

ATTENDANCE – Information for Parents/Carers

The college requires all students to attend ALL timetabled lessons. Attendance is also compulsory at Mentor meetings and other college activities that may be organised from time to time.

Research demonstrates a strong link between attendance at school, student learning and improved life outcomes. Attendance at school is an important aspect of a student's wellbeing.

In NSW all children between the ages of six and seventeen years are legally required to attend school. Under the NSW Education Act, 1990, between the end of Year 10 and the age of 17, young people in NSW must be:

- in school, or registered for home schooling, or
- in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
- in full-time, paid employment (average 25 hours/week) or
- in a combination of work, education and/or training.

Once they turn 17 and continue in school, students are required to attend school to meet New South Wales Education Standards Authority (NESA) course requirements.

Teachers record student attendance at each lesson. Parents/carers are notified daily of their child's absence via an SMS/email alert.

Students are expected to be in class when they have scheduled lessons. If a student does not have a scheduled class it is expected they will access support facilities on the campus during this time, e.g. library, student learning centre, computer labs, staff tutorials etc. This is the time when out of class assessment tasks can be worked on or private study/tuition organised. Parents should discuss their expectations with their son/daughter in relation to leaving the campus during the day.

Students who have permission to leave school premises during normal school hours are required to sign in and out using their Student ID Card. A school leave pass will be issued which is only valid that day. Authorised attendance officers including police officers, can direct students to return to school if they do not have a valid leave pass.

Students accompanied by school staff on school sporting activities or excursions do not require a leave pass.

Students participating in regular, timetabled school activities such as vocational education training that necessitates them leaving school premises. These students will be provided with documentation describing the purpose and duration of these activities.

There will times when students have the option of not attending school which includes, but is not limited to:

- Students not present at school because they are not required to be at school. This applies to Year 11 Final Examinations and Year 12 Trial Examinations.

- Students participating in pathways to completing their Higher School Certificate course.

Students participating in flexible timetables will be provided with documentation identifying specific days or parts of days when they are not required to be at school.

If the absence is because of 'lifestyle' choices, e.g. family holidays, music events etc, these are not generally regarded as an acceptable reason to miss school.

Paid employment will not be considered sufficient reason for lapses in attendance or failure to meet course requirements.

Frequent absences could jeopardise a student's place in a particular course or result in Warning Letters due to the student's inability to meet course outcomes and requirements. This can lead to a "N" determination, which can jeopardise a student's HSC or ATAR.

It is the student's responsibility to complete work missed due to absence. As one college lesson is equivalent to half a week's lessons, this is vitally important. NESA course requirements must still be met regardless of reason for leave.

College procedures regarding Absences are explained in detail in the Student Handbook: <https://www.seniorcollege.com.au/wp-content/uploads/2020/07/2020-Student-Handbook.pdf>

Leave Forms

Leave forms must be completed within seven (7) school days of any absence, whether full day or part day. The Senior College Leave form is available on the college website in the "Current Students" section or can be obtained from administration. Parents can also provide a written note. Leave forms are to be handed in to administration when the student returns to school.

Medical certificates are required for absences for sick leave for more than three days.

If leave forms are not submitted within seven (7) school days of return, the absences will be officially noted as 'unexplained'. This can jeopardise a student's position in a course as well as adversely affect Youth Allowance payments. College attendance records are not changed if a doctor's certificate, absence letter or leave form is provided to the college after seven (7) days following an absence.

If a student calls a teacher by telephone to notify them of an absence it is an official requirement to provide a written note to administration when the student returns to school.

Extended Leave-Travel

Travel should be planned during school holidays. From the beginning of 2015, family holidays and travel are now counted as an absence for statistical purposes. A *Certificate of Extended Leave – Travel*, for a duration of more than 10 days, may be issued by the Principal based on educational, social and participation reasons. Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons as specified on the application. Travel documentation must be attached to the application. If the application is accepted the absences will be recorded as Leave. The Certificate of Extended Leave – Travel is available from the Deputy Principal.

Exemption from Attendance

The Principal may grant a *Certificate of Exemption from Attendance at School* under Section 25 of the Education Act 1990 for the following reasons:

- participation in elite sporting event including short periods of time i.e. for one or two days, and at short notice;
- participation in elite arts program;
- exceptional circumstances, including the health of the student where sick leave or alternative enrolment is not appropriate.

The *Certificate of Exemption from Attendance at School* application form is available from the Deputy Principal.

Illness/Misadventure process is outlined in the Student Handbook and in more detail in the Year 11 and 12 Assessment Handbooks on the school website.

For more information about compulsory school attendance, visit:

- [School Attendance Policy](#)
- [Student wellbeing – compulsory school attendance.](#)

Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Build friendships



Develop life skills

Days missed = years lost

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

When your child misses just...

they miss weeks per year

and years over their school life

1 day per **fortnight**
 = **4** weeks  = Over **1** year missed

1 day per **week**
 = **8** weeks  = Over **2.5** years missed