**From DEC School Attendance Policy**

**4. Responsibilities and delegations**

**4.1 Parents**

**4.1.1**

It is the duty of the parent of a child of compulsory school-age to cause the child:
(a) to be enrolled at, and to attend, a government school or a registered non-government school, or
(b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

**4.1.2**

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

**4.2 Principals**

**4.2.1**

must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

**4.2.2**

must ensure the school has effective measures in place to monitor and follow up student absences.

**4.2.3**

or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.

**4.2.4**

are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

**4.2.5**

must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

**4.2.6**

are responsible for ensuring that when frequent absences are explained as being due to illness that:

* consultation occurs with parents regarding the health care needs of the student.
* medical certificates are sought for the absences.
* where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs.
* strategies are developed to ensure regular attendance at school.

**4.2.7**

must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

**4.2.8**

must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:

* consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
* all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the [**Mandatory Reporter Guide**](http://www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide)).

**4.2.9**

have the authority to:

* grant sick leave to students whose absences are satisfactorily explained as being due to illness
* accept other explanations for absence and record the absence as "L"
* decline to accept an explanation for absence and record the absence as unjustified
* grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the [**Exemption from School - Procedures).**](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
* grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period (See the [**Exemption from School - Procedures).**](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
* grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the [**Exemption from School - Procedures).**](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)