



St Peter's Coleambally

A Community of Faith

PROCEDURES FOR SUPPORTING THE REGULAR ATTENDANCE OF STUDENTS AT SCHOOL

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1. Supporting the Regular Attendance of Students at School

- 1.1 Parents/Carers are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their Parents/Carers, will usually be able to resolve problems of non-attendance. While Parents/Carers should be reminded of their legal obligations under the Education Act (1990) the welfare of the student must be the focus of this consultation.
- 1.2 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/Carers promptly. **Early telephone contact with Parents/Carers is one means of achieving this.**
- 1.3 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 agencies
 - support from school-based personnel.

2. Issues that may impact on Habitual Non-Attendance

1. Often Parents/Carers do not know how to get their children to school and it is easier to allow them to stay home than have an argument to get them to school.
 - a. Talk to the Parents/Carers about getting professional help via their local doctor (mental health plan) and support from an external service provider.
 - b. Try modified programs to get the student to school, i.e. late starts/shorter days etc. The important point is to keep up the routine of school and get the student there daily even if it is for half a day (Application for Part Day Exemption (Form A7)
2. Some students may have a "parentified" role, which means they have a carer's role and stay home to help. This is more of a concern because there maybe child protection issues to consider.
 - a. Talk to the Parents/Carers are about the importance of education and the need for the child to be at school, as it is a legal requirement
 - b. Refer the Parents/Carers to their local Family Support Service where the most appropriate support can be provided.
3. Some Parents/Carers may not provide a lot of information about why their child is not attending. Often these Parents/Carers will be harder to engage, will miss scheduled meetings and will actively avoid contact with the school. If this is the case it can help to:

- a. Make sure that the details of any appointments made are sent by letter (and email and phone) via registered mail to the home
 - b. Consider a FACS Risk of Significant Harm (ROSH) report sooner and possibly even a welfare check by NSW Police if the child has not been sighted for a period of time, as not engaging with the school is a risk in itself
 - c. Speak with the Police Liaison Officer for your school.
4. The Parents/Carers may also provide you with medical certificates - some of these may simply state that the student is sick with no other explanation. In these cases:
- a. Get a medical consent form signed by the Parents/Carer so you can contact the doctor regarding the certificates
 - b. Do not accept the certificates if you think they are not explicit enough - ask for more details
 - c. Ensure that you write to the Parents/Carers identifying the need for a medical/health plan regarding the child's education, reiterating the legal requirements regarding education
 - d. Seek assurance from the student that they do not require further support.
5. Sometimes the child may be partially absent from school but this amounts to a lot of time over the year. In this case:
- a. Contact the Parents/Carers and discuss what the issue is around the partial absence - it may be due to an occurrence (e.g. the child returns from access late on a Monday morning so the child is always late)
 - b. Discuss the concern, as appropriate, with the student
 - c. Monitor the situation. If the absences continue, arrange a meeting with the family to discuss how the school can assist the family and ensure that the child attends school at all times
 - d. If you meet with the family, formalise it with an A.I.P.

3. Resources:

www.attendanceworks.org/tools/

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The following extract is from 'Compulsory School Attendance: Information for Principals of NSW Catholic Systemic Schools'.

Keep Them Safe: A shared approach to child wellbeing

The *Guidelines For Professional Conduct in the Protection of Children and Young People* sets out the roles and responsibilities of all staff in relation to child protection including training, reporting risk of harm, and supporting children and young people. If the Principal or workplace manager suspects a child or young person is at risk of significant harm they must report to the Family and Community Services (FACS) Child Protection Helpline (ph. 13 3627 or 13 DOCS).

Where a Principal or workplace manager suspects a child or young person is at risk of harm that does not meet the threshold of significant harm (as indicated by the **Family and Community Services (FACS) Online Mandatory Reporter Guide** <https://reporter.childstory.nsw.gov.au/s/>) but is not trivial they must refer to the School Counsellor and Consultant through the normal channels.

