ATTENDANCE POLICY & PROCEDURES

POLICY

The principal of Kesser Torah College (KTC) maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children K to 12 at the College, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) *Registered and Accredited Individual Non-government Colleges (NSW) Manual*.

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

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

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*).

It is an offence under the *Education Act* (Section 23) if a parent/carer does not meet the legal obligation in relation to enrolment and attendance of their child(ren) at school or registered for home schooling.

Where the parents of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The 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.

Staff are regularly informed about their legal requirements and responsibilities for marking the roll at KTC and Edumate (our Learning Management System [LMS]) produces a daily report of unmarked rolls for follow up by Senior Management.

PROCEDURES

Register of Enrolments

General Procedures

Who is responsible for maintaining the enrolment register?

The Enrolment Officer is responsible for:

1. The sending out of Enrolment Application forms for prospective students to their Parents/Guardians
2. Collection of relevant information e.g., Academic and Welfare Reports, etc.
3. The coordination of a student and parent interview with the Principal and Head of Primary School or Director of Teaching and Learning
4. Communication with Parent/Guardian about the next step in the process of the student's enrolment
5. Inputting of information collected from Parent/Guardian on Edumate (LMS)
6. Maintaining student enrolment information on Edumate and any subsequent unenrollment from KTC
7. If a student leaves KTC before the completion of Year 12, the Enrolment Officer is responsible for coordinating with the relevant Secretary to determine and input onto Edumate their new destination.

Where and how is the Enrolment Register stored and backed up?

The register is stored on Edumate, the Learning Management System (LMS) and all information on Edumate is backed up daily to the network backup and four times weekly to a dedicated data storage server. Offsite storage to the Cloud occurs three times a week.

How long will the enrolment register be stored / maintained?

The Student Enrolment Register records are retained for a minimum of five (5) years before archiving. Files of students are archived with their cohort once the cohort has finished school until the students reach the age of 25.

Procedures at Point of Enrolment

What information will be record on the Enrolment Register?

Information recorded on the Enrolments Register includes:

- Full name and Hebrew name
- Date of birth and Hebrew date of birth
- Address of residence
- Name of parent/guardians and their contact details
- Proposed School Year of entry
- Language spoken at home
- Any medical conditions that should be known by the College
- Country of birth
- The school the student comes from if entering the College from a previous school (if older than 6 years of age)
- The school or institution e.g., TAFE that the student is going to if leaving KTC before the age of 17 years old
- Residency Status

For a more detailed list please see the Enrolment form of the College website.

Who enters data in the enrolment register?

The Enrolments Officer enters the data relating to the enrolment and documents are scanned and uploaded to the student's record Edumate.

When is data entered into the enrolment register?

Student data is entered into Edumate at the point of acceptance of a written offer of enrolment to KTC. If the application subsequently does not proceed then the entry in Edumate is so marked.

Procedure for updating the Enrolment Register when an enrolment ceases and the destination is known

How should a parent inform KTC if their child is to cease enrolment and what information/evidence (if any) is provided regarding the student's next destination and processes to verify the information?

If a family wishes to withdraw a student from KTC, the family must provide one term's notice in writing, addressed to the Principal. If less than one month's notice, the family are required to pay the equivalent of a term's fees in lieu of notice (irrespective of any fee assistance received by the family). The written notification of withdrawal must also include the educational destination of the student, if under 17 years of age. The Principal's Executive Assistant (EA) forwards a copy of the parent's/guardian's letter to the Bursar and Enrolments Officer for action.

What information is recorded in the enrolment register at point of exit when destination is known?

The student's Edumate file is labelled '*withdrawn from KTC*' and the date of their departure. The destination e.g. school or TAFE is recorded if they leave before the age of 17.

Who updates the enrolment register and when is it updated?

In the case of a known destination of a student who has left KTC prior to the end of their required learning, the relevant Secretary will coordinate with the Enrolments Officer to update the Enrolments Register to reflect the new destination in addition to the exit date.

What records are kept about a student upon exiting the College and where these records are kept?

All records of students exiting the College, including those relating to Teaching & Learning, Welfare & Discipline and Incidents or Accidents are maintained in Edumate and retained until the student reaches the age of 25. Upon reaching the age of 25, hard copy documents are securely shredded and electronic files may be deleted from Edumate (or the Management System being used at the time).

Procedure for updating the Enrolment Register when an enrolment ceases and the destination is unknown

How does the College follow up and/or determine that the student's destination is unknown?

If a parent/guardian advises of a student withdrawal where the student is not yet 17 and their destination is not known, the parent/guardian is informed, in writing, that KTC can only unenroll the student upon the receipt of precise evidence of one of the following:

- the child's new school (including name and destination)
- child's enrolment in home-schooling
- child's enrolment in other education/training/employment or
- an apprenticeship/traineeship until they reach the age of 17.

If the destination is not forthcoming, the Receptionist (for Primary School) or the High School Administrator is to follow up initially by phone, then email and letter to the parent/guardian of the student who is/has left the College without disclosing the student's destination.

If the destination has not been forthcoming after two weeks of attempting to obtain same, the Principal must be notified by the Receptionist or High School Administrator and contact with the parent/guardian will then be attempted by the Principal. If after two weeks, contact is still not made, a notification of 'Student Enrolment Destination Unknown' is made to the Department of Education by email (attendance@det.nsw.edu.au). The student may then be withdrawn from the Enrolments Register in Edumate (marked as withdrawn).

What records are kept in relation to attempts to identify the student's destination?

Copies of emails, letters and records of phone calls identifying the recipients and initiator are stored on the student's Edumate file.

Who notifies the Department of Education?

It is the responsibility of the Principal to notify the Department of Education (DoE) if a student who has exited the College, as under 17 years of age and their destination has been unable to be ascertained.

What form is used?

