating to School Student Absences](#)
- [Office of the Education Registrar website](#)
- [Office of the Education Registrar – Information for Schools](#)

### 7.3 FAQs

#### Principals, School Social Workers and Parents

- I'm a School Social Worker, do I still need to issue School Social Worker Letter 1 and School Social Worker Letter 2?  
The Student Support System (SSS) could still alert School Social Workers to generate and issue letters. As a general rule, School Social Workers **MUST NOT** issue letters that have any reference to the *Education Act 1994* or *Youth Participation in Education and Training (Guaranteeing Futures) Act 2005*. School Social Workers **may** issue Social Worker Letter 1. Social Worker Letter 1 has been re-drafted to align with the supportive and conciliatory intent and approach of the *Education Act 2016*.

School Social Workers **MUST NOT** issue Social Worker Letter 2.

School social workers remain critical to the re-engagement of the student, and Principals will be expected to engage with school social workers or on-call social workers to assist in re-engaging the student.

- **When should Principals consult with school social workers to help provide support for a student's non-attendance?**

There is no set time for when Principals or other staff should seek school social worker support for a student's absence. Generally, Principals and teachers should try to resolve a student's non-attendance before engaging a school social worker.

If a student's non-attendance is referred to the Learning Services General Manager, then the school social worker is required to provide a summary of the school social worker's intervention.

- **What kind of re-engagement strategies should the school use before requesting a referral to the Registrar, Education?**

Re-engagement strategies will vary depending on the student and the reasons behind the absence. Schools **MUST** consult with their social worker, or a Learning Services social worker, as to the strategies that could be used to re-engage the student.

- **What should I do if I do not have a school social worker or school psychologist to sign the checklist?**

School social workers or school psychologists must sign a checklist that accompanies a referral to the Learning Services General Manager. This requirement is to ensure that as many re-engagement strategies as possible have been attempted with the student. If you need access to one of these staff members, please contact the Senior Social Worker, or Manager, Professional Support Staff.

- **What is the role of the Registrar, Education?**

The Office of the Education Registrar has been established to help resolve reasons for student's continued unauthorised non-attendance at school. A compulsory conciliation conference is a process whereby students, parent/guardians and Principals can discuss and agree to what needs to happen to support a student to attend school.

- **Does the Department of Education run the compulsory conciliation conference?**

No. The independent Registrar, Education, is responsible for the compulsory conciliation conference process. The Registrar, Education, will determine if the matter is suitable for a compulsory conciliation conference and will appoint an independent conciliator to run the process.

- **What happens at a compulsory conciliation conference?**

If the Registrar, Education accepts a referral, the Registrar, Education will require the parent, the Principal and/or any other person involved in supporting the student to attend a conciliation conference to work through the reasons contributing to non-attendance.

The compulsory conciliation conference will provide everyone with an opportunity to discuss the reasons for the student's absence, and what can be done to assist the student to attend school every day. The conciliation conferences are designed to be helpful and to offer support to resolve any problems and to assist to find ways to improve the student's attendance.

## 7.4 ROLES AND RESPONSIBILITIES

### Principals

- **MUST** ensure appropriate student attendance records are kept.
- **MUST** ensure the school and its staff take reasonable steps to re-engage a student.

- **MUST** consult with the school social worker or on-call social worker when considering re-engagement strategies.
- **May** refer a student's non-attendance to the Learning Services General Manager for a compulsory conciliation conference.
- **MUST** obtain a school social worker or on-call social worker signature when referring a student's non-attendance through the Learning Services General Manager to the Office of the Education Registrar.
- **May** refer a matter to the Learning Services General Manager without undertaking reasonable steps to resolve the non-attendance where:
  - an incident has occurred at school which is unlikely to be resolved by the passage of time and needs to be resolved quickly in order to expedite the student's return to school;
  - a school student with otherwise excellent attendance suddenly ceases attending school with no reasonable excuse;
  - a parent/guardian indicates at a very early stage that the student will not be returned to school unless a particular matter is resolved and the school needs the assistance of a third-party to resolve that matter.
- **MUST** complete an application form and referral form when referring a student's non-attendance to the Learning Services General Manager.

### Authorised Persons

- **May** be engaged to resolve the non-attendance reasons where it would assist the school to do so.

### School Social Workers/Attendance Counsellor/Youth Worker

- **MUST** undertake reasonable steps to intervene and re-engage the student before the matter is referred to the Learning Services General Manager.

### Learning Services Staff

- **MUST** consider a referral from a Principal.
- **MUST** ensure that the school social worker has considered strategies to re-engage the student.
- **May** refer a matter to the Registrar, Education or discuss other re-engagement strategies with the Principal or school social worker.

