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1. **Context**
   
   1.1 Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitor part or whole day absences.

   1.2 This document applies to all NSW Catholic systemic schools, excluding pre-schools.

   1.3 The school attendance register (roll) should reflect the highest professional standards.

2. **Responsibilities**

   2.1 **Parents are responsible for:**

   2.1.1 enrolling their children of compulsory school age in a government or registered non-government school or registering them with the Board of Studies NSW for home schooling;

   2.1.2 ensuring that their children attend school regularly;

   2.1.3 explaining the absences of their children from school promptly and within seven days to the school;

   2.1.4 taking measures to resolve attendance issues involving their children.

   2.2 **The responsibilities of school staff**

   2.3.1 School staff are responsible for supporting the regular attendance of students by:

   - providing a caring teaching and learning environment which fosters students’ sense of wellbeing and belonging to the school community;
   - recognising and rewarding excellent and improved student attendance;
   - maintaining accurate records of student attendance;
   - implementing programs and practices to address attendance issues when they arise;
   - providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

   2.3.2 The principal is responsible for ensuring that:

   - students are enrolled consistent with the Catholic Education Office Sydney enrolment policy;
   - attendance records are maintained in a Catholic Education Office-approved format and are an accurate record of the attendance of students;
   - staff record accurately the attendance of each student in each lesson when lessons are conducted in a number of locations;
   - a system is established for signing out students who need to leave the school premises during school hours;
   - all attendance records including details of transfers and exemptions are accessible to the Executive Director of Catholic Schools or designated CEO officer and to the Board of Studies Inspector;
documented plans are developed to address the needs of students whose attendance is identified as being of concern;

the Executive Director of Catholic Schools or designated CEO officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance;

relevant school policies and procedures address attendance issues including truancy. They should provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance;

school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised;

parents and students are regularly informed of attendance requirements;

all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

2.3.3 Whenever a class is conducted at a site other than the school site, attendance must be recorded. In addition, schools are required to develop their own procedures to monitor attendance during the day. There may also be situations due to the nature of the school location or the attendance record of particular students where further attendance monitoring may need to be implemented.

2.3.4 The principal or authorised CEO officer will undertake all reasonable measures to contact parents promptly concerning an unexplained absence. Contact with the parent may be made either by telephone, email or SMS text message, if a pre-arranged secure address has been provided.

2.3.5 The principal or an authorised person will ensure that where absences are recorded within seven days of the occurrence of the absence, the hard copy roll should not be amended. (See Statement 4.2.4)

2.3.6 In the case of students participating in course work or school activities away from the school site (such as work placements), the principal or an authorised person should obtain an accurate record of student attendance at other sites at the conclusion of each school week.

2.3.7 Principals may grant:

- sick leave to students whose absences are satisfactorily explained as being due to illness (Attendance Register Code ‘S’)

- an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student (Attendance Register Code ‘M’)

- an exemption from school attendance for students wishing to participate in employment in the entertainment industry or participation in elite sports events for periods totalling up to 50 days in a 12 month period for any one student (See Appendix A: Attendance Register Code ‘M’)

Note: For large scale and long running productions applications for exemptions for periods over 50 days in a 12 month period for any one student should be forwarded to the Executive Director of Catholic Schools.
- part-day exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student (Attendance Register Codes ‘M’ and ‘Pa’). (See Section 1.3 of Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools).

2.3.8 Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal (Attendance Register Code ‘L’). Additional days for students not of compulsory school age may be recorded at the principal’s discretion. This may be due to:
- misadventure or unforeseen 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.

2.3.9 Principals may decline to accept as satisfactory an explanation for an absence. The parent should be advised in writing that the explanation has not been accepted and a reason for the decision provided.