The Student Enrolment *Destination Unknown Notification* form is used (see Appendix 8) for notifying the DoE of a student under 17 years of age leaving the school to an unknown destination. These forms are held by, and available from the Principal's EA.

Where is the completed destination unknown form stored?

The *Destination Unknown Notification* form is scanned and uploaded and stored on Edumate.

What information is recorded in the enrolment register at the point of exit when destination is unknown?

Once all avenues have been exhausted and the DoE has been sent the *Destination Unknown Notification* form, the student entry is marked as Destination Unknown and their enrolment is withdrawn from the Enrolment Register. All records of students exiting the College where the destination is unknown are kept in Edumate until the student reaches 25 years of age.

Who updates the enrolment register and when is it updated?

In the case of an unknown destination of a student who has left the College prior to reaching 17 years of age, the relevant Secretary will coordinate with the Enrolments Officer to have the Enrolments Register show that the student has been withdrawn and their destination is unknown.

Register of Daily Attendance

General Procedures Statements

If a student is absent, there will be a record of full/partial absence and an attendance register code will be used to identify the explanation of student absence/variation in attendance using the Minister's codes. (Appendix 3)

The Principal has the discretion to accept a reason for student absence and will determine the Minister's code that will be used to record the absence in the attendance register.

It is at the Principal's discretion to require documentation to substantiate an absence or to further substantiate an absence.

How long will the daily attendance register be kept?

The Attendance Registers are to be kept on Edumate, until the student reaches the age of 25.

Recording and Monitoring Student Daily Attendance

General Procedures

Who will record daily attendance and when?

In the Primary School, the relevant class teacher will record the attendance for every student in their class at the beginning of Periods 1, 3 and 6.

In the High School, the timetabled subject teacher will record the attendance for every student in their subject at the beginning of each lesson.

Where and how will attendance be recorded?

The class/subject teacher may record present, absent or late to class in Edumate for every student in their class/subject by recording attendance in the Daily Attendance section in Edumate. All daily attendance data for both Primary School and High School is recorded and stored on Edumate.

At what point is a partial absence determined?

A partial absence is determined if a student is absent for a part of the day, late to school, left early in the day or was absent for a portion of the middle of the day.

Late Arrival and Early Departure of Students – Procedures

How are late arrival or early departure recorded and what code is used?

The Minister's 'P' code is used when a student is absent for a part of the day, late to school, left early or was absent for a portion of the middle of the day. This is also accompanied by a reason code, e.g. S, L, M, and the time that the student arrived at or left school.

Partial absences - late or early leave?

If a student arrives late to school and enters via the main entrance, or leaves school early, or during the day, they must report to the Receptionist (for Primary School [PS]) or High School Administrator (for High School [HS]) and obtain a printed slip. Partial absences are recorded in Edumate by the Receptionist (PS), Administrator (HS) and the class/teacher if late to class. Students give their printed slip to their class teacher on entering the class. If leaving early, Security are informed regarding PS students by the Receptionist, and informed by the HS Administrator, who has also generated a printed slip for the student to provide to Security upon egress.

How does a student depart the College if leaving early?

If leaving early, prior notification from a parent/guardian should be presented or conveyed to Reception (PS) or the Administrator (HS). Once documented in Edumate, the student may leave campus by the front entrance once signed out by the Receptionist (PS) or the Administrator (HS).

What must a parent supply to support partial absence?

Students who are absent for part of the school day, e.g. arrive late, leave early or leaves for a portion of the middle of the day, will need to provide the Receptionist (PS) or the Administrator (HS) with signed permission from their parent/guardian providing specific times and details of the partial absence. This can be in the form of a signed, note, an email / text message (a screen shot taken and uploaded to student's file on Edumate) or telephone call.

When and by whom is contact made to parents regarding unexplained partial absences?

In the case of unexplained early leave or partial absence during the school day, students will not be permitted to leave until a parent/guardian has verified the early leave or partial absence. A request will be made by the Receptionist (PS students) or the Administrator (HS students) for the parent/guardian to provide a response via phone, email or note, providing specific times and details of the partial absence. In the case of a student being late to school, the Receptionist (PS) or the Administrator (HS) will request from the parent/guardian a response via phone, email or a note with the reason for the student's lateness. The parent/guardian will be followed up with this request for a written reason for the lateness within 7 days, preferably on the day of partial absence for the student.

If the parent/guardian has not provided an explanation within 7 days, the Principal is responsible for confirming that all reasonable steps are in place to ensure contact is made with the parent/guardian within 2 days of the lapse of the 7-day period.

Monitoring absences and following up unexplained absences – Procedures

How and when a parent is contacted if a student is absent and who will make contact?

In the case of a student's absence, the Receptionist (for PS) or the Administrator (for HS) will contact the parent/guardian and request their submission - via phone, email or a note – of the reason for the absence. This should occur on the day of the absence, or within 7 days of the student's absence.

If the parent/guardian has not provided an explanation within 7 days, the Principal or his delegate will take all reasonable measures to contact the parent/guardian within 2 days after the 7-day timeframe has elapsed.

Where will information to substantiate absence will be stored?

All correspondence regarding students who are late to school, leave early, have a partial absence during the day or have a whole day absent from school, will be stored in electronic format in the student's Edumate file. All information in Edumate is backed up to the College network backup system daily and backuped up to a dedicated data storage server four times per week. Offsite storage (to the Cloud) occurs three times a week.

What happens when absence is unjustified, continues to be unjustified or is unapproved by the Principal?

When an absence is initially classified as unjustified and continues to be unjustified or unapproved by the Principal, the student's attendance will be addressed in accordance with the process: Identifying and Responding to Attendance Concerns (see Appendix 7). The absence is recorded with the Minister's Code 'A' in Edumate.

Monitoring attendance data – Procedures

How does the College monitor attendance data and who is responsible?