Where there are concerns that a child or young person is habitually absent, in addition to following the Catholic Schools Office Wagga Wagga policies and procedures for school attendance, all staff should consider whether the habitual absence places the child or young person at suspected risk of harm and, where there are concerns that it does, convey these concerns to their Principal.

The **Mandatory Reporter Guide** has been developed to assist staff in making decisions about the nature and seriousness of child protection concerns and what action should be taken in response to these concerns. This guide can be accessed at:
<https://reporter.childstory.nsw.gov.au/s/>

The following relates to 'habitual absence' that requires mandatory reporting under the *Keep Them Safe Legislation*.

Habitually absent is a minimum of 30 days absence within the past 100 school days. However this is context/age dependent.

The number of days should be taken as a guide only. For example, consideration needs to be given to earlier action being taken for younger children, as the younger the child the greater the impact of missing school. Similar consideration may need to be given to the impact for a child/young person with a cognitive disability or learning difficulties.

Other contextual factors may also impact on the level of risk, and these factors are not necessarily quantifiable. Failure to receive an education may result in significant harm when it is combined with other risk circumstances that are not, on their own, present to a significant extent. These may include physical neglect or lack of supervision.

(Refer to Family and Community Services (FACS) Online Mandatory Reporter Guide).

'**Habitual absence**' might occur when a student is absent for shorter periods of time than requires a mandatory report. For example, when a student:

- is often/repeatedly late for school
- is absent from school on specific days of the week
- demonstrates a pattern of absences (whether justified or not).

Note: In a Child Protection Helpline report include the following information in Question 5 on the Risk of Significant Harm (ROSH) form.

Safety Concerns:-

- The **number of school days** each student in the family has been **absent** in the current and previous school term (if it is Term 1 include Term 4 for the previous year).
 - How many **Attendance Improvement Plans (AIP's)** have been developed or implemented?
 - The number of contacts (letters, phone calls and meetings) the school has had with the Parents/Carers about the absences.
 - There are younger children in the household.
 - There are other risk factors - such as domestic violence, mental health issues, disability, drug and/or alcohol abuse, previous involvement with Family and Community Services (FACS).
 - There are details about any **other agencies** that are **involved** with the child or young person. Where possible, contact details for these other agencies (e.g. Brighter Futures, Centacare, CAMHS etc.).
 - There is disengagement - you have repeatedly tried to get the family involved and they either keep refusing openly or agree to an AIP but then not follow through with it.
-
1. At any time, if a student is **no longer enrolled** and the school does not know where the student has gone - i.e. that the family has left the school without informing the school where the child is now enrolled, a report must be made to the FACS Child Protection Helpline under **Educational Neglect-Not enrolled**.
 2. Prior to the student's name being removed from the Attendance Register (roll) a number of actions need to be confirmed by the Principal.
 3. Where the family or student is missing (or their destination is unknown) and there are concerns for their safety, welfare or wellbeing, discuss with the Consultant (if needed report the matter to the local police).
 4. The principal must complete "Students whose whereabouts are unknown" Form and email to the Audit and Compliance Office at McAlroy House (it will be forwarded directly to the Department of Education and Communities).

School Action for non-attendance by Students

These are the **minimum** requirements to be used.

If the school has concerns for the safety, welfare and wellbeing of the student then more urgent action would be required. If there is a need to escalate the response then consultation may be sought from the appropriate CSO personnel.

As outlined in the NSW Attendance Register (Roll) marking procedures:
If a child or young person did not attend school for **7 consecutive days**, and there has been no explanation from the parent despite the efforts to contact the parent - and steps outlined below are implemented - the Roll is to be marked Code 'A' - unexplained absence.

School's **Attendance Policy** specifies the particular school's requirements for Parents/Carers to notify the school regarding the reason for absence.