# Appendix A - EduPoint Categories and Descriptors

Table 1: Presence Categories

EduPoint Category	EduPoint Code	Description	Contributes to Absence %	Contributes to Attendance Alerts
In Class	I	The student is in class, and not on an alternative learning activity or a work place learning activity.	*	*
Alternative Learning Activity	L	School/college authorised activity on or off campus, for example: school/college activity outside regular program. An activity or event where that activity or event aligns to the learning plan of the student or is endorsed/initiated by the school/college.	*	*
Out of Class - Behaviour	B	The student is out of class due to unacceptable behaviour and they are under the supervision of another staff member elsewhere on the school/college campus. (E.g. an internal suspension.)	*	*
Out of Class - Medical	C	The student is out of class due to a medical reason and they are under the supervision of another staff member elsewhere on the school/college campus. (E.g., student is in the medical room.)  This code <b>should not</b> be used when a student leaves the school/college campus to attend a medical appointment. In this case, the student should be marked absent.	*	*
Out of Class - Other	P	The student is out of class engaged in an approved activity and they are under the supervision of another staff member elsewhere on the school/college campus. (E.g., student is meeting with a school social worker.)	*	*
Workplace Learning	W	The student is off the school/college campus engaged in a Workplace Learning (VET/work experience/placement) Program as per the <a href="#">Workplace Learning Procedure</a> . <b>Student attendance and absence at their work experience/placement should be recorded by their school/college in EduPoint.</b> <b>Please note:</b> Students who miss time at their work experience/placement due to illness or unavoidable appointments are asked to notify their workplace as well as the school/college. Schools/colleges should make sure that Workplace/Work Experience supervisors are aware that they should notify the school/college to advise the Work Experience/ Work Placement Coordinator of any unexplained student absence.	*	*
Provisional Enrolment (Excluded from presence calculation)	J	<b>This category is for use when provisionally enrolling students into Online Learning Programs for Years 11 and 12 and other similar ongoing off-campus courses.</b> <b>Please note:</b> The use of this category is to make the student 'Active' in the data warehouse and permit student data to flow into downstream systems such as email. This category will also trigger the 'Active' status necessary for the student to be counted at Census.	*	*

EduPoint Category	EduPoint Code	Description	Contributes to Absence %	Contributes to Attendance Alerts
Evidence of Engagement (Included in presence calculation)	K	This category is for use as evidence of student engagement in an Online Learning Program for Years 11 and 12 or similar ongoing off-campus course.  The student's engagement is evident either through successful contact with the teacher and/or completion and submission of work.	*	*

Table 2: Absence Categories

EduPoint Category	Edu-Point Code	Description	Contributes to Absence %	Contributes to Attendance Alerts
Unexplained by parent/carer	U	<b>Under the Education Act 2016 this is an Unauthorised Absence.</b>  The parent/guardian or independent student has not notified the school as to the reason for the student's absence.  Missed class but was on school/college premises. Attendance alerts are triggered when: <ul style="list-style-type: none"> <li>whole day absences accumulate in K-10</li> <li>session absences accumulate in Year 11 &amp; 12.</li> </ul>	✓	✓
Explained – Sickness/incapacity	E	<b>Under the Education Act 2016 this is an Authorised Absence.</b>  The parent/guardian of a school-aged child or youth or independent student has notified the school/college that the absence is due to: <ul style="list-style-type: none"> <li>Sickness or temporary physical or mental incapacity and have notified the school/college as soon as reasonably practicable on or after the day on which the child/youth was absent, but no later than 5 days after the absence. (Section 19(1), 36(1)); or</li> <li>Sickness or incapacity beyond 5 days and evidence has been provided if requested by the Principal. (Section 19(2), 36(2)); or</li> <li>Principal has required a school-aged child/youth not to attend a school/college during any day on which the child/youth has an infestation or is suffering from any disease which, on advice from the Director of Public Health, the Secretary considers may be infectious, contagious or harmful to the health of other persons at the school. (Section 19(5)(a), 36(5)(a))</li> </ul>	✓	*