2.3.10 Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Medical certificates are not sacrosanct documents. Where principals have concerns about medical certificates being produced for absences, they can ask the parent to request that the doctor write on the certificate the statement ‘this child is unfit for school’ with specified dates included. Where principals have ongoing concerns, they can request the parents’ consent to contact the doctor. If the request is denied, or if the principal is still not satisfied with the reason for absence, they can record the absence as ‘unjustified’. (Attendance Register Code ‘A’)

2.3.11 Principals may nominate staff to maintain attendance registers (rolls). In such cases, the principal must ensure that these staff:
- know the procedures in this document before marking the attendance register and following up absences. Staff must understand how an absence should be noted on an attendance register using the approved codes;
- seek verbal or written advice promptly from parents regarding unexplained full or part day absences. Parents may not be aware that their child has been absent from school and will expect to be informed promptly if unexplained absences occur. Schools may wish to request this information by telephone;
- retain records of written, electronic and verbal explanations from parents. If teachers receive verbal explanations from parents, they should record, sign and date the explanation;
- are aware of their responsibility to alert the principal or staff member responsible for monitoring attendance when a student’s pattern of attendance is of concern, or if no explanation is received from the parent or carer;
- report habitual unexplained, full or part day absences, fractional truancy and persistent lateness promptly to the principal or nominee.
2.3 The responsibilities of Catholic Education Office Sydney officers

2.3.1 The Executive Director of Catholic Schools is responsible for ensuring that:
- schools are supported to maintain accurate records of student attendance in a form approved by the Minister. The Diocesan system should conduct regular audits of school attendance registers and provide support to principals in maintaining these documents;
- processes are in place to support principals prior to approval being given by the Director for students of compulsory school age participating in alternative education programs involving part day exemption from attendance at school;
- recommendations are made about the prosecution of cases of non-attendance or failure to enrol a child at school, in the first instance to the Catholic Education Commission, NSW;
- plans are implemented for the improvement of the attendance of students who are identified by schools as chronic non-attenders;
- all schools implement a system for signing out students who need to leave the school premises during school hours.

2.3.2 The Executive Director of Catholic Schools may grant:
- an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student. (Attendance Register Code ‘M’).

3. School Attendance Records Requirements

3.1 School attendance records must include:
- a Register of Enrolments to be retained permanently;
- notes and records of verbal explanations for absences from parents. This advice is to be retained for seven years from the date of receipt;
- an Attendance Register (roll) to be retained for seven years.

3.2 In a case where a student has an accident necessitating an accident report, all attendance records should be retained until the year the student reaches the age of 25 years.

3.3 The student’s record card detailing the number of absences each year must be retained for seven years after the student has left. In the case of a student who has had an accident necessitating an accident report, the record card should be retained until the student reaches the age of 25 years.

3.4 Records for Certificates of Exemption from attendance and enrolment must comply with requirements at Statement 1.4 of Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools.
4. Attendance Registers (rolls)

4.1 Registering the attendance of students

4.1.1 Manual and electronic rolls must reflect the highest professional standards.

4.1.2 The Education Act (1990) (Section 24) requires that attendance registers (rolls) be maintained in a form approved by the Minister. These may be either manual or electronic rolls. This document describes the approved forms attendance registers may take.

4.1.3 Attendance registers (rolls) must be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events.

4.1.4 The exception method (marking absences only) is to be followed by all schools. Only the codes listed in the NSW Attendance Register Codes are to be used.

4.1.5 School attendance must be recorded on the attendance register (roll) early in the school day.

4.1.6 Students involved in off-site activities endorsed by the school must not be marked as absent. (See Statement 2.2.3)

4.1.7 Attendance information must be recorded on either an electronic attendance register or approved manual roll, on a daily basis. Staff responsible for maintaining attendance registers must be acquainted with requirements of this document and correct procedures.

4.2 Electronic attendance registers (rolls)

4.2.1 A hard copy of the electronic record is to be generated fortnightly. The principal or delegated school executive must endorse this hard copy, certifying its accuracy. Once signed, this hard copy becomes the official record of attendance and must not be amended.

4.2.2 A hard copy of the electronic record of individual students must be generated at the end of each term and attached to the student record file.

