



## STUDENT ATTENDANCE POLICY

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## 1. INTRODUCTION AND PURPOSE

School attendance plays a critical role in enhancing the lives of children and young people. Every day of attendance adds to a student's opportunity to learn, develop and experience success in education.

Promoting excellence in attendance is the embodiment of CEDP's strategic priority **Mission is Counter Cultural**. Promoting and supporting attendance is the physical act of taking God's compassion to the vulnerable and those on the margins of society and Church.

Central to *championing diversity and equity* is our commitment towards the attendance of all students.

Attendance is a core responsibility of all CEDP schools.

This policy sets out the requirements for all staff managing, recording, reporting and monitoring student attendance in CEDP schools.

The CEDP Attendance Procedures support the implementation of this policy.

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## 2. SCOPE

This policy applies to all Catholic Education Diocese of Parramatta (CEDP) schools.

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## 3. DEFINITIONS

**Attendance**, a student is considered to be in attendance at school when they:

- Attend the school site while the school is open for instruction or
- Participate in a school approved activity during school hours or
- Participate in an offsite flexible learning program approved by the school.

**Parent / carers** includes a guardian or other person having the custody or care of a child.

**Principal** includes an acting Principal of a school.

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## 4. DETAILED INFORMATION

Encouraging attendance is the core responsibility of schools in partnership with parents/ carers.

### 4.1 ATTENDANCE PLANNING AND PROCEDURE

- 4.1.1 All schools require a student attendance procedure in place outlining delegate attendance roles and responsibilities aligned with the CEDP Student Attendance procedures.

### 4.2 REQUIREMENTS

- 4.2.1 Under Section 22 of the Education Act 1990 (NSW) parents/ carers are required to ensure their child is enrolled and attends school or an approved alternative activity when the school is open for instruction.

- 4.2.2 Under Section 24 of the Education Act 1990 (NSW) principals are required to collect and maintain student records of attendance:

- The principal must keep a register of the enrolments and daily attendances of all children at the school.
- The principal must have available for inspection during school hours, the enrolment and attendance of children at the school and any unsatisfactory school attendance.
- Daily attendances recorded in a register must be retained for a period of 7 years after the last entry was made.

- 4.2.3 The NSW Education Standards Authority (NESA) require all registered Non-government schools to have in place policies and procedures to:

- monitor the daily attendance/absence of students using the common code for absences.
- identify absences from school and/or class(es)
- follow up unexplained absences
- notify parent(s) and/or guardian(s) regarding poor school and/or class attendance
- transfer unsatisfactory attendance information to student files.
- record action where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education ([attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au)) has been notified.

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## 5. RELATED DOCUMENTS

### Legislated Framework

The legislative framework that underpins this policy includes:

- Education Act 1990 (NSW)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012 (NSW)

### Supported documentation

This policy should be read in the context of the:

- Student Attendance Procedure
- Student Attendance Completion in Special Circumstances Guidelines
- Student Attendance Exemption Procedures
- Student Policy
- Suspension, Transfer and Exclusion Procedures
- Student Attendance Exemption Procedures
- Safeguarding Procedures

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## 6. FURTHER INFORMATION

If you would like further information about managing, recording, reporting and monitoring student attendance, please contact CEDP Student Services on (02) 9840 5725 or via email [studentservicesadmin@parra.catholic.edu.au](mailto:studentservicesadmin@parra.catholic.edu.au) or [esd@parra.catholic.edu.au](mailto:esd@parra.catholic.edu.au).

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