The Principal will undertake all reasonable measures to contact Parents/Carers promptly concerning an unexplained absence. Contact with the parent may be made either by phone, email or SMS text message, if a pre-arranged secure address has been provided.

Other Resources:	Student Attendance Guidelines
	School Attendance - Legal Action Guidelines

School Action for Non-Attendance by Students:

<p>Attendance Improvement Meeting</p> <p>School Responsibility</p>	<ul style="list-style-type: none"> • The purpose of this meeting is to ascertain why the student is not attending school and to explain the legal requirements/ consequences. • If a Meeting takes place: formally record outcomes - with a copy sent to the Parent/Carer. The original to be placed in the student file. • Possible attendees at the meeting: relevant school personnel e.g. Year Coordinator, Class Teacher, AP and if appropriate: School Counsellor and Learning Support Staff. • If the student is Aboriginal, appropriate personnel for CSO • The Initial meeting may or may not result in an Attendance Improvement Plan (AIP) depending on the circumstances.
<p>Attendance Improvement Plan (AIP)</p>	<ul style="list-style-type: none"> • The AIP meeting should include the student and Parents/Carers and the Year Coordinator/Class Teacher and Pastoral Care Coordinator/Assistant Principal. Also, as needed: <ul style="list-style-type: none"> o School Counsellor, Learning Support staff, etc. o External service providers (e.g. psychologist) o CSO personnel ie. Audit Compliance Officer, SSO – Special Education Indigenous. • The meeting should identify barriers to attendance and document agreed strategies to address these. • It should agree to a date and time for a review of the AIP. • It is recommended that the AIP is reviewed every 2 weeks initially (by the school) then every 4 weeks if there has been improvement (Parents/Carers and Student are informed of improved attendance). AIP is amended (through another Parents/Carers and Student meeting) if there is <u>no</u> improvement. • External providers may need to be accessed via phone/VC conferencing if not available to attend in person.

	<ul style="list-style-type: none"> • Documented expert advice is essential for supporting students with mental health difficulties and other significant needs. Ongoing treatment for the student from a professional and communication by this person with the school could be an example of an agreed strategy. • AIP periods are generally for 20 school days. The review date may be set either for the end of this period, or, if concerns indicate otherwise then possibly at both 10 days and 20 days. <p>Template attached.</p>
<p>Compulsory School Attendance Conference (CSAC).</p>	<ul style="list-style-type: none"> • If upon review there has been no engagement in the AIP from either the student or the Parents/Carers, and as such there is no improvement in attendance, the school should notify the Consultant to request for a Compulsory Schooling Conference via the Audit Compliance Officer. • A Compulsory Schooling Conference will be convened by the designated Conference Convenor in accordance with the Education Act (1990). • The Conference will involve the Student, Parents/Carers, school personnel and other identified stakeholders (e.g. external support agencies). • The Conference will result in the development of an agreed set of <u>undertakings</u> which may be taken into evidence in subsequent court proceedings. • Trained Conference Convenors who have undertaken appropriate professional development with NSW DEC will be in attendance. • The Convenor will work with the school and with the Student and Parents/Carers prior to the conference in order to best facilitate a positive outcome. • The aim of the conference is to support the student to return to satisfactory attendance at compulsory schooling. • Agreed and signed undertakings will be conveyed to all stakeholders and copies supplied to the Consultant and Director of Schools. • A further copy will be supplied to the Audit and Compliance Officer for action as required.
<p>Legal Action</p>	<ul style="list-style-type: none"> • NSW DEC Legal team.