Attendance data is monitored by:

- Recording attendance at set times every school day in Edumate
- Having class/subject teachers marking the rolls each day at the set times and checking the data in Edumate
- Having House Coordinators (HS), Head of Student Behaviour (HS), Heads of Welfare (PS/HS) classroom teachers (PS) and Welfare Coordinators (PS) reviewing the data in Edumate

How often is attendance data monitored?

Attendance data in Edumate is monitored towards the end of every school day.

At what point do interventions to improve unsatisfactory attendance occur?

Refer to Identifying and Responding to Attendance Concerns (Appendix 7).

Where are the records of monitoring attendance data maintained?

All records for the monitoring of an individual student's attendance are stored on the student's file in Edumate.

Strategies to Improve Attendance – Procedures

What are the whole College strategies, including strategies to improve whole College student engagement in school and learning?

The College uses a range of strategies to try to improve engagement in College learning. These include:

- Announcements (Assemblies) about the importance of being on time to school and being at school every day
- Emails and broadcasts to parents/guardians about their legal responsibilities to have their child attend every day of school
- The questioning of any requests for leave that involve activities that could be undertaken during the holidays
- Distribution of the *AIS Compulsory School Attendance – Information for Parents and Carers* (each term)
- Continual Professional Development for teachers to develop engaging and interesting units of work.

What are the responsive strategies, including strategies for individual students to improve student engagement in College and learning in terms of attendance?

- Please see Appendix 7: *Identifying and Responding to Attendance Concerns*
- Continual Professional Development of its teachers to develop engaging and interesting units of work.

- Ensure college processes and policies are clear.
- Liaise with the college Learning Support team and Welfare teams.
- Make contact with the student's parent/guardian.
- Establish a pattern of regular communication with the parent/guardian.

What are the formal strategies for attendance improvement planning when a student attendance plan is required?

Formal strategies for attendance improvement include:

- Promoting high expectations for attendance
- Creating a welcoming, engaging and safe environment
- Fostering positive relationships with staff and peers
- Meeting with the student and parents
- Referral to the College Welfare Teams to identify and implement strategies that address the learning and social-emotional support needs for the student
- Development of a school-based attendance improvement plan with the student and parents (Appendix 4 – Attendance Improvement Planning Fact Sheet, Appendix 5 - Sample Letter to Parents/Carers Advising of the Need for Intervention, Appendix 6 – Graduated Attendance Improvement Plan and Appendix 7 – Identifying and Responding to Attendance Concerns)
- Engaging identified groups of students in programs that support regular attendance and punctuality
- Referral to the school counsellor
- Requesting and sharing information and working collaboratively with other government or non-government agencies including the AIS
- Use of interpreters and translated materials
- Seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.

Other possible formal processes that may be initiated include:

- Compulsory Schooling Conferences are conferences directed by either AISNSW or the Children's Court for the purpose of ensuring a student is provided with compulsory education.
- Undertakings are written agreed commitments regarding action that will be taken to resolve the student's unsatisfactory attendance.
- Compulsory Schooling Orders. Application for a Compulsory Schooling Order to the Children's Court can be considered where previous measures have been unsuccessful in improving student attendance.
- Prosecution in the Local Court is only undertaken when all other avenues have been exhausted.

Leave approval

KTC determines what type of leave is allowed and the length of time permissible. Applications for Approval of leave during term time are directed to the Principal who will make decisions regarding the granting of leave.

Procedures

What constitutes leave?

The term 'Leave' is used to explain a misadventure or unexpected event, participation in special events not related to the school, domestic necessity (such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals) or ceremonial occasions. It is also used when a family applies to the school to travel during the school term and is granted approval prior to departure.

What will not be allowed?

From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School – Procedures*. Travel outside of vacation period (term break) is considered an *absence*, for statistical purposes.

Applications for Student Leave (from Attendance at School) will only be approved if the circumstances align with the legislative provisions of Section 25 of the *Education Act 1990* (the Act).

A Certificate of Leave will not be issued where the Principal is aware that a student has been the subject of a Child Protection report made to Family & Community Services (FACS) and for whom unresolved issues concerning a risk of harm remain.

The Principal may reject a reason for travel (during term time) if it is not in the best interests of the student. Educational, social and participation reasons should be specified on the application.

Domestic or international travel for the purpose of a family holiday, family business, bereavement or other reason should be specified on the application.

The Principal or his delegate will consult with parents/carers about the intention of the travel in the case of 'family holidays' and encourage parents to take holidays with their child during school vacation periods.

Where the Principal considers that travel is appropriate during the school term, the parent/guardian will submit a leave application form (available from the website) and submit to the Receptionist or Administrator, four weeks in advance. Should the application for leave be approved, the student absences will be recorded as "L" Leave.

The Principal may request travel documentation, such as itinerary or e-ticket to accompany the application.

The Receptionist/Administrator will ensure that parents/carers are supported with the completion of the application and provide a translation service if required.

What application form is to be used?

Parents/Guardians can download the 'Application for Student Leave' from the school website.

What documentation is required to substantiate leave?

Parents/guardians whose children need to be absent from school for reasons other than illness, injury or personal emergency must apply in writing, using the 'Application for Leave' (Appendix 1). This form is to be submitted to either the Receptionist (PS) or Administrator (HS) four weeks prior to the first day of requested absence. The Principal may request travel documentation, such as itinerary or e-ticket to accompany the application.

How far in advance should a leave request be submitted?

An application for Leave should be submitted four (4) weeks prior to the first requested day of absence.

Retrospective leave

The parent/guardian may be granted retrospective leave if Application for Leave form is received within 7 days of the first day of absence from the College.

If the application is not received within 7 days of the first day of absence, the absence is deemed to be 'unjustified'. If the application comes after the 7 days then the Register of Attendance record will remain 'unjustified' but a copy of the application will be placed on the student's file in Edumate as an explanation of the student's absence.

Who records leave?

The Primary Secretary (PS) or Administrator (HS) records the application and the Principal's decision of the application on the student's file in Edumate.

