Catholic Schools
Parramatta Diocese

Student Attendance Policy

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1. Introduction and Purpose

Catholic education in the Diocese of Parramatta is dedicated to the full human development of every student, grounded in the person of Jesus Christ and expressed through our commitment to safety, welcome and inclusion. We believe each child is created in the image of God and is called to live a full and flourishing life. Guided by the Emmaus paradigm, our schools walk alongside students, families and staff, supporting them to strive, thrive and learn as part of a faith-filled community.

Regular attendance at school is fundamental to this vision. Every day of attendance contributes to a child's opportunity to learn, develop and experience success in education. Promoting attendance reflects CSPD's commitment to academic excellence and our responsibility to ensure equity and care for all students, especially those most in need. Ensuring that all students have equitable access to learning through consistent attendance is central to championing diversity, inclusion and justice in our school communities.

This policy sets out the core responsibilities of all CSPD schools in managing, recording, reporting and supporting student attendance, in partnership with parents and carers. The CSPD Attendance Procedures provide the operational framework to support the implementation of this policy.

2. Scope

This Policy applies to all Catholic Schools Parramatta DIocese (CSPD) schools.

3. Definitions

CSPD means the Catholic Schools Parramatta Diocese and includes CSPD Support Teams (office-based staff) and Schools.

Attendance - a student 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** include 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 role and responsibilities aligned with the CSPD 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 records of attendance:

- The Principal must keep a register of the enrolments and daily attendances of all children at the school.
- The attendance register must use the common codes approved by the Minister.
- 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 of unexplained absences
- Notify parent(s) and/or guardian(s) regarding poor school and/or class attendance
- Monitor student attendance data to identify unsatisfactory attendance
- Improve unsatisfactory student attendance with intervention strategies to increase engagement in school and learning
- Maintain information and records about unsatisfactory attendance in 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) has been notified.
- Exercise the Minister's delegation to grant or cancel exemptions. The School must also maintain records of exercising the delegation, including certificates issued under it.

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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 Procedures
- Student Enrolment Procedures
- Student Exemption Procedures
- Suspension, Transfer and Exclusion Procedures
- Procedure for Excluding Students due to Safety Concerns or Non-Attendance
- 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 CSPD Student Services on (02) 9840 5725 or via email studentservicesadmin@parra.catholic.edu.au or esd@parra.catholic.edu.au.