4.2.3 In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance code.

4.2.4 Where an alteration is necessary on an electronic attendance register, a line is to be ruled through the existing hard copy entry and the correct entry made above. The electronic record must then also be amended. The principal should initial any changes. Note: Alterations only apply to errors in roll marking.

4.2.5 Codes to be used on electronic attendance registers are found at Appendix A. Additional codes are not to be used.

4.2.6 The Attendance Register Code ‘B’ is to be used where a student is absent from the school site on official school business. This may include work experience, school sport (regional and state carnivals), and school excursions. ‘B’ is not an absence code and is not included as an absence for statistical purposes. (See Appendix A)
4.3 Manual attendance registers (rolls)

4.3.1 Codes to be used on manual attendance registers are found at Appendix A. Additional codes must not be used. Supplementary comments regarding absences may be made in the ‘notes’ column, if required.

4.3.2 In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant Attendance Register Code.

4.3.3 The teacher or other nominee of the principal, responsible for maintaining a manual attendance register, is required to sign the register each day in the place indicated. The principal (or authorised person) should endorse the register at least once a term.

4.3.4 Where an alteration is necessary on a manual attendance register, a line is to be ruled through the existing entry and the correct entry made above. Correction fluid must not be used.

4.4 Special circumstance registers

4.4.1 Attendance registers must be maintained each day the school is open with the exception of:
- days on which there is part or full day industrial action involving teachers
- approved staff development days
- days on which the school is inaccessible due to natural occurrences such as fire or flood. Principals should consult with Catholic Education Office personnel prior to deciding that a school is inaccessible.

4.4.2 Special circumstance registers are to be maintained on days as outlined in 4.4.1. They should:
- specify the dates and times of the variation
- indicate the reason for the variation
- list students attending on that day
- be signed by the teacher maintaining the register
- be permanently attached to attendance registers (rolls).

4.4.3 For schools maintaining a manual attendance register (roll), a broken line must be ruled through that day’s column and the notation ‘Roll not marked - see special circumstance register’ recorded within.

4.4.4 Electronic attendance registers (rolls) should have the facility to display a ‘staff development day’ (or similar) message on staff development days. A similar notation must be made on hard copies of electronic attendance registers regarding other reasons for maintaining a special circumstance register (e.g. industrial action or school closure due to fire or flood).

4.4.5 Absences on these days are not to be recorded or counted as absences for statistical purposes.
4.4.6 Students can attend a specialist education setting separate to a mainstream school on a sessional or full-time basis. Such settings include tutorial centres and programs, behaviour schools, juvenile justice and hospital schools.

Where the mainstream school principal verifies that a student is attending a specialist education setting, the mainstream school can mark the attendance register with the Attendance Register Code ‘H’ to denote student attending a specialist education setting on a sessional or full-time basis.

Where the duration of attendance at a specialist education setting is more than four days in duration, the specialist education setting should use the special circumstance register to record student attendance (as per Statement 4.2.3). The special circumstance register should be returned to the student’s mainstream school, preferably weekly.

4.5 Security of attendance registers (rolls)

4.5.1 Registers (rolls) must be stored in a secure location within the school.

4.5.2 They must not be removed from the school premises unless removal is warranted by exceptional circumstances such as fire or flood. Teachers must not take attendance registers home.

4.5.3 The loss of an attendance register (roll) is a serious occurrence and must be reported immediately to relevant Catholic Education Office personnel. A new register (roll) should be commenced immediately. Attendance information referring to absences on occasions prior to the commencement of the new register must not be included.

4.5.4 A notice signed by the principal must be attached to the new register (roll). The notice must state the period for which the original register was a record of student attendance (e.g., 1 February - 30 March, 2009) and the date from which the replacement register (roll) commences.

4.5.5 At the end of each school year the principal must ensure that the attendance register (roll) and attached special circumstance registers are preserved as a complete record of students’ absences for that year.