How are parents informed of a decision?

On accepting an Application for Student Leave, a Certificate of Leave is issued by the College. The Certificate takes the form of the two-tiered signed application form. Once executed, the Certificate is returned via email to the applicant and an e-copy is placed on the student's Edumate record. The application's approval or acknowledgement is sent via email to the parent/guardian by the Primary Secretary or High School Administrator.

Which Minister's codes are used to designate absence is due to extended leave?

Where the Principal considers that the travel is appropriate during school term, the Principal will inform the parent that the application is accepted and the absences will be recorded as "L" – Leave. If a Certificate of Leave is not granted and the student does not attend school for the dates on the application, the leave should be recorded on Edumate as "A" - Unjustified.

Where are records maintained?

All records are stored on the student's Edumate file. All information in Edumate is backed up in the College network backup systems daily and to a dedicated to data storage server, 4 times a week. Offsite storage of data is in the Cloud and occurs 3 times a week.

Exemptions

The process for exemption from attendance or enrolment has some commonalities. KTC chooses to have a general exemption process and then distinguish between the two forms of exemptions. An exemption from attendance under the Minister's delegation cannot be granted for the purpose of travel.

General exemption procedures:

What is an exemption?

Under S25 of the *Education Act,* students may be eligible for an exemption from enrolment or attendance in accordance with the *Exemptions from Attendance and Enrolment – Guidelines for Independent Schools*. Grounds for exemptions may include:

- exemption from enrolment:
    - age (in certain circumstances for children turning 6, but not exceeding 6 months after the child's 6th birthday)
    - for health, learning/social needs or disability (where there will be an individual program supported by medical specialists for not more than 6 months after a child turns 6)
    - students who have completed Year 9 but not yet completed Year 10 and/or who have secured a full-time apprenticeship or traineeship
- exemption from attendance:
    - for health issues where sick leave is not appropriate or there or there are directions under the Public Health Act 2010
    - employment in the entertainment industry
    - participation in elite arts or elite sporting events.

A child may be exempt from attending school if the Principal is satisfied that conditions exist which make it necessary or desirable.

The Principal has been delegated authority by the Minister for Education to grant exemptions in some circumstances. Parents/carers are required to make an application for exemption to the school in advance of the period sought, with the exception of an exemption under the *Public Health Act 2010* where no application is required. (For more information please see *Exemptions from Attendance and Enrolment – Guidelines for Independent School*s on AISNSW website.

How to apply for exemption and to whom do parents direct their application?

A parent/guardian who wishes to apply for an exemption from school for their child must first organise a meeting with the Principal to discuss the issue and the processes needed. At this meeting, if the parent/guardian wishes to proceed they will be provided with the required forms that need to be filled in and they will be offered help to fill them in if required. Their application for Exemption from Schooling is directed to the Principal.

What application form should a parent/guardian use?

The parent/guardian is directed to the Principal's EA who will supply the application form. There will also be a form available when the parent/guardian comes in to discuss the possibility of their child being exempt from school.

What documentation is required to submit and support the application?

Age: The Principal will require proof of enrolment or participation in the preschool and the child should be involved in a transition-to school program as a condition of their exemption.

The **health**, **learning** or **social needs, or disability** of the student: The Principal will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption.

Full-time **Vocational Education**: The Principal will need to sight a full-time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation.

Elite Sports: Documentation confirming the acceptance and participation in the chosen sport at the elite level with details of requirements for continued enrolment in the Elite Sport.

Who approves exemptions and which types of exemptions each person approves?

There are exemptions from attendance and/or exemptions from enrolment in the College. The Principal makes the decision to grant or reject the application from the parent/guardian.

See table below for more information about Exemptions.

How are parents informed of approval?

The parent/guardian is informed in writing and issued with the relevant Certificate (approved or acknowledged).

What happens if the intention is to refuse an application for exemption?

Procedural fairness must be afforded to an applicant. If the Principal is considering rejecting the application for exemption, the parent will be given an opportunity to respond to the Principal's concerns before a final decision is made. This opportunity may be offered to the parent in writing or verbally and a response from the parent will be expected within 48 hours of them being informed of the Principal's decision.

What documentation is provided to the Parent at the end of the process?

The parent/guardian is informed in writing and issued with a Certificate of Exemption (Attendance/Enrolment) if the application is successful. If unsuccessful a letter stating that the application was unsuccessful will be provided to the parents/guardian.

Where are records maintained?

All records of the process are stored in the student's Edumate file. All information in Edumate is backed up in the College network backup systems daily and in a dedicated data storage server, 4 times a week. Offsite storage of data to the Cloud occurs 3 times a week.

Exemption from attendance and monitoring exemptions – procedures:

For what reason/s may an exemption from attendance be considered?

Principals may grant exemptions due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a Principal's direction under the *Public Health Act 2010*. (Note that in the case of an outbreak of a vaccine-preventable disease, the school is required to advise an unvaccinated student not to attend until advised to do so. The parent is not required to complete an application for exemption).
- employment in the entertainment industry
- participation in elite arts / sporting events (i.e. national/international sport events, elite programs run by national and international organisations, talent identification programs run by NSW Dept of Sport and Recreation) .

Powers – Exemption from Attendance at School (not travel)	Minister's Delegate (Note: Delegate cannot delegate)
Student engaged in employment in approved entertainment industry activities	- Principal
Student participating in elite arts or elite sporting events (Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept of Sport & Recreation).	- Full or part days up to 100 days in a 12-month period for any one student
Exceptional circumstances (including health of the student where sick leave or alternate enrolment is not appropriate)	- More than 100 days in a 12-month period for any one student
Powers - Exemption from Enrolment at School	
Age	Principal
Health, learning or social needs, or disability	
Completion of Education under Special Circumstances – apprenticeship or traineeship	
Completion of Education under Special Circumstances – not apprenticeship or traineeship	Refer NESA website.