Explained - Other	○	<p><b>Under the Education Act 2016 this is an Authorised Absence.</b></p> <p>The parent/guardian of a school-aged child or youth or independent student has objected, as a matter of conscience to participation in school activities and the parent has notified the Principal, in writing -</p> <ul style="list-style-type: none"> <li>(a) that the child or youth is not to participate in that particular activity; and</li> <li>(b) of the reasons for the objection.</li> </ul> <p>*Note that the student must still attend school, but can be marked 'Explained – Other' for the activity.</p> <p>The Principal may permit a school-aged child or youth to be excused from attendance at a school for a period the Principal considers reasonable where the parent of a school-aged child or youth, or independent student has notified the school with a reason for the school-aged child or youth's absence other than sickness/incapacity in the following circumstances:</p> <ul style="list-style-type: none"> <li>a. bereavement of a person with whom the school-aged child or youth has a close, significant or family relationship; or</li> <li>b. medical, legal or related appointments; or</li> <li>c. where the school-aged child or youth has witnessed or been subjected to family violence; or</li> <li>d. terminal illness of an immediate family member; or</li> <li>e. where a natural disaster or extreme weather event prevents: <ul style="list-style-type: none"> <li>i. a school-aged child or youth from a non-government school safely attending their enrolled school; or</li> <li>ii. a school-aged child or youth from a State school safely attending their enrolled school or nearest State school; or</li> </ul> </li> <li>f. participation of a school age child or youth in a: <ul style="list-style-type: none"> <li>i. recognised learning experience (e.g. a music examination); or</li> <li>ii. cultural activity (e.g. participation in NAIDOC Week); and</li> </ul> <p>initiated by an independent student or parent, where the principal is of the opinion that the experience or activity has educational value to the school age child or youth; or</p> </li> <li>g. attendance at a recognised event (e.g. a State, National or International level event sanctioned and organised by the official governing body) as: <ul style="list-style-type: none"> <li>i. a participant; or</li> </ul> </li> </ul>	✓	✘
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		<ul style="list-style-type: none"> <li>ii. an official of a team or other body, competing or participating in that event ; or</li> <li>iii. an official otherwise engaged in that event; or</li> </ul> <p>h. where an independent student or parent objects, as a matter of conscience, to his or her school-aged child or youth participating in a school activity specified in the <i>Education Regulations 2017</i>; and</p> <ul style="list-style-type: none"> <li>i. the independent student or parent notifies the school's principal in writing at least two (2) days in advance of that school activity occurring; and</li> <li>ii. that activity will occur for at least one (1) full school day; and</li> <li>iii. separate supervision of the school-aged child or youth is not possible; or</li> </ul> <p>i. where an application for home education has been received by the Registrar and provisional registration has been granted; or</p> <p>j. where the parent or independent student notifies the principal of an absence due to sickness, temporary or physical incapacity later than five (5) days from the date of the absence.</p> <p>Where the Minister for Education and Training is satisfied that it is in the best interests of the school-aged child or youth to be excused from a daily attendance at a school.</p>		
Alternative Learning Activity (Notified Absence Only)	A	<p>Student is scheduled to attend <b>into the future</b> an off-campus Alternative Learning Activity.</p> <p><b>Please note:</b> This category should only be used as a <b>placeholder</b> until the school/college has confirmed that the student has attended the activity, and then the record should be updated to the “Alternative Learning Activity” <b>Presence</b> category.</p> <p>For example, a school wishes to record, as a Notified Absence, that a student is expected to attend a future Alternative Learning Activity that is to be held elsewhere than a school campus. When the date and time of the Activity has passed, their attendance will be updated to a Presence using Alternative Learning Activity (code L in the list above) once they are confirmed as having attended the activity.</p> <p>If the student did not attend the activity as required then their attendance record should be updated with the appropriate absence category, e.g. “Explained Sickness”.</p> <p>(Shared Enrolment should be used rather than Alternative Learning Activity if a student's attendance is</p>	*	*

		being recorded at another school while the student is away from this school.)		
Unauthorised	X	<p><b>Under the <i>Education Act 2016</i> this is an Unauthorised Absence.</b></p> <p>The parent/guardian of a school-aged child or youth or independent student has provided a reason for the school-aged child or youth's absence that:</p> <ul style="list-style-type: none"> <li>• is not listed under the "Explained-Other" category; or</li> <li>• Sickness or incapacity beyond 5 days and a medical certificate or other evidence has NOT been provided if requested by the Principal. (Section 19(2), 36(2))</li> </ul> <p>Attendance alerts are triggered when:</p> <ul style="list-style-type: none"> <li>• whole day absences accumulate in K-10</li> <li>• session absences accumulate in Year 11 &amp; 12</li> </ul>	✓	✓
Discipline – Suspension or Exclusion (From 2014 suspensions and exclusions will be counted as absences for attendance reporting purposes.)	S	<p><b>Under the <i>Education Act 2016</i> this is an Authorised Absence.</b></p> <p>Suspension – the temporary withdrawal for up to two weeks of a student's right to attend school/college (Section 130 and 131.)</p> <p>Exclusion – the temporary withdrawal for a period of greater than two weeks of a student's right to attend school/college (Section 132.)</p> <p><b>Please note:</b> This absence category <b>should not</b> be used to record internal suspensions. Use the "Out of Class – Behaviour" category to record internal suspensions.</p> <p>All suspensions and exclusions must be entered in the <a href="#">Student Support System</a>.</p>	✓	x
Approved for part-time Attendance – includes School-based Apprenticeship/Traineeship (Excluded from absence calculations)	N	<p>Exempt from full-time attendance, attends part-time (Section 17 and 34)).</p> <p>Please note: Schools/Colleges may only use this category for the following situations:</p> <ul style="list-style-type: none"> <li>• the student has a Certificate of Part-time Attendance in place</li> <li>• the student is participating in a School-based Apprenticeship/Traineeship (ASbA)</li> <li>• the student has a Learning Plan in place where the <u>adjustment</u> involves attendance for less than five days per week.</li> </ul> <p>This code should not be used where a student is scheduled in a class at another school/college at the same time – use "Shared Enrolment" in this case.</p>	x	x
Truant (Included in absence calculations as an	T	<p><b>Under the Education Act 2016 this is an Unauthorised Absence.</b></p>	✓	✓

Unexplained absence)		School/college and parent/guardian are aware of the absence and agree that the absence appears to be wilful avoidance of attending school/college. Attendance alerts are triggered when: <ul style="list-style-type: none"> <li>• whole day absences accumulate in K-10</li> <li>• session absences accumulate in Yr 11 &amp; 12.</li> </ul>		
Shared Enrolment  (Excluded from absence calculations)	D	Student is scheduled in class/es at another school/college (and is absent here because they are attending the other school/college) (e.g. student has an FTE of 0.5 at one school/college and 0.5 at another.) Student is timetabled but is not required to attend the school because they are participating in Home Education.	*	*
Not Required (Not Scheduled)  (Excluded from absence calculations)	Y	Student is not required to attend because of one of the following reasons: <ul style="list-style-type: none"> <li>• Class not scheduled (e.g. Kindergarten)</li> <li>• Class cancelled – student free day</li> <li>• Class cancelled – school/college closed for the day</li> <li>• Class cancelled – college examination period</li> <li>• Class clash in EduPoint. This category should be used for the class that the student is NOT required to attend. Attendance should be marked as per usual for the class they were required to attend.</li> </ul> This category MUST NOT be used for students: <ul style="list-style-type: none"> <li>• With a certificate of part-time attendance – use “Approved for part-time Attendance – includes School-based Apprenticeship/Traineeship” instead</li> <li>• Who have a shared enrolment and are scheduled for classes at another school/college – use “Shared Enrolment” instead.</li> </ul>	*	*
Absence pending course change  (Excluded from absence calculations)	V	<b>This category is for use exclusively by colleges.</b> Student is exempted from attending a particular class until a change to a different class has been finalised. (The absences must be approved by a course counsellor.)	*	*