Suggested Course of Action:

<p>Number of Days Absent: That are Unexplained or unjustified absence (not necessarily consecutive)</p> <p>That includes Partial Absences that are unexplained/unjustified</p> <p>And, where there has been no response from the Parents/Carers</p> <p># The Letters referred to in this action plan are sample letters found in the appendices and may be adapted by schools to suit the situation.</p>	
Day 1-3	Phone call to Parents/Carers
From Day 4 to Day 10	<p>School Response:</p> <ul style="list-style-type: none"> • Daily attempts at contact until successful - log all attempts. • If not satisfied with the response or you have been unable to get a response send <i>Letter 1: Concern about attendance</i>. • Letter outlines the issue of poor attendance. • Notify the Aboriginal Community Liaison Officer if the student is Aboriginal. • Optional (Depending on case): <ul style="list-style-type: none"> o <i>Send Letter 2: Request for parent meeting</i> by registered mail requesting Parents/Carers and Student attendance at an 'Attendance Improvement Meeting' which may or may not result in a documented 'Attendance Improvement Plan' (AIP). o <i>Letter 2a: Request for parent meeting</i>: Can be used if Letter 1 has had no response or improvement, or if the school considers that a meeting is necessary.
From Day 11 to Day 20	<p>Principal ensures that:</p> <ul style="list-style-type: none"> • There is a phone call to the Parents/Carers on each subsequent day. Keep a log of all phone calls. • Letter 2 <i>Request for a Parent to attend an Attendance Meeting</i>: or 2a: <i>Requesting Parent to attend an Attendance Meeting, parent not responding to contact</i> is sent by registered mail requesting parent attendance at an 'Attendance Improvement Meeting' resulting in a documented 'Attendance Improvement Plan'. • The school notifies the Consultant who contacts the Audit and Compliance Officer for advice • The school notifies the Audit and Compliance Officer via the Consultant at this point for advice. • If there is no response to Letter 2 send Letter 3: <i>Parent does not respond to the request for AIP meeting</i> via Registered mail • He/she consider a Family and Community Services (FACS) report sooner - possibly even a welfare check by NSW Police, if the child has not been sighted for a period of time. Not engaging with the school is a risk in itself. • He/she consults with relevant external professionals. • The Attendance Improvement Meeting takes place and results in a documented 'Attendance Improvement Plan' (AIP).
AIP REVIEW	Has the student's attendance improved as a result of this meeting? AIP reviewed every 2 weeks initially then every 4 weeks if there has been

	<p>improvement (Parents/Carers and Student are informed of improved attendance). AIP is amended (through another Parents/Carers and student meeting) if there is no improvement. Depending on the circumstances, a meeting with the Parents/Carers and Student, when there has been improvement, may assist in supporting the progress made.</p>
<p>From Day 20 to Day 25 of Unexplained/ Unjustified Absence (not necessarily consecutive)</p> <p>No/poor improvement</p>	<p>Principal ensures that:</p> <ul style="list-style-type: none"> • Phone call to Parents/Carers on each subsequent day. Keep a log of all phone calls. • If upon review there has been no engagement in the AIP from either the student or the Parents/Carers, and as such no improvement in attendance, the school should notify the Consultant to request a Compulsory Schooling Conference. • Upon the advice of the Consultant, a Registered Letter (Letter 3) is sent requesting Parents/Carers and Student attendance at an 'Attendance Improvement Meeting' with personnel from the CSO who is trained in the Compulsory School Attendance Conference (CSAC). External professionals should also be invited, as appropriate. • This meeting results in a documented 'Compulsory Schooling Undertaking' • On the occasion that there has been a refusal of the Parents/Carers to respond, or, if no improvement is evident then Letter 4: Advising Parents/Carers of further action for failure of child to attend school is sent by Registered mail. • This meeting results in a documented 'Compulsory Schooling Undertaking' • Advise Parents/Carers that the next step will be referral to Community Services.
<p>By Day 30 at the latest of unexplained/ unjustified absence (not necessarily consecutive) in a 100 day period</p>	<ul style="list-style-type: none"> • Principal contacts the Consultant • Sample Letter 5: <i>Parent does not respond to repeated requests for AIP meeting</i>: Signed by the Consultant sent to Parents/Carers from Consultant that a meeting is required urgently to maintain the student's enrolment. • Meeting called and undertakings already signed, reviewed and further undertaking agreed upon. Compulsory Schooling Undertaking made. • Set review date (within two weeks) • Referral to Family and Community Services (FACS) by the Principal.
<p>School-based interventions have now been exhausted</p> <p>Parents / Carer have not complied with undertakings and/or have not contacted school</p>	<ul style="list-style-type: none"> • Principal contacts the Consultant • Consultant coordinates the documentation for sign-off. • Audit and Compliance Officer refers the matter to the CEC for forwarding to DEC Legal. • The Consultant in consultation with the Principal will determine the following action that may include either option. • The Parents/Carers are informed of the 2 options once they have not complied with the undertakings and have refused service: <p>Option A – The enrolment is abandoned and the contract between the school and the Parents/Carers has ceased – a notification to DEC through</p>

