Schools must keep an Enrolment Register and Attendance Register (Roll) of all children at the school to comply with the NSW Board of Studies requirements.

[Source: NSW Board of Studies: Registration Systems and member Non-government Schools (NSW) Manual. May 2011 Section 5.8 'Attendance' pp 57-58]

Amendments to the manual are noted, as they take effect, in the Official Notices of the Board Bulletin. The most up-to-date manual at any time is available on the Board’s website <www.boardofstudies.nsw.edu.au>.

Enrolment Register

1.0 A school must maintain an Enrolment Register for each student.

All Catholic Education Office Sydney schools are required to use SAS2000 as the Enrolment Register.

1.1 The following information for each student must be recorded in the Enrolment Register (SAS2000):

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student’s destination
- for students older than six (6) years, previous school or pre-enrolment situation
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities Officer with home school liaison responsibilities has been notified of the student’s full name, date of birth, last known address, last date of attendance, parents’ names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents or student.

1.2 The Enrolment Register must be retained permanently.

It is a Board of Studies requirement that: The register of enrolments must be retained for a minimum period of five (5) years before archiving.

For Catholic Education Office Sydney schools:

- The school’s hard copy Enrolment Register in use prior to using SAS2000 as the Enrolment Register must be stored in a secure location permanently.
- The SAS2000 Enrolment Register automatically retains records permanently.
School Policy and Procedures – Student Attendance

2.0 A school must have in place policies and procedures to:
   - monitor the daily attendance/absence of students
   - identify absences from school and/or class(es)
   - follow up unexplained absences
   - notify parent(s) and/or guardian(s) regarding poor school attendance and/or class attendance
   - transfer unsatisfactory attendance information to student files

Attendance Register (Roll)

3.0 A school must maintain a register (roll) of daily attendance.
   These may be either manual or electronic rolls.
   3.1 The register (roll) of daily attendance that includes the following information for each student
      - daily attendance, which is recorded by noting daily absences
      - absences
      - reason for absence
      - documentation to substantiate reason for absence

3.2 Class Rolls are to be maintained using the *NSW Attendance Register Codes and Roll Marking Procedures* which are mandatory from the start of the 2012 School Year.

3.3 Principals of Catholic Education Office Sydney schools are required to:
   - ensure that a copy of the *NSW Attendance Register Codes and Roll Marking Procedures (Roll Book insert)* are pasted in the front of hard copy Roll books
   - provide the *Roll Book insert* to all teachers and staff whom the principal has nominated to maintain the class Roll.

3.4 Schools are required to follow the procedures as outlined in the document:

   *Procedures for Student Attendance in NSW Catholic Systemic Schools*

Full Fee Paying Overseas Students

4.0 National Code (2007) attendance regulations must be followed for full fee paying overseas students.

Overseas Students are the holders of a Student Visa Sub Class 571. A summary of the 15 compliance Standards under the National Code can be accessed from the CEO.
Exemption from Attendance at School

5.0 This section applies to students of compulsory school age who are enrolled at school where an exemption is sought from the legal requirement to attend school.

5.1 It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the Education Act 1990.

5.2 Certificates of Exemption from the compulsory education requirements of the Act may be granted by a delegated officer * when it has been clearly demonstrated by the applicant that an exemption is in the student’s best interests in the short and long term and that alternatives to exemption have been considered. (* The delegated officer would be the Principal or the Executive Director of Schools.)

5.3 Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to the Guidelines, to principals, in relation to granting of an exemption from school attendance for periods totalling up to a specified number of in a 12 month period for any one student.

5.4 Reasons for Granting Full Day Exemptions from Attendance at School
Principals may grant exemptions due to:

- exceptional domestic circumstances, including but not limited to participation in family holidays during school term, subject to being satisfied that this is in the best educational interests of the child
- other exceptional circumstances such as the health of the student where sick leave or alternative enrolment is not appropriate
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

For any other matter, the principal must consult the Regional Consultant.

5.5 If a parent considers that it is in the child’s best interests to be exempted from the legal requirement to attend school for any length of time, then the parent applies to the principal for an exemption by completing an Application from Exemption from Attendance at School form. (The school provides the form and could assist parents in completing it, as necessary.)

5.6 If the principal grants the Exemption, then the principal would complete the Certificate for Exemption from Attending School and provide the Certificate to the parent.

5.7 A copy of the Certificate for Exemption from Attending School must be attached to the student’s record.

5.8 Exemptions from school attendance cannot be granted retrospectively.

5.9 Schools are required to follow the procedures as outlined in the document:

*Guidelines for Exemption from Attendance in NSW Catholic Systemic Schools*
Record Retention Requirements