For any other matter not covered by the above points, the Principal may contact the AISNSW Regulation Team on (02) 9299 2845 or regulations@aisnsw.edu.au.

Who will monitor the accumulation of exemptions from attendance?

The Primary / High School Welfare teams will monitor the attendance of students who have been granted exemptions from attendance to attend specialist programs.

Where monitoring will be recorded?

The recording of the attendance and destination of the student granted an exemption from enrolment or attendance will be kept on the student's Edumate file.

Exemption from enrolment – procedures:

When may an exemption from enrolment be considered?

A. Age, where a child turns six years on or after 1 October or later in a school year and is engaged in:

- full time preschool education at an accredited preschool for the remainder of that school year
- full or part-time accredited preschool programs for students with disabilities leading to enrolment and full-time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.

Note: The Principal may require proof of enrolment or participation in the preschool and the child should be involved in a transition-to school program as a condition of their exemption.

B. The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.

Note: The Principal may require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption.

C. Students attending full-time Vocational Education

Principals may grant exemptions to students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full-time apprenticeship or traineeship. This applies to students who have completed Year 9 and before they have completed Year 10.

Note: if the student does not complete the apprenticeship or traineeship, they may not have completed Year 10. They may be legally required to complete Year 10 under another pathway of the *Education Act* (1990), for example, by returning to school or seeking enrolment in TAFE NSW.

Where are procedures regarding the maintenance of the Enrolment Register kept?

The procedures for the maintenance of the Enrolment Register are at the beginning of this document.

Appendix 1

- Student Leave Application form
- Template Letter: Leave Application Declined

APPLICATION FOR STUDENT LEAVE – Extended Travel

PART A – Student Details   To be completed by Parent / Carer **4 weeks in advance**

Surname	First Name	DOB	Age	Class

Student Address	
Leave From	To	Total school days	
Reason for travel (including why this travel is occurring in school time)	

Relevant travel documentation (e.g. e-ticket or itinerary for domestic travel) **MUST** be attached to this application

Student Address	

PART B – Prior Exemptions / Extended Travel   *If applicable*

Prior Leave From	To	Total school days	

PART C – Parent Details   To be completed by Parent / Carer **4 weeks in advance**

Surname	First Name	Address ☐ *same as above*

Email	Mobile	Relationship

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave - Travel* and understand my child will be granted a period of extended leave upon acceptance by the Principal of the reason provided. I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave - Travel*
- The period of extended leave will count towards my child's absences from school.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave - Travel* may result in the provided period of extended leave being cancelled.

Signature	Date

PART D – Principal

I accept this *Application for Extended Leave- Travel*	☐ Yes ☐ No

Please provide more detail (if required)

Print Name	Signature	Date

Note: KTC to prepare the **Certificate of Extended Leave – Travel** if requested leave is approved.

The Certificate is to be given to the parent, with a copy kept on the student's file.

Parents are advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.

KTC Distribution

☐ PS/HS Administrator	☐ Reception	☐ PS/HS Heads	☐ Class Teacher(s) / House Coord	☐ Edumate

CERTIFICATE OF STUDENT LEAVE – Extended Travel

The student(s) whose details appear below has/have been provided a period of leave from school for the purpose of travel.

Student Details

Surname	First Name	DOB	Age	Class

Student Address				
Leave	From		To	Total school days
Reason for travel (including why this travel is occurring in school time)				
Conditions applicable to providing the period of leave				

☐ It has been explained to the parent/guardian that they are responsible for supervision of the student(s) during the period of leave.

☐ It has been explained to the parent/guardian that the period of leave is limited to the dates provided and the parent/guardian has acknowledged

Principal

Print Name	Signature	Date

This Certificate has been issued without alteration and must be produced when requested by Police or other authorised attendance officers.

KTC Distribution

☐ PS/HS Administrator   ☐ Reception   ☐ PS/HS Heads   ☐ Class Teacher(s) / House Coord   ☐ Edumate

Note: Where an application is made for more than one child, a copy of this certificate should be uploaded to each child's Edumate profile.

בס״ד

[Date]

[Parent / Guardian Name]
[Parent / Guardian Address 1]
[Parent / Guardian Address 2]

Dear [Parent / Guardian Name],

APPLICATION FOR LEAVE – EXTENDED TRAVEL

You recently applied for a Certificate of Leave for *[Student Name]* from attendance at school.

Certificates of Leave are provided when it has been clearly demonstrated by the applicant that the leave is necessary or desirable, and that alternatives to providing leave (for example: distance education) have been considered.

Further, the period of extended leave must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that the requested leave is in *[Student Name]*'s best interest. My reasons for declining the application are:

[Provide reason(s)]

Please note any absences in relation to the Application for Leave may be recorded as unjustified in *[Student Name]*'s student records and school reports.

If you wish to discuss this application further, please contact the school to arrange an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely,

[Principal Name]
Principal

Appendix 2

- Compulsory School Attendance

COMPULSORY SCHOOL ATTENDANCE

Information for Parents and Carers

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. Schools work in partnership with parents/carers to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

Legal Responsibilities for Parents / Carers

Education in New South Wales is compulsory for all children from the age of six (6) to the minimum school leaving age (17 years or upon completion of Year 10). The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or are registered with *NSW Education Standards Authority* (NESA) for home-schooling. Once enrolled, children are required to attend school each day it is open for students.

Absences From School

Sometimes your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment during school hours
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances (e.g. attending a funeral)

Following an absence, you must provide your child's school with an explanation of the absence within seven (7) school days. However, the school may contact you to discuss the absence if they have not received an explanation from you within two (2) days.

Principals may reject an explanation if they do not believe the absence is in the best interest of your child. In these circumstances, your child's absence will be recorded as "unjustified". When this occurs, the Principal will inform you of the reason(s) for this decision.

The school may request medical certificates or other documentation when frequent or long-term absences are explained as being due to a child's illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the absences may be recorded as unjustified.