CEC is required and also to Family and Family and Community Services (FACS) as “Child not enrolled” – Letter 5a to be sent registered mail to Parents/Carers.

Option B – Legal action via DEC is undertaken – referral form is completed and sent to CEC for processing - Sample Letter 5b sent registered mail to Parents/Carers.

School Attendance – Legal Action Guidelines.

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L1



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Letter 1- Initial notification to parent of unexplained absences.

< insert date

< Insert parent address >

Dear < Insert Parent's/Carer's name/s >

I refer to the attendance of your child _____ at school, and seek your assistance. We note that _____ now has had ____ day's unexplained absence.

The NSW *Education Act (1990)* and the Catholic Schools Office, Wagga Wagga, require Parents/Carers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carers are required to provide the school with an acceptable explanation, in writing, within seven days of the absence.

Please note that the law requires us to inform you of our concerns around attendance. If the number of unexplained absences continues to accumulate, a formal meeting may be required and an 'Attendance Improvement Plan' developed.

We look forward to working with you to resolve this matter in the interest of your son/daughter's education. Please do not hesitate to contact _____'s Year Coordinator should you wish to discuss this matter further.

Yours sincerely,

Insert name
(Year Coordinator)

Insert Name
(Principal)

L2



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Letter 2- Requesting Parent to attend an Attendance Meeting

< insert date

< Insert parent address >

Dear < Insert Parent's/Carer's name/s >

I refer to the attendance of your child, <name> at school.

The NSW Education Act (1990) requires Parents / Carer to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carers are required to provide the school with an acceptable explanation within seven days of the absence.

You have previously been advised that <name> attendance is a matter of concern. The school has implemented a range of strategies to encourage <name> attendance at school without success.

The school recently reviewed <name> pattern of attendance and it is clear that <name> attendance is still at an unacceptable level.

I am obliged under the NSW Education Act (1990) to support the regular attendance of students. Therefore, I request that you attend the school for an 'Attendance Meeting' on (day) _____ at (time) _____. The meeting will include the development of an 'Attendance Improvement Plan'.

If you do not meaningfully engage in the plan and there is no improvement in <name> attendance during the period of the plan, then the matter may be referred for further action to the Department of Education and Communities for possible legal action.

It is important that you work with us to resolve the issue of <name> attendance.

Yours sincerely,

Signature of Principal

L2a



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Letter 2a - Requesting Parents/Carers to attend an Attendance Meeting, Parents/Carers not responding to contact

< insert date

< Insert parent address >

Dear < Insert Parent's/Carer's name/s >

I refer to the attendance of your child< **Insert student name/s** > at school.

The NSW *Education Act (1990)* requires Parents/Carers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carers are required to provide the school with an acceptable explanation within seven days of the absence.

You have previously been advised that < **Insert student name/s** > attendance is a matter of concern. The school has implemented a range of strategies to encourage < **Insert student name/s** > attendance at school without success.

The school recently reviewed < **Insert student name/s** > pattern of attendance and it is clear that < **Insert student name/s** > attendance is still at an unacceptable level. Efforts have been made to contact you regarding this but with no response from you.