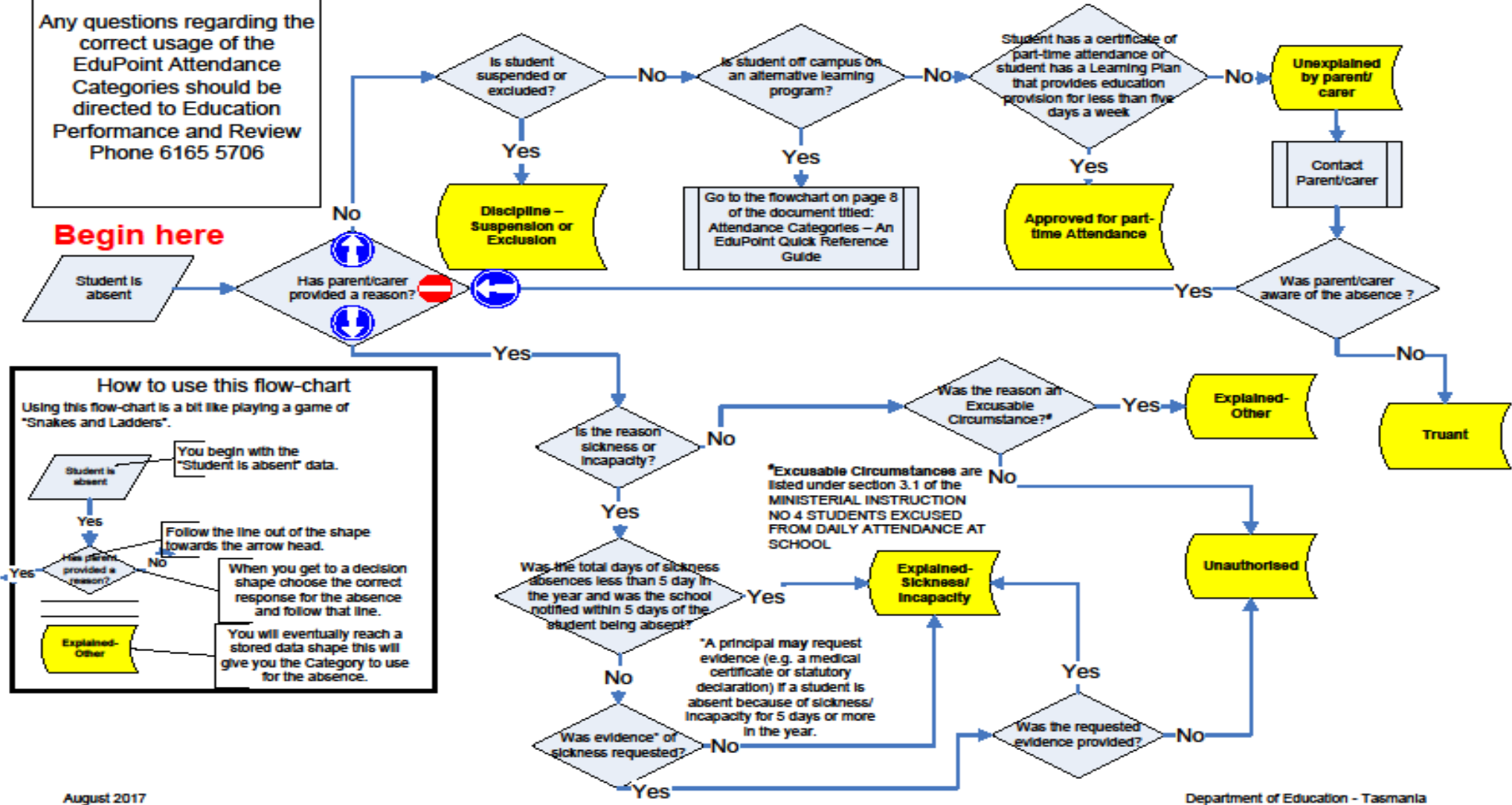
If you have any questions about these categories please contact Education Performance and Review on 6165 5706.

# Appendix B - Student Absence Flowchart

## Student Absence Flow-chart

This chart is to assist schools in the correct recording of student absences in EduPoint and should be used in conjunction with the EduPoint Attendance Categories Document.

Any questions regarding the correct usage of the EduPoint Attendance Categories should be directed to Education Performance and Review Phone 6165 5706



**How to use this flow-chart**  
Using this flow-chart is a bit like playing a game of "Snakes and Ladders".

You begin with the "Student is absent" data.

Follow the line out of the shape towards the arrow head.