When your Child has Difficulties Attending School

You should contact the school as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to support within the school or linking your child with appropriate external support networks.

The Principal may seek your assistance to help develop an Attendance Improvement Plan (AIP) that identifies the issues that prevent your child from attending school regularly and collaborates with you and your child to seek strategies to enable your child to attend school.

Consequences of Continued Absences

Some of the following actions may be undertaken:

▪ **Compulsory Schooling Conferences**

You may be asked, along with your child, to attend a Compulsory Schooling Conference that is convened by a person authorised by the Secretary of the NSW Department of Education (DoE). The conference will help to identify the supports your child may need to have in place, so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as undertakings) to support your child's attendance at school.

The Compulsory Schooling Conference is the final school-based intervention that can be taken to address matters of unsatisfactory school attendance. It is important to understand that the school may refer the case to the DoE Legal Services to take further action where children of compulsory school age continue to have unacceptable unexplained or unjustified absences from school, despite attempted interventions at the school level.

▪ **Compulsory Schooling Order**

If your child's attendance at school remains unsatisfactory the DoE may apply to the Children's Court for a Compulsory Schooling Order. The Magistrate may order a Compulsory Schooling Conference

▪ **Prosecution in the Local Court**

School and DoE legal staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs, further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

Travel During Term Time

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school before the proposed period of travel. An Application for Leave - Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and will contribute to your child's total absences for the year.

In some circumstances, students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school Principal.

In NSW, students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of options for students to complete their schooling.

Working in Partnership

Working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

Adapted from NSW Department of Education 2015 (AISNSW)

Appendix 3

- Quick Reference Guide to Recording Student Attendance

RECORDING ATTENDANCE – Reference Guide

This document has been developed for use by staff responsible for recording student attendance in the school's official roll. The school's official Attendance Register (the roll) should be marked as early in the day as possible.

In NSW, school rolls are marked using the exception method, which assumes that students are present at school unless there is an official code to show that there has been either a variation in attendance, or the reason for the student's absence.

School rolls can be electronic or paper based. Copies of both types need to be stored 'off site' in a secure environment and the cloud is acceptable for this when the school maintains a digital system.

Staff should be able to provide a copy of the up-to-date attendance register (roll) to an authorised person on request. A printed attendance report that uses the correct Minister's codes of a student, cohort, or class may be requested by a NESA inspector as part of the school registration inspection.

Managing Explanations for Student Absences

Each school has its own procedures regarding the parent/carer explanation of a student absence.
Acceptable methods include:

- a written note explaining the absence
- a telephone call to the school, which is then logged in the student's e-file
- a voice message (e.g. voicemail)
- an SMS/text, either in response to an automated system or submitted by a parent/carer
- a conversation between an authorised staff member and the parent/carer, also logged
- an email to an appropriate person or generic school address
- information provided through the Digistorm App.

It is important that a record is made and kept on file, of any explanation for absence provided by a parent/carer. The record must indicate the student name, the date of the absence, the reason, and the date the explanation was provided. These records may be requested by a NESA Inspector, or other authorised person such as NSW Police.

Sometimes an absence reason may require further information. This could occur when there are a number of absences being explained as 'sick'. The school can request a medical certificate or contact with the treating practitioner so that a health care plan can be established to support the child's educational progress if required.

School Closures

From time to time, the school may need to close for reasons including: a weather event (fire or flood); a planned staff development day; or a religious holiday. When the school is closed and there is no tuition provided for students, the roll is not marked. However, it is important that the roll shows that the school was not open for instruction.

For schools that use paper or manual rolls, a vertical line should be ruled through the day and the reason noted (Staff Development Day, religious holiday, etc).

Electronic systems vary in the way that such days are denoted, usually by blocking out whole days, and a note made of the reason. These days are not to be counted for reporting purposes as absences.

If there is an event that prevents some of the students from attending school, but not others, normal procedures for marking attendance will be followed.

School Attendance Register Codes

A	Absent	Used as a placeholder until the official reason for the absence is provided by the parent or carer. Some software systems automatically switch over to an 'A' after 7 school days if a reason has not been entered into the system. This is a temporary code.
A	Unexplained / Unjustified	Used when an explanation for an absence has not been provided to the school by a parent or carer within 7 school days, or when the explanation that has been provided is not accepted by the school.
S	Sick / Medical	The student has been absent from school because they were sick or had a medical reason such as a specialist appointment, a dental, mental health or other allied health professional appointment. Also used to provide an explanation for a part day absence, e.g. when a student leaves early because they have fallen ill during a school day.
L	Leave	Used to explain a misadventure or unexpected event, participation in special events not related to the school, domestic necessity such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals or ceremonial occasions. It also is used when a family applies to the school to travel during the school term and is granted approval prior to departure. When the application is declined, but the family still travels, the A code would be appropriate.
E	Suspended	This code is used when a student is asked to stay away from school for disciplinary reasons. It is not used when a student is on an 'in school' suspension, as the student is present at the school.
M	Exempt	This code is used when an application for exemption from attendance has been approved by the Principal of the school. Approval must be given prior to the proposed period of exemption and cannot be granted retrospectively.
B	School business	The student is away from school representing the school at an organised event such as a sporting activity, or debating competition; or attending an excursion.
F	Flexible timetable	The student is not present at school because they are not required to be there. Most commonly used when a student is completing a Pathways progression to the HSC, or when an examination schedule has started, it can also be used when children are starting school and assessments might be taking place over a number of days.
H	Shared enrolment / hospital school	This code is not commonly used in the independent sector, except when a student is attending school in another setting because they have no choice, such as in a hospital school. The temporary school would be expected to provide attendance information to the student's main school.
P	Part-day	The 'P' code shows that the student was absent for a part of the day, either late for school, left early in the day or was absent for a portion of the middle of the day. It is important that this is accompanied by a reason code and the time that the student arrived or left the school.
X	First / last day	This is used to show the first day and the last day of the school term that the student attended.