I am obliged under the NSW *Education Act (1990)* to support the regular attendance of students. Therefore, I request that you attend the school for an 'Attendance Meeting' on (day) _____ at (time) _____. The meeting will include the development of an 'Attendance

Improvement Plan'.

If you do not meaningfully engage in the plan and there is no improvement in < **Insert student name/s** > attendance during the period of the plan, then the matter may be referred to the Department of Education and Communities for further action.

It is important that you work with us to resolve the issue of < **Insert student name/s** > attendance.

Yours sincerely,

L3

Letter 3 - Parent who does not respond to the request for AIP meeting



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< insert date

< Insert parent address >

Dear < Insert Parent's/Carer's name/s >

I refer to the attendance of your child, _____, at school.

A letter was sent to you on _____ [date] by registered mail regarding _____'s erratic attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that _____ attends school regularly and that any absences are explained satisfactorily.

I advise you that Parents/Carers who fail to fulfill these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

The letter requested that you contact the school and make an appointment to attend an *Attendance Improvement Meeting*. At the time of writing, the school has received no response from you with regard to this Letter.

I am obliged under the NSW Education Act (1990) to support the regular attendance of students at

school. Therefore, I make a second request that you attend the school for an Attendance Improvement Meeting on (day) _____ at (time) _____ to discuss the reasons preventing _____ from attending school and to formulate a plan to improve [his/her] attendance.

It is important that you work with us to resolve the issue of _____'s attendance. Please contact the school to confirm your attendance at this meeting. _____ should also attend.

Yours sincerely,

L4

Letter 4 - Advising Parent of further action for failure of child to attend school



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< insert date

< Insert Parents/Carers address >

Dear < Insert Parent's/Carer's name/s >

I refer to the attendance of your <Son /daughter>, < Insert student name > at school.

The school has held meetings or other discussions with you on:

(day) _____ at (time) _____

(day) _____ at (time) _____

etc...

regarding < **Insert student name** >'s non-attendance at school and your legal obligations under the *Education Act (1990)* to ensure that (he/she) attends school regularly and that any absences are explained satisfactorily. I advise you that Parents/Carers who fail to fulfill these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

(a) < **Insert number of previous plans** > 'Attendance Improvement Plans' have been developed as a

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result of these meetings, dated _____.

Despite the strategies agreed to in the most recent 'Attendance Improvement Plan' (attached), < **Insert student name** > has not attended school regularly within the specified timeframe.

I am obliged under the *Education Act (1990)* to support the regular attendance of students at school. Therefore, I require that you attend the <**College/School**> for the purpose of an Attendance Meeting on (day) _____ at (time) _____ to discuss the reasons preventing < **Insert student name**> from attending school and to develop a plan to return (his/her) to full attendance. A representative from the Catholic Schools Office, Wagga Wagga will also be present at this meeting.

The (**College/School**) would welcome the presence at the Attendance Meeting of < **Insert student name** >'s treating medical and mental health professionals. It is our understanding that (he/she) is currently under the treatment of _____*. Should this individual be unavailable to attend in person we will need to seek detailed advice from her/him by telephone about strategies and options for supporting < **Insert student name** >'s health and education.

It is important that you work with us to resolve the issue of < **Insert student name** >'s attendance. If you do not engage meaningfully in this meeting and the resulting plan then the matter may be referred to NSW Department of Education and Communities and Communities for further action.

Yours sincerely,
Signature of Principal
Name of Principal

Cc: *treating professional

L5



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Letter 5 - Consultant's Sample Letter to a Parent who does not respond to repeated requests for AIP meeting (OFFICE use only)

< insert date

< Insert Parents'/Carers' address >

Dear < Insert Parents'/Carers' name/s >

I refer to the attendance of your child, _____, at school.

Letters were sent to you on _____ [dates] by registered mail regarding _____'s erratic attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that _____ attends school regularly and that any absences are explained satisfactorily.

