



ATTENDANCE POLICY

1. MISSION AND VISION

- Mission:** Excellence in education within a Christ-centred environment in which all flourish.
Vision: An inclusive, innovative system of Catholic schools in which lives are transformed through witness to Christ.

2. PURPOSE

This policy is intended to set out the requirements for attendance of students at Catholic Education Diocese of Bathurst (CEDB) Schools. It aims to support an effective response to non-attendance. The Policy defines the responsibilities of Staff and Schools of the CEDB regarding attendance. It complies with the requirements of the *Education Act 1990* (NSW) and the NSW Education Standards Authority (NESA).

3. EXPECTATIONS

This Policy and associated procedures, supporting documents, forms and guidelines apply to all Schools of the CEDB. Staff carrying out related activities for CEDB Schools are responsible for implementing school responsibilities under this policy.

4. POLICY STATEMENT

School attendance plays a critical role in enhancing the lives of students in schools. Every day of attendance adds to a student's academic and social achievements at school, and conversely, every absence can impact their learning and progress.

Schools, in partnership with parents/carers, are responsible for promoting and maintaining the regular attendance of students.

In NSW, all children between the ages of six years and below the minimum school leaving age, as defined in the *Education Act 1990* (NSW) ([Compulsory school-age](#)), are legally required to be enrolled at and attend school or be registered with NESA for home schooling.

Parents/carers have a duty to ensure a compulsory school age child is enrolled at and attends school. This duty is imposed on parents/carers under the *Education Act 1990* (NSW).

The Principal of a school must keep a Compass register of enrolment and daily attendances of all students at the school. The register must record all absences and notifications given about the absence of a child and be available for inspection by an authorised person of the Minister under the Act.

5. POLICY PRINCIPLES

All students enrolled in a CEDB School are expected to attend school each day unless they are unwell or unable to attend for an approved reason or have been granted an exemption.

All CEDB Schools have a core responsibility to encourage regular attendance.

The school attendance register of all CEDB Schools must reflect the highest professional standards and compliance with the requirements outlined by NESA and attendance codes approved by the Minister of Education.

All CEDB Schools must implement appropriate actions and strategies to follow up and respond to absences and issues of non-attendance.

6. RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Parents/Carers	<ul style="list-style-type: none">● Enrolling their children of compulsory school age in a government or registered non-government school or registering them with NESA for home schooling.● Ensuring that their children attend school regularly.● Explaining to the school the absences of their children promptly and within seven days, otherwise this absence will be recorded as an unexplained absence. Parents/carers have the option to explain absences through the Compass platform.● Working in partnership with the school in taking measures to resolve attendance issues involving their children.
Principals	<ul style="list-style-type: none">● Ensuring students are enrolled consistent with the Diocesan Enrolment Policy.● Providing information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.● Providing school staff with information on attendance requirements and their obligation to monitor and promote regular attendance at school.● Ensuring daily attendance records and register (roll) are maintained by staff in accordance with approved codes and the CEDB approved format, Compass.● Ensuring effective school processes are in place for school staff to monitor and manage student attendance and absences, including reviewing explanations, requests and reasons, and contacting parents/carers promptly following an unexplained absence.● Maintaining and managing all attendance records, applications and documentation, including details of transfers and exemptions consistent with the CEDB's Student Attendance Procedures● Ensuring attendance records are available for inspection upon request.● Establishing a system for signing out students who need to leave the school premises during school hours e.g.

	<p>appointments.</p> <ul style="list-style-type: none"> ● Investigating all cases of unsatisfactory attendance from school promptly and ensuring that appropriate identification and intervention strategies are implemented. ● Developing and documenting attendance improvement plans and sharing these with the Education Officer Attendance to address the needs of students whose attendance is identified as being of concern. ● Responding to requests from the Minister for information about a child relating to attendance, enrolment and other relevant factors in the form and timeframe requested.
--	--

Executive Director of Schools	<ul style="list-style-type: none"> ● Supporting schools to maintain accurate records of student attendance. ● Monitoring [via Education Officer: Attendance] school attendance registers and providing support to Principals in following correct attendance procedures. ● Supporting schools in their implementation of attendance improvement plans and partial attendance plans to support students and their families with attendance concerns. ● Making decisions regarding abandoned enrolments. ● Granting specific exemptions that are delegated from the Minister for enrolment and attendance.
-------------------------------	---

7. LEGISLATIVE FRAMEWORK

Education Act 2013 (Cth)

Education Act 1990 (NSW) (the 'Act') Section 22 and Section 24

Children and Young Person's (Care and Protection) Act 1998

The Registration Systems and Member Non-Government Schools (NSW)

Manual NSW Education Standards Authority (NESA)

8. RELATED POLICIES AND GUIDELINES

Attendance Procedures Catholic Education Diocese of Bathurst

Enrolment Policy Catholic Education Diocese of Bathurst

Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools CSNSW

Risk of Significant Harm (ROSH) Policy Catholic Education Diocese of Bathurst

Child Safe Policy Catholic Education Diocese of Bathurst

Data, Governance and Management Policy Catholic Education Diocese of Bathurst

9. POLICY ADMINISTRATION

This policy has been ratified by the Executive Director of Schools and implemented and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that they use the current version from the Catholic Education Diocese of Bathurst website.

10. SUMMARY OF AMENDMENTS

DATE	MAIN AMENDMENTS	DATE APPROVED
January 2025	<ul style="list-style-type: none">• Addition of supporting Procedures document• Removal of Appendices• Addition of links to updated forms• Addition of updated language in definitions• Changes to Authority to approve• Updated Exemption information, including the removal of Year 9 Exemption• Merge of the following information into the Procedures document<ul style="list-style-type: none">• <i>School Attendance and Enrolment Requirements</i>• <i>School Attendance Records</i><ul style="list-style-type: none">4.1.4 <i>Exemptions and Leaving School</i>4.1.5 <i>Students Leaving School Under the Age of 17 Years</i>4.1.6 <i>Supporting the Regular Attendance of Students at School</i>4.1.7 <i>Non-Attendance Procedure</i>4.1.8 <i>Reporting Significant Harm</i>	May 2025
Date of Implementation		2011
Date of Last Review		2022, 2025
Date for Next Review		2027
Responsible or Review		Head: School Improvement, Data, Governance and Policy