4.5.6 Copies only of the register of daily attendance should be stored offsite at regular intervals.

4.6 School sport rolls

4.6.1 School sport is an integral part of the curriculum. Principals must ensure adequate attendance monitoring practices at school sport to ensure the safety of students.

4.6.2 Specific sports rolls must be marked at the beginning and conclusion of each sports session. Attendance information contained on sports rolls must be transferred to the attendance register (roll). Absentees must be followed up promptly to ensure that the school’s procedures for managing non-attendance are implemented.
4.7 Overseas exchange students
4.7.1 Students participating in accredited overseas student exchange programs for periods of up to 12 months are to remain on the school attendance register (roll). They are not to be marked absent for the duration of their exchange.

4.7.2 A note is to be attached to the attendance register (roll) regarding the place and duration of the exchange. For statistical purposes, students on overseas exchange are to be considered present.

4.8 Senior students participating in flexible timetables
4.8.1 The attendance of senior students participating in flexible timetables must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences. The symbol noted in the Attendance Register Codes, ‘F’, regarding timetabled days or periods of non-attendance should be used.

4.8.2 The scheduled non-attendance of senior students participating in flexible timetables is not recorded as an absence for statistical purposes.

4.9 Students who are suspended from school in accordance with Catholic Education Office Sydney Suspension and Expulsion Policy and Procedures
4.9.1 The appropriate Attendance Register Code symbol for suspension (‘E’) is to be used to denote the absences of students whilst on suspension. This symbol is to be used only for the duration of the suspension and must not be applied to students who fail to return to school following the suspension period. In such cases, the student’s absence would be unjustified and recorded accordingly. (See Attendance Register Code ‘A’)

4.9.2 The absence of students who are suspended are counted as absences for statistical purposes.

4.10 Students who are exempted from school
4.10.1 The appropriate symbol for exemption is to be used when the absences are the result of students being exempted from attending school (see Attendance Register Code ‘M’). This symbol is to be used only for the duration of the exemption and must not be applied to students who fail to return to school following the exemption period.

4.10.2 The absences of students who have been exempted from school are not counted as absences for statistical purposes.
4.11 A student’s name must be removed from an attendance register (roll) if:
- the student enrols in another school;
- advice has been received from parents that the student is enrolled in another registered school, or is registered with the Board of Studies NSW for home schooling. Principals who are concerned about information provided to them by parents should request the name of the other school or evidence of home schooling so that a check can be made;
- the student has been expelled or excluded from the school in accordance with Catholic Education Office policy;

4.12 If a student is of compulsory school age, and has been marked as ‘absent’ for a period exceeding 10 consecutive school days where the school is open for instruction, and there has been no communication with the school, the school should contact the Catholic Education Office for advice on further action. Prior to reporting the matter, all appropriate checks should be made.

4.13 If a student is no longer of compulsory school age and has not attended school for more than 15 consecutive school days where the school is open for instruction, for reasons not known to the school, their whereabouts are unknown and the family has not responded to attempts by the school to communicate with them, the school should remove the student from the attendance register and report the matter to the Catholic Education Office.

4.14 If a student’s name has been removed from the roll because ‘their whereabouts are unknown’, absences from the last day of attendance at school are not included as absences for statistical purposes. The roll should be amended to reflect this.

5. Enrolment and Attendance

5.1 Students may attend a NSW Catholic systemic school if they are:
- enrolled at that school or
- attending in the short-term.

5.2 Requirements and procedures for enrolling students in NSW Catholic systemic schools are located in the Diocesan Enrolment Policy.

5.3 Short-term attendance of students

5.3.1 Students may be enrolled in one school only at any given time. However, for a variety of reasons, a student enrolled at a NSW Catholic systemic school may need to attend another school for a short period of time.

5.3.2 Short-term attendance arrangements should not unduly disrupt programs in the host school. They should not result in any reorganisation of classes or timetables.