When you get to a decision shape choose the correct response for the absence and follow that line.

You will eventually reach a stored data shape this will give you the Category to use for the absence.

August 2017

Department of Education - Tasmania

# Appendix C - Revocation of Part-time Attendance Arrangement

<DATE>

Jenny Gale  
Secretary  
Department of Education  
[parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au)

## Re: Revocation of Certificate of Part-time Attendance

On (insert date) you issued a Certificate of Part-time Attendance for (insert student).

This Part-time Attendance arrangement was reviewed on (insert date). As part of the review, the Principal and parent/guardian have discussed the part-time attendance arrangement and whether it remains in the best interests of the student.

The undersigned agree that the part-time arrangement should be stopped.

The undersigned request that you, acting in accordance with section 17 of the *Education Act 2016* and in your capacity as delegate for the Minister for Education and Training, revoke the Certificate of Part-time Attendance.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
School Principal

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

## Appendix D - Infectious Diseases

INFECTIOUS, CONTAGIOUS or HARMFUL ILLNESS	RECOMMENDATION
All cases should follow medical advice on school attendance. For more information please telephone Public Health Service hotline on 1 800 671 738	
Anthrax	Should attend school
Campylobacter	Exclude cases from primary school and children's services until there has not been a loose bowel motion for 24 hours.
Chicken Pox	Children can spread the infection to others as long as there are spots that are not crusted and dried. Children with chickenpox should be excluded from school until scabs are dry; this is usually five to seven days after the appearance of the rash. Children with spots that are crusted and dried can safely attend school
Chlamydia	Should attend school
Cryptosporidiosis	Exclude cases from primary school and children's services until there has not been a loose bowel motion for 24 hours or until a medical certificate of recovery is produced. Food handlers, healthcare workers and childcare workers should be excluded from work until diarrhoea has ceased. Notification is required if <i>Cryptosporidium</i> spp. are isolated from water supplies.
Conjunctivitis	Should not attend until eye discharge stops
Diarrhoea	Should not attend until condition stops
Diphtheria	Should not attend until medical certificate of recovery issued after at least two (2) negative throat swabs
Glandular Fever	Should attend school
Hepatitis A	Should not attend until medical certificate of recovery
Hepatitis B	Should attend school
Hepatitis C	Should attend school
HIV	Should attend school
Influenza	Exclude until well, as determined by treating clinician
Legionellosis	Should attend school
School Sores	Should not attend until sores on exposed surfaces have been treated and are covered with a dressing
Leprosy	Should not attend until health authority authorises return
Listeriosis	Should attend school
Measles	Should not attend for at least five (5) days from appearance of rash
Meningitis (Bacterial)	Should not attend until well
Meningococcal Infection	Should not attend until well
Mumps	Should not attend for at least nine (9) days after onset of symptoms
Norovirus	Children in childcare or school should stay at home until they have not had a loose bowel motion for 48 hours