I advise you that Parents/Carers who fail to fulfil these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

The letter requested that you contact the school and make an appointment to attend an *Attendance Improvement Meeting*. At the time of writing, the school has received no response from you with regard to this Sample Letter.

I am obliged under the NSW Education Act (1990) to support the regular attendance of students at school. The following options are available to you:

1. Contact the school within 3 days to make an appointment to attend an *Attendance Improvement Meeting*.

Or

2. Provide evidence that your child is enrolled in an alternative school.

Failure to do either of the above will result in the matter being reported to the Department of Education and Communities for further legal action.

Yours sincerely,



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Letter 6a - The enrolment is abandoned and the contract between the school and the Parents / Carer has ceased

(OFFICE use only)

< insert date

< Insert Parents'/Carers' address >

Dear < Insert Parents' / Carers' name/s >

I refer to the attendance of your child, _____, at school.

Letters were sent to you on _____ [dates] by registered mail regarding _____'s erratic attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that _____ attends school regularly and that any absences are explained satisfactorily. There have been repeated requests for you to contact the school but you have not responded to them.

I advise you that Parents/Carers who fail to fulfil these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

This letter is to inform that the Department of Education and Communities (DEC) and the Family and Community Services (FACS) have both been informed that your child has unsatisfactory attendance at school. They will be following up this issue through legal action.

The following options are available to you:

3. Contact the school within three days to make an appointment to attend an *Attendance Improvement Meeting*.

Or

4. Provide evidence that your child is enrolled in an alternative school.

Yours sincerely,

L6
b



St Peter's Coleambally

A Community of Faith

Letter 6b - Legal action via DEC is undertaken (Regional Director)

(OFFICE use only)

< insert date

< Insert Parents'/Carers' address >

Dear < Insert Parents'/ Carers' name/s >

I refer to the attendance of your child, _____, at school.

Letters were sent to you on _____ [dates] by registered mail regarding _____'s erratic attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that _____ attends school regularly and that any absences are explained satisfactorily. There have been repeated requests for you to contact the school to which you have not responded.

I advise you that Parents/Carers who fail to fulfill these obligations may be guilty of an offence for which the maximum penalty under the law is \$11,000.

This letter is to inform you that the enrolment of <name> at <school's name> is abandoned and the contract between the school and the Parents / Carer has ceased. The Department of Education and Communities (DEC) and the Family and Community Services (FACS) have both been informed that your child is currently not enrolled in a school. They will be following up this issue through legal action.

Yours sincerely,

M1

Authority to release medical information



AUTHORITY TO RELEASE MEDICAL INFORMATION

I _____ (**name**) authorise the Catholic Schools Office, Wagga Wagga and/or its nominated consultant/s to **OBTAIN** and **RELEASE** verbal and/or written information in relation to my child _____ from the following:-

- a) Doctor (GP): _____
- b) Hospital: (if applicable) _____
- c) Specialist: (if applicable) _____
- d) Treating Party:
(E.g. Psychologist, Psychiatrist etc.) _____
- e) Other: _____

I understand that I may change or cancel this authority at any time in writing.

Signature: _____

Date: _____

PLEASE COMPLETE AND RETURN TO:

M2



St Peter's Coleambally

A Community of Faith

Principal to doctor/ health Professional requesting discussion of student's health

<Insert date>

<Health Professional's Name>

< Health Professional's Address>

Dear <Name>

I am writing in regard to the school absences of <student's name>, date of birth __/__/__. <Student's name> is a student at <School name>.

Section 22 of the *Education Act (1990)* requires Parents/Carers to ensure that students of compulsory school age are enrolled at a government or registered non-government school and attend that school whenever instruction is provided, or are registered with the Board of Studies for home schooling. Students must attend school unless there are justified reasons for an absence. All absences must be explained to the school at which the child is enrolled.