5.3.3 Prior to agreeing to the short-term attendance of a student, the principal of the host school should gather the necessary information to permit a risk assessment to be conducted. The objective of the assessment should be the maintenance of a safe learning environment for staff and students.
6. **Supporting the Regular Attendance of Students at School**

6.1 Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) the welfare of the student must be the focus of this consultation.

6.2 The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Early telephone contact with parents is one means of achieving this.

6.3 Resolution of attendance difficulties may require a range of additional school based strategies including:

- student and parent interviews;
- reviewing the appropriateness of the student’s educational program;
- development of a school-based attendance improvement plan;
- referral to the school counsellor or outside agency;
- support from school based personnel.

6.4 If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to the Catholic Education Office in the first instance, which then advises the Catholic Education Commission, NSW. The CEC, NSW manages the process of informing NSW DET. Police officers are authorised to act as attendance officers under Section 122 of the *Education Act (1990)*.

6.4.1 During school hours, an authorised person or police officer may approach a student who is apparently of compulsory school age, and who is apparently not in attendance at school. They may request the student’s name and home address and the name and address of his/her school. They may approach a student who is accompanied by an adult.

6.4.2 A police officer or authorised person, in the company of a police officer may accompany the student to his or her home, or to the school, to verify the information provided.

6.4.3 Under this authorisation, police have no power of arrest, detention or physical restraint.

6.4.4 Police and Department of Education personnel conduct regular Joint Anti-Truancy initiatives (JATS) targeting truancy.

7. **Common Leave Pass**

7.1 Catholic systemic schools must implement a leave pass system for students who wish to leave school premises during normal school hours. The procedures for granting a leave pass to students are to be managed by the school.
8. **Exemption from Attendance at School**

*See Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools.*

8.1 In the case of students of **compulsory school age**, applications for student leave can be considered as applications for exemption from school attendance.

8.1.1 Certificates of Exemption from the compulsory education requirements of the Act may be granted by a delegated officer (as identified in 8.1.2 below) 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. For example, in some cases, application for Distance Education may be more appropriate than seeking an exemption from school attendance.

8.1.2 Exemption should only be granted where conditions exist which make it necessary or desirable that a certificate of exemption be granted. Under Section 25 of the *Education Act (1990)*, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Guidelines, to:

- Executive Director of Catholic Schools, in relation to granting of an exemption from school attendance totalling up to 50 days in a 12 month period;
- Principals, in relation to granting of an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student.

8.1.3 Principals and the Executive Director of Catholic Schools may grant a certificate of exemption from enrolment at school to students under Section 25 for the sole purpose of completing their education through undertaking an apprenticeship or traineeship before they have completed Year 10. If such permission is granted, the principal should also grant a certificate of exemption from schooling subject to the completion of the contract of training.

8.1.4 The power to exempt students in Catholic systemic schools for periods more than 50 days in a 12 month period currently remains with the Minister. Applications should be forwarded through the Catholic Education Office to the Catholic Education Commission, NSW.  
*Delegates cannot delegate this power.*

9. **Students Attending Lessons Outside School During School Hours**

9.1 Involvement in private lessons, such as ballet and music classes, conducted outside the school during school hours may not be conducive to the effective operation of the school or to the education of the student concerned. Students’ involvement in extra-curricular activities will usually be limited to outside school hours.

9.2 Where attendance at a private lesson during school hours is of exceptional importance such as sitting examinations, principals may use their discretion in justifying the absence. This provision must not be used on a regular basis.

9.3 If parents withdraw their children from school for private lessons, an unjustified absence should be recorded and dealt with in the usual manner.

9.4 This section of the document does not apply to School Certificate or Higher School Certificate courses conducted outside school or participation in work placement or TAFE based courses.
10. Definitions

10.1 **Parent:** Includes a carer or other person having the care or custody of a child or young person.

10.2 **Unexplained absence:** A student absence where a parent provides no acceptable reason for a student’s non-attendance.

10.3 **Truancy:** The absence of a student from school without the knowledge or permission of their parent or carer.