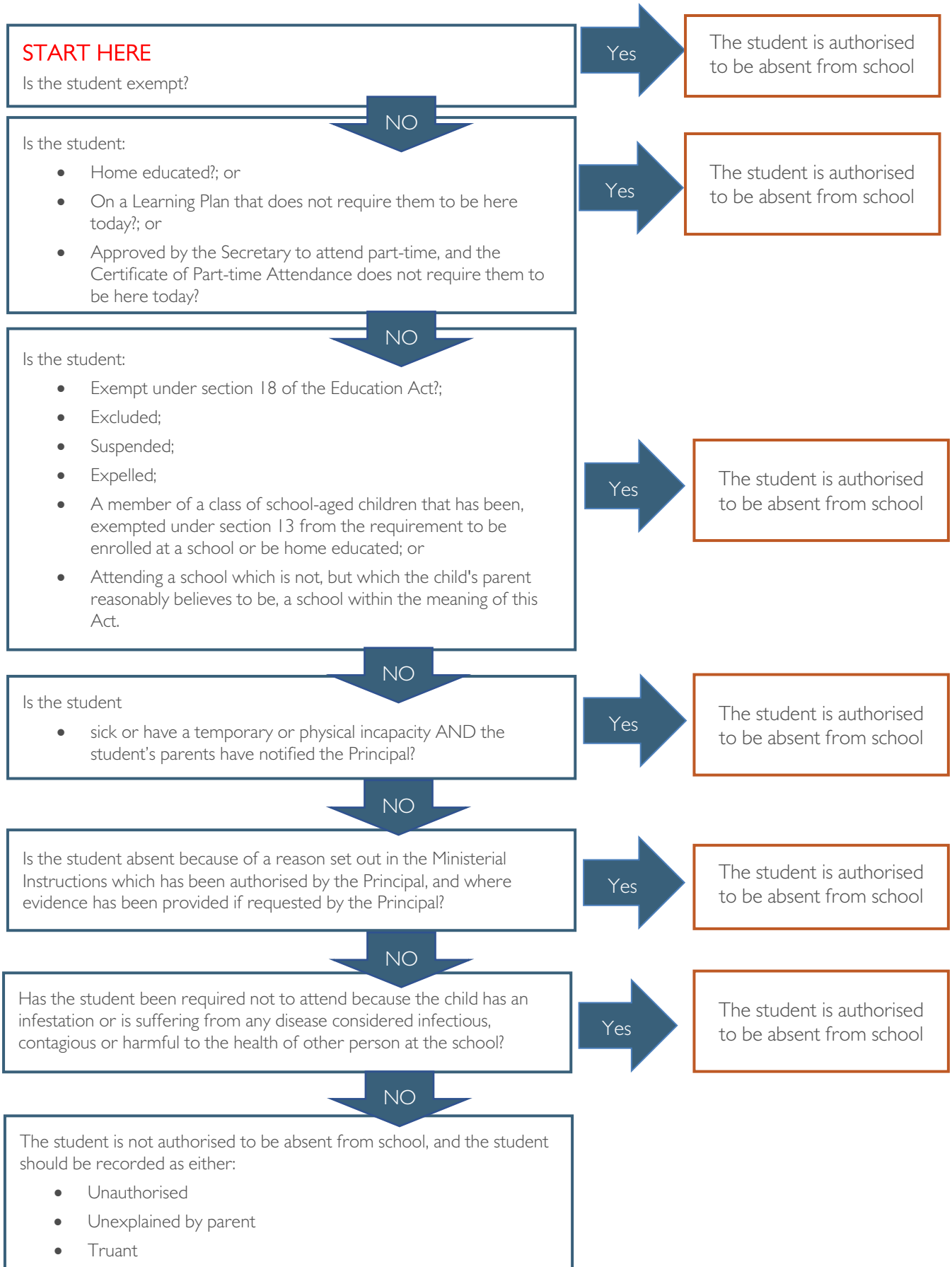
INFECTIOUS, CONTAGIOUS or HARMFUL ILLNESS	RECOMMENDATION
Parvovirus (Slapped Cheek Syndrome)	Should attend school, however should undertake frequent, good handwashing practices, not sharing food, utensils or handkerchiefs will assist in controlling the spread of this virus
Pneumococcal Disease	Because invasive pneumococcal disease comes under the heading of streptococcal infection (including scarlet fever), the case is to be excluded until the child has received antibiotic treatment for at least 24 hours and feels well. Occasionally, invasive pneumococcal disease can manifest as meningitis. In such circumstances, a child should be excluded as for bacterial meningitis. In this instance, the child is to be excluded until well.
Pediculosis (Head Lice)	Should not attend until day after treatment has started
Poliomyelitis	Should not attend for at least 14 days from onset and readmit on medical certificate of recovery
Psittacosis (Parrot Fever)	Should attend school
Ross River Fever	Should attend school
Ringworm	Should not attend until day after treatment has started
Rubella (German Measles)	Should not attend until fully recovered or for at least four (4) days after the onset of rash
Salmonella	Exclude cases from childcare and school until there has not been a loose bowel motion for 24 hours
Scabies	Should not attend school until 24 hours after treatment has started
Shingles	Should not attend school until advised by their treating clinician
Streptococcal Infection (including Scarlet Fever)	Should not attend for 24 hours after antibiotic treatment and the student feels well
Syphilis	Should attend school
Trachoma	Should not attend until day after treatment has started
Tuberculosis	Should not attend until production of medical certificate
Tularaemia	Should attend school
Typhoid and Paratyphoid Fever	Should not attend until production of medical certificate
Viral meningitis	Stay away for school or work until recovered (no symptoms of meningitis, or any other associated symptoms, such as diarrhoea). Advice should be sought from a clinician.
Whooping Cough	Should not attend for five (5) days after starting antibiotic treatment.



## Appendix E – List of Authorised Reasons for Children to be Excused from Schools

- a. bereavement of a person with whom the school-aged child or youth has a close, significant or family relationship; or
- b. medical, legal or related appointments; or
- c. where the school-aged child or youth has witnessed or been subjected to family violence; or
- d. terminal illness of an immediate family member; or
- e. where a natural disaster or extreme weather event prevents:
  - i. a school-aged child or youth from a non-government school safely attending their enrolled school; or
  - ii. a school-aged child or youth from a State school safely attending their enrolled school or nearest State school; or
- f. participation of a school age child or youth in a:
  - i. recognised learning experience (e.g. a music examination); or
  - ii. cultural activity (e.g. participation in NAIDOC Week); andinitiated by an independent student or parent, where the principal is of the opinion that the experience or activity has educational value to the school age child or youth; or
- g. attendance at a recognised event (e.g. a State, National or International level event sanctioned and organised by the official governing body) as:
  - i. a participant; or
  - ii. an official of a team or other body, competing or participating in that event ; or
  - iii. an official otherwise engaged in that event; or
- h. where an independent student or parent objects, as a matter of conscience, to his or her school-aged child or youth participating in a school activity specified in the *Education Regulations 2017*; and
  - i. the independent student or parent notifies the school's principal in writing at least two (2) days in advance of that school activity occurring; and
  - ii. that activity will occur for at least one (1) full school day; and
  - iii. separate supervision of the school-aged child or youth is not possible; or
- i. where an application for home education has been received by the Registrar and provisional registration has been granted; or
- j. where the parent or independent student notifies the principal of an absence due to sickness, temporary or physical incapacity later than five (5) days from the date of the absence.