Late Arrivals and Early Leavers

All schools have an official start time and students who arrive after this time are late. This is the case even when the official roll call might take place a little later in the day, such as after assembly or during period 1. All students who arrive after the official start of the school day must be entered into the school roll as P (partial) and the time that they arrived noted.

It is also a requirement that a reason for the partial absence is provided, and the reasons code used. For example, if the lateness was due to a car breakdown, the reason code would be 'L' for leave. Ways of informing the school of the reasons for lateness are the same as those for whole day absences. Most schools would accept a verbal explanation, for example when a cohort of students arrives late due to a delayed bus.

For students who are habitually late, a written explanation may be requested from the parent or carer.

When a student leaves early, the code used is "P", and also recorded is the time the student leaves, and the reason code. If a student is in sick bay, and the parent/carers is called to collect them, the time that the student leaves the school is noted, as well as the code "S". This would also apply for medical appointments that cannot be made outside of school hours. If a family needs to leave early for domestic reasons, the code "P" is accompanied by the time the student leaves and the "L" code.

Students that are withdrawn for part of the day and returned use "P" code, entering the departure time, the reason code. Upon their return, "P" code and time are entered.

If a student truants and leaves the school, either the "P" or "A" (unauthorised) codes may be used. The school then follows normal procedure for addressing an absence with the parent/carer. Students that truant individual classes without leaving campus are technically present but should be managed by the school's Behaviour Management Policy.

For more information contact the Regulation Team at the AISNSW on 9299 2845, or via email: regulations@aisnsw.edu.au or the website: https://www.aisnsw.edu.au and scroll through to the Resource Centre, where you will find proformas, sample application forms for leave, exemption application forms and certificates and other useful material.

Appendix 4

- Attendance Improvement Planning

ATTENDANCE IMPROVEMENT PLANNING

PURPOSE

Attendance improvement planning is a collaborative process whereby issues relating to a student's inability to attend school are identified and strategies to increase attendance are determined. An Attendance Improvement Plan (AIP) is the result of the planning process.

The AIP broadly identifies the specific barriers to a student's attendance strategies to address those issues. This may relate to school refusal, school withdrawal, or truancy.

Key Stakeholders

Attendance improvement planning requires collaboration between the student, parents/carers, teacher/s and other school staff. It may also involve external supports such as psychologists, therapists and/or paediatricians. The school executive are provided with documentation and may be involved in the process.

Planning

All areas of school life should be considered as part of the attendance improvement planning process. These may include strategies to:

- facilitate a gradual transition to school that builds up to full-time attendance and is achievable
- plan what the student will be doing, where and with whom
- manage expectations regarding completion of school work and assessments
- ensure a key contact person is identified for regular check-in/check-out
- have a student-friendly 'safe place' to go if needed, e.g. Counsellor's office, sick bay
- access appropriate external specialists
- support social engagement and interactions with peers as part of the re-entry to school process
- facilitate communication processes between home and school.

An *AIP* should be reviewed regularly according to the needs of the student. Ideally the plan would be reviewed fortnightly, but a minimum would be monthly.

The *Graduated Increase Attendance Plan* may also be used for the student to refer to, which details the student's timetable and stipulates the agreed attendance arrangements.

The *Return to School Rubric* may be an alternative plan for students to refer to, and focuses on areas of concern that are impacting the student's attendance and can be tailored to their specific needs.

It is preferable that planning meetings are held in person, however, where parents/carers are unable to attend, this may be conducted over Zoom or telephone.

If conducting the meetings via telephone, it is important to clarify that the parent/carer has understood the issues and is committed to being an active partner in addressing concerns about their child's attendance.

The following section provides supporting questions that may assist an in-person meeting with parents/carers.

Guiding Questions for School and Family:

- What are the strengths, interests and aspirations of the student?
- What are the barriers for the student in attending school full-time?
- What supports and strategies need to be put in place to ensure the student can attend school for the whole school day and who is best placed to implement these proactive strategies?
- What is the pattern of attendance for siblings who may be enrolled at the school?
- Does the student have underlying health conditions?
- Does the student have a disability or learning difficulty? What impact does this have on social and academic participation at school?

If there is a known mental health issue, or there is evidence of an emerging mental health concern, the school should seek consent from the family to liaise/consult with appropriate mental health services / providers. Information provided by specialist mental health providers may guide the attendance expectations and strategies discussed as part of the planning process.

Guiding Questions to Clarify Involvement of External Specialist:

- Are there any external specialists involved with the student?
- What type of support is the external specialist currently providing the student?
- How often do they see/interact with the student?
- Is the external specialist available to participate in or provide input to the attendance planning process?

Following the meeting, it is important to monitor the student's attendance closely. Depending on the progress, there are a few ways the case may proceed:

- If the student and parents/carers have meaningfully engaged with the AIP, there has been improvement in some of the student's attendance and there is agreement between all parties involved that the matter may be resolved, it would be reasonable in this instance to extend the period of the AIP. A graduated return should be established before increasing the attendance expectations.
- Provide positive encouragement and feedback to the student, acknowledging their efforts via rewarding the target behaviour of attending school as per the expected plan.
- Any new strategies may be negotiated in consultation with the student, parents/carers and school personnel and documented as part of the updated plan.
- If there is limited improvement as per the AIP, a review meeting may be convened earlier than previously arranged.

Appendix 5

- Template Letter: Principal's letter to Parent/Carer regarding intention to meet to develop an Attendance Improvement Plan

[Date]

[Parent / Guardian Name]
[Parent / Guardian Address 1]
[Parent / Guardian Address 2]

Dear *[Parent / Guardian Name]*,

ATTENDANCE IMPROVEMENT PLANNING

I refer to the attendance of *[Student Name]* at school.

