

LS Attendance Policy

The Conductor (principal) of Living School maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by section *B7 Enrolment and attendance* of the *NESA NSW Registered and Accredited Individual Non-government Schools Manual*.

Student absence and variation to attendance will be recorded using the Minister's codes.

Living School will monitor student attendance data and implement intervention strategies to improve unsatisfactory attendance of students.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Conductor (principal) will process the parent/carer's application in accordance with the guidelines from NSW Department of Education.

The Conductor (principal) may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

LEGISLATION

Education Act (1990) – www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_act/ea1990104/s21b.html

NESA's Registered and Accredited Individual Non-government Schools (NSW) Manual –

www.educationstandards.nsw.edu.au/wps/portal/nesa/regulation/school-registration/registration-and-accreditation-individual-non-government-schools-manual

LEGISLATIVE REQUIREMENTS

The NSW Education Act (1990) (Education Act) sets out requirements for enrolment and attendance of students at school in NSW.

Children of compulsory school-age are required to be enrolled in, and attend, school or be registered for home schooling (section 22 of the Education Act).

In NSW, the compulsory school age is from the age of 6 to 17. However, a child under the age of 17 ceases to be of compulsory school age if they have completed Year 10 and are enrolled in approved education or engaged in training, or paid work (or a combination of these) on a full-time basis (an average of 25 hours per week) (section 21B of the Education Act).

The Education Act includes provision for the exemption of students from enrolment or attendance in certain circumstances as outlined in section 2.2 of this document below.

a. Responsibilities of parents/carers

Legally, it is the responsibility of the parent or carer of a child of compulsory school-age, not the school, to ensure that their child is enrolled in, and attending school, or is registered for home schooling (section 22 of the Education Act). Once enrolled, children are required to attend school each day the school is open. It is an offence under the Education Act (section 23) if a parent/carers does not meet the legal obligation in relation to the enrolment and attendance of their child(ren) at school or registration for home schooling.

b. School registration requirements

Schools and principals have legal obligations in relation to attendance under the Education Act (Part 5 and section 47(g)(iv)) and NESA's school registration requirements outlined in NESA's Registered and Accredited Individual Non-government Schools (NSW) Manual (sections 3.6.2 and 3.8).

Schools are required to have policies and procedures for school registration that address the following school responsibilities in relation to attendance:

- maintaining registers of enrolments and daily attendance
- recording and monitoring daily attendance/absence of students
- following up student absences
- processing applications for exemption from attendance or enrolment
- monitoring attendance data
- implementing intervention strategies to improve unsatisfactory attendance.