# Appendix F – Attendance Flowchart for School Business Managers of Administrative Staff



## Appendix G – Part-time Attendance Application Process

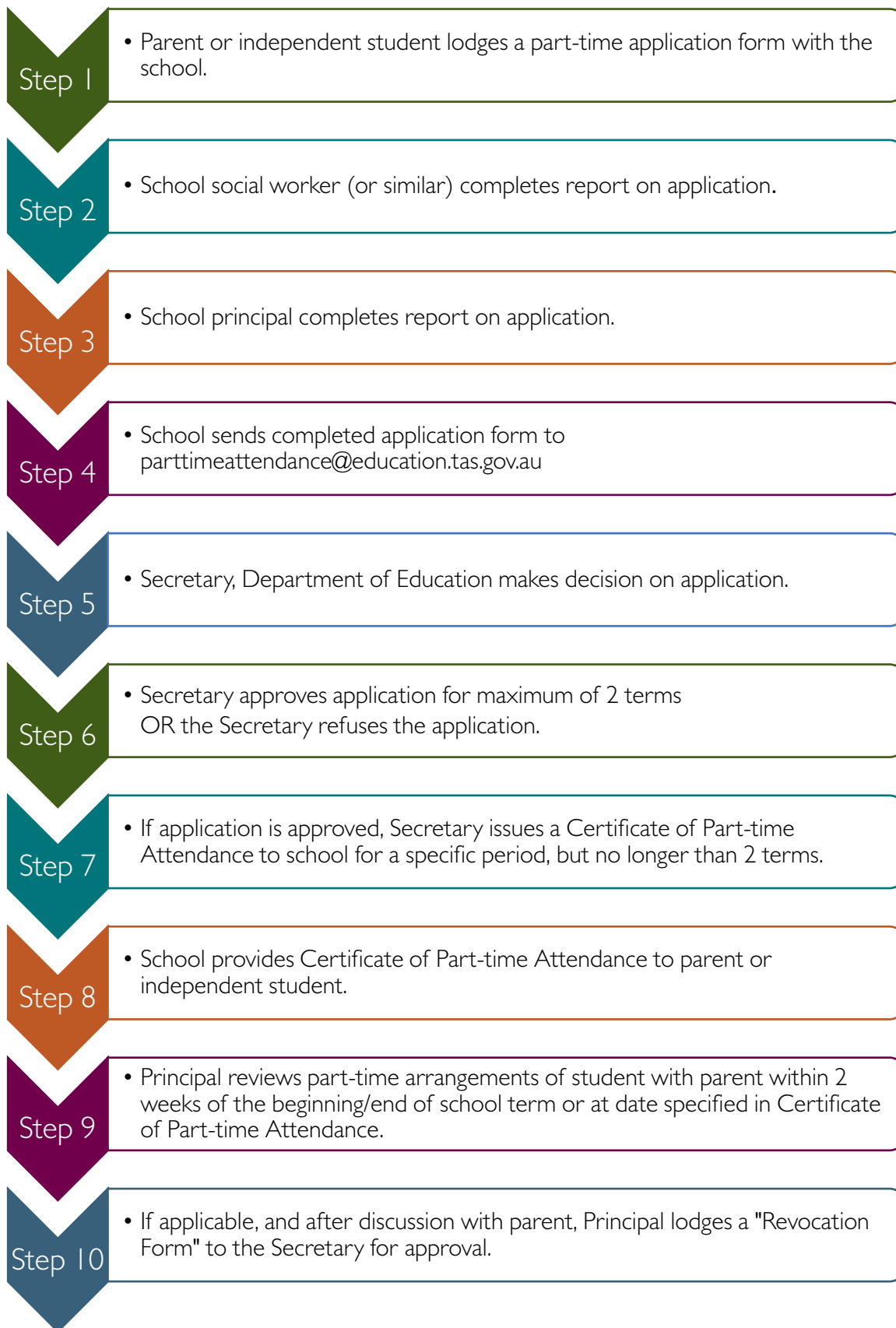


Figure 1 - Part-time Attendance Application Process

## Appendix H – International Student Absences

International Students attendance rate is 85%	International Students attendance rate is 80%	International Students attendance rate decreases post the initial warning has been issued	International Students attendance rate continues to decrease further post the final warning has been issued
<ul style="list-style-type: none"> <li>• International Students attendance rate drops to 85%, it is the responsibility of the Principal to ensure that an Intervention Plan is established. The Plan must include;               <ul style="list-style-type: none"> <li>○ Reasons for the introduction of the plan</li> <li>○ Expectations of the student to address absenteeism</li> <li>○ Assistance from the school to assist in increasing attendance</li> </ul> </li> <li>• The completed document needs to be dated and signed by all parties and sent to the GETI Office for filing in the students file</li> </ul>	<ul style="list-style-type: none"> <li>• Principal must advise the PEO of international student absence rate</li> <li>• PEO to determine if any compelling or compassionate reasons exist that has contributed to the level of absenteeism</li> <li>• Decision is made as to what action is to be taken</li> <li>• A meeting may be arranged with the student and a support person of their choosing where a written warning is issued in line with the National Code of Practice for Providers of Education and Training Services to Overseas Students</li> <li>• Student is to be advised of the appeals process for international students</li> <li>• A copy of the warning is handed to the student for their records</li> <li>• A copy of the warning is to be sent to the student's agent</li> <li>• A copy of the warning is to be sent to the student's parents</li> <li>• A copy of the warning is to be sent to the Principal to be filed in the students records</li> <li>• A copy of the warning is filed in the GETI Office student file</li> </ul>	<ul style="list-style-type: none"> <li>• Principal must advise the PEO of international student absence rate</li> <li>• PEO to determine if any compelling or compassionate reasons exist that has contributed to the level of absenteeism</li> <li>• Decision is made as to what action is to be taken</li> <li>• A further meeting may be arranged with the student and a support person of their choosing where a final written warning is issued in line with the National Code of Practice for Providers of Education and Training Services to Overseas Students</li> <li>• Student is to be advised of the appeals process for international students</li> <li>• A copy of the warning is handed to the student for their records</li> <li>• A copy of the warning is to be sent to the student's agent</li> <li>• A copy of the warning is to be sent to the student's parents</li> <li>• A copy of the warning is to be sent to the Principal to be filed in the students records</li> <li>• A copy of the warning is to be sent to the GETI Office student file.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal must advise the PEO of international student absence rate</li> <li>• PEO to determine if any compelling or compassionate reasons exist that has contributed to the level of absenteeism</li> <li>• Decision is made as to what action is to be taken</li> <li>• A further meeting may be arranged with the student and a support person of their choosing where an Intention to Report letter is issued in line with the National Code of Practice for Providers of Education and Training Services to Overseas Students</li> <li>• Student is to be advised of the appeals process for international students</li> <li>• A copy of the letter is handed to the student for their records</li> <li>• A copy of the warning is to be sent to the student's agent</li> <li>• A copy of the warning is to be sent to the student's parents</li> <li>• A copy of the letter is to be sent to the Principal to be filed in the students records</li> <li>• A copy of the letter is filed in the GETI Office student file.</li> </ul>