At a recent meeting, *[Student Name]*'s pattern of attendance was reviewed and, despite the implementation of several strategies, *[Student Name]*'s lack of attendance remains a concern.

Regular attendance at school is essential if *[Student Name]* is to achieve his/her educational best, and increase his/her career and life options. We remain committed to working in partnership with you to address the issues which are preventing *[Student Name]* from full participation at school.

We would like to meet with you to formulate an Attendance Improvement Plan (AIP). This is an opportunity to resolve your child's poor attendance issues and develop a plan that restores the confidence in, and ability to attend regularly at school.

I remind you that *The Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the AIP, or there is no improvement in *[Student Name]*'s attendance, we may need to pursue further action such as a Secretary's Compulsory Schooling Conference.

It is important that we work together to improve *[Student Name]*'s attendance. If you wish to discuss this matter further with me, please contact my office the school on the school's phone number to arrange an appointment.

Yours sincerely,

[Principal Name]
Principal

Appendix 6

- Graduated Attendance Improvement Plan

GRADUATED ATTENDANCE IMPROVEMENT PLAN

Student Details

Surname	First Name	Class	Term/Yr	DOB

Insert proposed timetable, *for example*

Period / Time	6B, Term 4				
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	Reading	Reading	Reading	Reading	Reading / Library
	Maths	Maths	Writing / Spelling	Writing / Spelling	Maths
	Writing / Spelling	Writing / Spelling	Maths	Maths	Writing / Spelling
	STEM	History	Geography	Health	Sport
	STEM	History	PE	Art	Sport

Student Attendance Improvement Plan (AIP)

Barrier	Family / Student Responsibilities	School Responsibilities	Intended Outcomes

Agreement

Principal	Parent/Carer 1	Parent/Carer 2	Student
Date	**Date**	**Date**	**Date**

Appendix 7

- Identifying and Responding to Attendance Concerns

IDENTIFYING & RESPONDING TO ATTENDANCE CONCERNS

Step	Procedure	Person Responsible/ Notified
1	**Monitor and identify attendance concerns**	
1-4 days absence without acceptable reason	▪ Use Edumate attendance system to log attendance and absence and reason for absence	▪ HS Administrator ▪ Reception ▪ Primary Teacher
	▪ Monitor daily/weekly attendance ▪ Move student to **Level 2** if >4 days without acceptable reason	▪ Reception ▪ HS Administrator ▪ House Coordinator ▪ Primary Teacher
	▪ Communicate with parent/carer about absences / lates (email, letter, etc.)	▪ Reception ▪ HS Administrator ▪ House Coordinator ▪ PS Welfare
	▪ Implement wellbeing program including social and emotional learning	▪ HS Welfare ▪ Psychologist ▪ PS Welfare
2	**Implement Intervention Strategies to Support Improved Attendance**	
5-9 days absence without acceptable reason	Monitor student and go to **Level 3** if student has >10 days absence without acceptable reason and shows the following: ▪ Continual lateness to school / class ▪ Frequent requests for sick bay ▪ Unexpected whole / partial absence without acceptable reason ▪ Continual complaint of illness ▪ Tearful, clingy behaviour on arrival ▪ Continual requests to go home ▪ Pattern of full / partial absence	▪ HS Welfare ▪ PS Welfare ▪ Psychologist
3	**Engage in Student Attendance Improvement Planning**	
10-19 days absence without acceptable reason	Investigate pattern shown in Level 2 by: ▪ Follow KTC policy and procedure for absence and implement intervention strategies ▪ Consult Welfare team ▪ Contact and discuss with parent/carer ▪ Send correspondence home alerting parent/carer of concerns and possible breach of attendance requirements ▪ Refer to health professional (if not already engaged) ▪ Develop a Student Attendance Improvement Plan (AIP) to assist student to return to full school attendance ▪ Review Student AIP status weekly and if improvement evident, return to Level 2 ▪ If regular attendance not achieved, move to **Level 4**.	▪ HS Welfare ▪ PS Welfare ▪ Head of Primary ▪ HS Director of Teaching & Learning (DTL) ▪ Psychologist ▪ Principal
4	**Seek Assistance from AIS**	
20-29 days absence without acceptable reason	If regular attendance achieved, continue to monitor Student AIP and return to Level 3. If regular attendance is not achieved within 2 weeks and failure to engage with AIP or external supports:	▪ Head of Primary ▪ HS DTL ▪ Principal ▪ Psychologist ▪ AIS NSW

Step	Procedure	Person Responsible/ Notified

	▪ Consult with external mental health care adviser to review and modify AIP and move to **Level 5**
	▪ Seek assistance from AIS in order to
	   - Start legal proceedings including Compulsory Schooling Conference
	   - Start process for Compulsory Schooling Order	

5	**Initiate Legal Proceedings**	
≥30 days absence without acceptable reason	▪ Report to Dept of Communities and Justice (DCJ) if student reaches 30 days without acceptable reason within the last 100 days of school ▪ Continued engagement with AIS NSW ▪ Continued engagement with parent/carer and AIP ▪ Initiation of legal proceedings.	▪ Head of Primary ▪ HS DTL ▪ Principal ▪ Psychologist ▪ AIS NSW

Appendix 8

- Notification of Student Destination Unknown

Appendix 8

STUDENT ENROLMENT DESTINATION UNKOWN NOTIFICATION

This form has been prepared to provide the Department of Education (DoE) Home School Liaison Officer (HSLO) with details of the enrolment destination of a student of compulsory school age as being unknown.

School				
Name				
Address				
Contact				
Student				
Name			**DOB**	
Last known address				
Last day attended		☐ Student enrolment withdrawn & parent notified	**Date**	
Parent				
Name				
Contact details				

Further Information	
Possible destination	
Other relevant information	
Risks	☐ Any risks associated with contacting the student or parent?
Follow-up	Outline what efforts the school has taken to locate the child/children

Principal			
Name		**Date**	
Signature			