10.4 **Parent condoned absence:** When a parent or carer causes a student to be absent from school without acceptable reason.

10.5 **Explained/justified absence:** A parent has provided an explanation of the student’s absence which has been accepted by the principal.

10.6 **Explained/unjustified absence:** A parent has provided an explanation of the student’s absence which has not been accepted by the principal.

10.7 **Unexplained/unjustified absence:** A parent has not provided an explanation of the student’s absence within seven days of the occurrence of the absence.

10.6 **Compulsory School Age:** (See Section 21B of the *Education Act (1990)*)
## Appendix A

### NSW ATTENDANCE REGISTER CODES
(for implementation in all NSW schools from January 2012)

**Note:** The symbol **X** is to be used for the first and last day that the student attended for each term.

#### Symbols to be used where students are absent from school

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>The student was absent on that day.</td>
</tr>
<tr>
<td>Pa</td>
<td>The Student was late or was absent for part of a day. The time of arrival or departure must be recorded.</td>
</tr>
</tbody>
</table>

#### Symbols to be used for explanation of student absence

**Note:** The following symbols should be recorded above the a or Pa symbol as appropriate.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student’s absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.</td>
</tr>
</tbody>
</table>
| B | The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake:  
  - work experience  
  - school sport (regional and state carnivals)  
  - school excursions. |
| E | The student was suspended from school. |
| F | Year 11 or 12 student participating in flexible timetable not present because they are not required to be at school. **OR**  
Student who has completed Year 10 but is below the age of 17 years participating in:  
  - approved education or training, or  
  - if the child is of or above the age of 15 years - paid work or a combination of approved education or training and paid work. |
| H | The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with Diocesan Policy.  
The symbol is recorded where a student accesses education settings separate to their mainstream school, such as:  
  - tutorial centre and programs  
  - behaviour schools  
  - juvenile justice  
  - hospital schools. |
| L | Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal’s discretion. This symbol is recorded where a student’s absence is due to reasons accepted by the principal. This may be due to:  
  - misadventure or unforeseen 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. |
| M | The student was exempted from attending school. (See Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools) |
| S | The student’s absence is due to sickness or as the result of a medical appointment. In these cases:  
  - a medical certificate is provided or  
  - the absence was due to sickness and the principal accepts this explanation.  
Principals may request a medical certificate in addition to explanations if the explanation is doubted or the duration of the absence is more than four days. |
ROLL MARKING PROCEDURES

1. Class Rolls must always be marked accurately. Principals are required to maintain an attendance register (roll) in a form approved by the Minister (Education Act 1990 section 24).

2. Teachers should be conversant with Diocesan/School Policies and Procedures.

3. Parents or carers should be informed that it is their responsibility to:
   - ensure that their child attends school regularly
   - explain the absences of their children from school promptly.

4. The first and last day of attendance each term should be marked with an ‘X’.

5. The exception method (marking absences only) is to be followed as shown:
   - place a lower case ‘a’ in the day’s column against the name of the absent student at the time when the declaration of student attendance is made
   - subsequently, when the declaration regarding the nature of leave is made, either A, S, L, E, M, F, B or H is written above the ‘a’, for example: A S L E M F B H
   a a a a a a a

6. The following entries should be made
   - First and last day of attendance each term (see 4) ................................................................. X
   - Absence declared (absence included in absence return) ......................................................... a
   - Absence for part of a day (see 11) ............................................................................................. P
   - Absence unexplained after 7 days or unjustified ................................................................. A
   - Absence on official school business (absence not included in absence return) .................. B
   - Absence due to suspension (absence included in absence return) ........................................ E
   - Absence of a Year 11 or 12 student on approved flexible timetable ........................................ F
     or Student who has completed Year 10 but is below the age of 17 years, participating in:
     - approved education or training, or
     - if the child is of or above the age of 15 years-paid work or a combination of
       approved education or training and paid work (absence not included in absence return)
   - Absence from home school due to attendance at a specialist education setting ...................... H
     (absence not included in absence return)
   - Absence with leave – reason accepted by the principal ........................................................... L
     (absence included in absence return)
   - Absence with approved exemption (absence not included in absence return) ....................... M
   - Absence owing to sickness or as a result of medical appointment ........................................... S
     (absence included in absence return)
   - Public holidays and other days on which the school is not open for instruction are indicated by a
     vertical broken line in the column for that day.