6.0 School Attendance Record requirements are:

<table>
<thead>
<tr>
<th>Document</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Register</td>
<td>Retain permanently.</td>
</tr>
<tr>
<td></td>
<td>The SAS2000 Enrolment Register automatically retains records permanently.</td>
</tr>
<tr>
<td>Attendance Register (Roll) – Manual or Electronic</td>
<td>Retain for a minimum period of seven (7) years after the last entry was made.</td>
</tr>
<tr>
<td></td>
<td>Store the registers (rolls) in a secure store for the specified timeframe.</td>
</tr>
<tr>
<td>Notes and records of verbal explanations of absence from parents</td>
<td>Retain for seven (7) calendar years.</td>
</tr>
<tr>
<td>Records for Certificates of Exemption from Attendance and Enrolment</td>
<td>Retain for seven (7) calendar years.</td>
</tr>
<tr>
<td>The student’s record card detailing the number of absences each year</td>
<td>Retain for seven (7) calendar years after the student has left.</td>
</tr>
<tr>
<td>In the case where a student has an accident necessitating an accident report</td>
<td>All attendance records should be retained until the year the student reaches the age of 25 years.</td>
</tr>
</tbody>
</table>

Compulsory Attendance Requirements: Complete Year 10

7.0 In June 2009, the Education Act 1990 (The Act) was amended to raise the minimum school leaving age.

Effective from 1 January 2010, all NSW students have been required to complete Year 10 and remain in education and training, full-time employment (average 25 hours a week) or a combination of these, until the age of 17.

7.1 The Act also defines the very rare circumstances under which a child of compulsory school age can be excused from attending school, be deemed to have completed Year 10 or be permitted to participate in alternative education.

7.2 To assist compliance with the Education Act requirements the NSW Board of Studies has recently published its Guidelines for equivalent and alternative courses which clarify the use of these courses for students under 17. These guidelines also detail the responsibilities and functions of the Board of Studies. The Guidelines are available at:


7.3 The Guidelines define two pathways available to students who have completed Year 9 and who need to leave school before 17, together with a third educational option for those students already disengaged from school.

7.4 Schools are required to follow the procedures as outlined in the document:

Guidelines for Completion of Education under Special Circumstances
Compulsory Attendance Requirements: Complete Year 10

8.0 Equivalent courses
Section 21B (5)b Compulsory school age – “The completion of Year 10 of secondary education is: the completion of a course provided by the TAFE Commission that is approved by the Minister as the equivalent of Year 10 of secondary education in this State”.

8.1 Eligible students must have completed Year 9 and be at least 15 years of age, the minimum age for enrolment at TAFE.
8.2 The acceptable equivalents to year 10 are AQF II vocational Certificates delivered by TAFE - not by other registered training organisations (RTOs).
8.3 Qualifications being offered as equivalent to Year 10 vary according to TAFE Institutes’ capacity and facilities. Young people who apply to transfer need written approval from the relevant school and TAFE staff that an appropriately supported AQF vocational Certificate II is available, and that this is the best option for the student. Informed agreement by the student and parent/carer is also required.
8.4 The school liaises with the TAFE NSW Institute School Leaving Age contact to negotiate the transfer.
8.5 The policy and approval process for students wishing to attend TAFE to complete a course equivalent to Year 10 is available at: https://www.det.nsw.edu.au/policies/student_admin/enrolment/pathways/PD20090401.shtml?query=pathways.
8.6 The student completing the AQF Certificate II has discharged their obligation to complete Year 10 but must remain in education, training or employment until they turn 17.

Compulsory Attendance Requirements: Complete Year 10

9.0 Exemption from attendance under special circumstances
Section 21B (5) d Compulsory school age - “The completion of Year 10 of secondary education is: the completion of education in any special circumstances approved by the Minister”.

9.1 The Minister allowed the category of full-time apprenticeship or traineeship to be considered as a special circumstance. (This statement refers only to this special circumstance). Use of the category was agreed to be rare.
9.2 Eligible students must have completed Year 9. The minimum age of 15 does not apply to apprentices and trainees.
9.3 In non-government schools, approval has been delegated to school principals. Principals cannot delegate this power.
9.4 Approval depends on the student holding a registered apprenticeship or traineeship employment contract. The student approval process for apprentices and trainees involves a collaborative process between school principal, employer, RTO staff, students and care-givers and the Commissioner for Vocational Training.
9.5 Because employers can choose the RTO, training delivery is not restricted to TAFE delivery.
9.6 The employer of a student under 17 undertakes to advise the school if the apprenticeship or traineeship is discontinued. If return to the original school is not an option at this stage, the DEC Regional Office Manager Home School Liaison may become involved.
Compulsory Attendance Requirements: Complete Year 10

10.0 Alternative education programs

Section 23 (2) c - **Offence to fail to send child to school** - *It is a defense to a prosecution under this section if: the child was participating in an alternative education program approved by the Minister for children unable, for social, cultural or other reasons, to participate effectively in formal school education.*

10.1 Alternative education programs apply only to that small group of students who are unable to participate in formal school education. They are only to be used in exceptional cases, as determined by the school principal or an Authorised Person as spelt out in the Guidelines.

10.2 Younger students may be eligible. This clause covers all school aged children. The aim of the programs is to return students to school.

10.3 Program may be delivered by schools, TAFE, RTOs or non-government organisations who apply to the NSW Board of Studies for approval to deliver.

10.4 The NSW Board of Studies approves *Board Endorsed Alternative Education Programs* through a Board Endorsement Panel with CEC NSW representation.