The PEO may decide not to report the student for breaching attendance requirements if the student is still attending 70% of the scheduled course hours and within 20 days of the student being advised of the Intention to Report if:

- The student provides genuine evidence demonstrating that compassionate or compelling circumstances apply
- The student successfully appeals the decision through the documented internal complaints and appeals process

## Appendix I – Checklist

### Request to the Learning Services General Manager to refer matter to Compulsory Conciliation Conference

1. Which of the following circumstances apply to the student's non-attendance? (please check/tick):

<input type="checkbox"/>	linked to an incident at or related to school;
<input type="checkbox"/>	a dispute between the parent and the school, or the student and the school;
<input type="checkbox"/>	allegation of difficulties with other students, harassment or inappropriate social behaviour;
<input type="checkbox"/>	difficulties with transport;
<input type="checkbox"/>	disability or illness (including anxiety) suffered by the child or the parent; (with accompanying medical diagnosis)
<input type="checkbox"/>	insufficient skills or understanding on the part of the parent to successfully get the child to school;
<input type="checkbox"/>	experiencing difficulty with transition points such as year 6 to 7;
<input type="checkbox"/>	difficulty engaging with the parent to determine the cause of the non-attendance;
<input type="checkbox"/>	incident has occurred at school which is unlikely to be resolved by the passage of time and needs to be resolved quickly in order to expedite the student's return to school;
<input type="checkbox"/>	school student with otherwise excellent attendance suddenly ceases attending school with no reasonable excuse;
<input type="checkbox"/>	parent indicates at a very early stage that the student will not be returned to school unless a particular matter is resolved and the school needs the assistance of a third party to resolve that matter;
<input type="checkbox"/>	other (please explain in the space provided below or attach reasons)

2. Which of the following information is provided with this request for referral? (please check/tick):

<input type="checkbox"/>	a summary of interventions by the school social worker;
<input type="checkbox"/>	a copy of the school student's attendance records, certified by the Principal;
<input type="checkbox"/>	a copy of all correspondence sent to parents/guardians regarding non-attendance (including Minutes of meetings);
<input type="checkbox"/>	a copy of the school student's enrolment form (or validation form), that includes the parent/guardian contact details;

<input type="checkbox"/>	a copy of any court orders relating to who the child resides with;
<input type="checkbox"/>	a copy of any policy of the Administrative Authority as it relates to school student's attendance and the managing of absences of school students not authorised by Part 3 of the <i>Education Act 2016</i> ;
<input type="checkbox"/>	a summary of phone or verbal conversations held with parents/guardians regarding non-attendance, including with an Authorised Person;
<input type="checkbox"/>	a copy of correspondence from parents/guardians including medical certificates;
<input type="checkbox"/>	a copy of all other information regarding the non-attendance of school student including meeting notes, action plans etc.;
<input type="checkbox"/>	a summary of actions including support/intervention provided to date to engage with the school student (including all relevant information from teaching and support staff, i.e. school social workers/psychologists);
<input type="checkbox"/>	student voice regarding the issue;
<input type="checkbox"/>	current legal guardian of student (to identify any legal custody issues, restraint orders etc.);
<input type="checkbox"/>	underlying core reasons of the issue as seen from Principal's perspective (please explain in the space provided below or attach reasons).

<Name>

<Name>

Principal

School Social Worker / On-Call Social Worker

<School name>

Date

Authorised by:	Trudy Pearce
Position of authorising person:	Deputy Secretary - Learning
Date authorised:	12 September 2017
Developed by:	Strategic Policy and Planning
Date of last review:	12 September 2017
Date of next review:	20 December 2017
This document replaces:	School Attendance Procedures Enrolment, Attendance and Participation Policy School Attendance Procedures