7. No codes other than a, A, S, L, E, P, M, F, B or H are to be used in marking the roll.

8. The symbol ‘B’ is used where a student is absent from the school site on official school business.
   This may include work experience, school sport (regional and state carnivals), and school excursions.

9. Absence of a Year 11 or 12 student on an approved flexible timetable must be recorded in the same manner
   as other students. However, scheduled days or periods of non-attendance must not be marked as absences.
   An ‘F’ should be recorded for the day.

10. Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power
    is delegated, subject to Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools, to
    principals, in relation to granting of an exemption from school attendance for periods totalling up to 50
    days in a 12 month period for any one student. An ‘M’ should be recorded for the day.

11. Absences on an occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by placing
    ‘P’ next to ‘a’ in the day’s column against the name of the student when the absence is determined. When
    the reason for the part absence is determined, either A, S, L, E, M or B is to be placed above the ‘a’,
    for example: A S L E M B
             Pa Pa Pa Pa Pa Pa
Details of Partial Absences i.e. times and dates are to be recorded in the “Details of Absences on Occasions”
which follows the Term 4 section of this roll. Partial absences are not included in tallies of absence returns.
12. The number of absences for each student are to be counted and recorded at the end of each term. Exemptions (M), flexible timetable (F), official school business (B), absence from home school due to attendance at a specialist education setting (H) and partial absences (Pa) are not to be included in tallies and Absence Returns.

14. The name of the month and date must be entered in the space provided. Numbering of weeks is optional.

15. A red line is to be ruled through the spaces where attendance would not apply (i.e. prior to enrolment or after leaving), with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of each term.

16. All entries in the Class Roll must be in black pen. No eraser, pencil or correcting fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space.

17. The teacher marking the Class Roll must place his/her initials in the designated square at the base of the day’s column.

13. In the column headed ‘Special notes’ comments such as ‘speech therapy Tuesdays’ or ‘medical history – no exertion’ may be made. Confidential notations should not be included.

18. Example of correct roll marking

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<thead>
<tr>
<th>Jan</th>
<th>Feb</th>
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<tbody>
<tr>
<td>29</td>
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</tbody>
</table>

Ken Jones enrolled on 30 January and was absent (unexplained) on 23 February. There were no further absences until he left the school after attending on 6 March. Tim Smith enrolled on 7 February, was absent (sick) on 13 February, was absent (attending a religious ceremony) on 19 February, was absent on the afternoon of 2 March. His last day of attendance was 15 March.

Note: On 29 January and 9, 12 & 13 March the school was not open for instruction.

19. Care of Class Rolls

Class Rolls should be kept in a secure location within the school. At the end of each school year principals will ensure that the Class Rolls are preserved as a complete record of school attendance for that year. Class Rolls must be retained for a period of 7 years. In the case of a student who has had an accident necessitating an accident report, all attendance records should be retained until the student reaches the age of 25 years.

Notes, medical certificates and verbal explanations received from parents or carers must be retained for a period of 7 years from the date received.

20. One of three methods may be used to keep a record of attendance. This then becomes the attendance register.

i. The class roll marked by the teacher in the classroom each day.

ii. The teacher enters the names of absent students on a form with the information being transcribed to a centrally located Attendance Register.

iii. Absence recording within the student data management system.

21. The Attendance Register must be available for inspection during school hours by a Board inspector or by any authorised person, who may require the principal of the school to furnish a copy of the register or any part of it. (Education Act 1990 section 24 (2))