Consistent with the Catholic Schools Office, Wagga Wagga *School Attendance Policy* and the support documents, *Procedures for Student Attendance in NSW Catholic Systemic Schools*, 'principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged' and 'principals may decline to accept as satisfactory an explanation for an absence'.

The Catholic Schools Office, Wagga Wagga may obtain information about children of compulsory school age from any relevant institution or other person under Section 22A of the *Education Act (1990)*. The information given to the school is solely for the purpose of ascertaining the reasons why the child is not receiving compulsory schooling or not so participating.

The provision of information under this section will not offend the requirements of the *Privacy and Personal Information Protection Act 1998* or the *Health Records and Information Privacy Act 2002*, as the release of the information under such circumstances is permitted. However the use of the information remains subject to any other Act or law and to client legal privilege.

<Student's name>'s attendance has been erratic of late and as a consequence there are concerns regarding <his/ her> academic progress.

I would like to make a time to contact you in the near future to discuss this matter.

Yours sincerely

R1



St Peter's Coleambally

A Community of Faith

Student Enrolment Destination Unknown Notification.

Reporting to the Department of Education and Communities and Communities Home School Liaison Officer (HSLO)



Student Enrolment Destination Unknown Notification.

Please forward completed applications to the CSO Wagga Wagga

SCHOOL			
SCHOOL ADDRESS		Postcode	
SCHOOL CONTACT		PHONE	
Section A Student Details			
Surname		Given Names	
Date of Birth	/ /	Sex	
Grade			
Background: <input type="checkbox"/> Aboriginal / TSI <input type="checkbox"/> Language Background Other Than English <input type="checkbox"/> Other			
Language spoken at Home:			
Does the student have any risk factors such as mental health issues, disability, drug and or alcohol abuse of a parent? (Please provide details)			
<ul style="list-style-type: none">• Has the student a history of violence? Yes / No• Has the student been long suspended for violence? Yes / No• Behaved aggressively at school? Yes / No			
Section B: Record of Student's Absences			
Last Date of attendance			
Has the student enrolment		Have Parents / Carer	

been withdrawn/terminated		been notified?	
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Section C: Family information:

Last known Address		Postcode	
Name of Parent 1			
Phone: (H): _____ (W): _____ (M): _____			
Name of Parent 2			
Phone: (H): _____ (W): _____ (M): _____			
Address, if different to student		Postcode	

<p>Is there a court order awarding custody?</p> <input type="checkbox"/> Yes (Provide details)
<input type="checkbox"/> No
<input type="checkbox"/> Unsure

Known siblings of compulsory school age	Name		School	
	Name		School	

Has a report been made to Community and Family (Please comment with relevant date/reference numbers and outcome if known).			
Are there other known risk factors - such as domestic violence, mental health issues, disability, drug and or alcohol abuse of a parent? (Please provide details).			
Details about any other agencies / health professionals involved with the child or young person, and where possible, contact details for these other agencies (e.g. Brighter Futures, Catholic Care or CAMHS).	Agency/Health Professional	Contact name	Contact Number

Section C: School Intervention

Please outline interventions that have occurred at a school level (attach additional sheets if required) to locate the student. This should include a description of the actions undertaken and the outcomes of those actions such as the following.

- Investigations and actions conducted by the school's learning support team/student welfare team into why the student is not attending school.
- Phone logs and Sample Letters sent.

Date(s)	Actions	Comments if applicable

Principal's signature: _____ Date: ____/____/____

School		Student		Grade		Date of Birth	___ / ___ / ___
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Strategies to improve Student Attendance at School

Family Responsibilities	Student Responsibilities	School Responsibilities (e.g. Principal, Assistant Principal, Year Coordinator, Counsellor, Class Teacher)	Intended Outcomes

Length of Plan is to be 20 school days	Start Date of Plan	___ / ___ / ___	End Date of Plan	___ / ___ / ___
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Agreement Signatures			
Date	___ / ___ / ___	Student	Parents/ Carers
			Principal or representative
A Parent's failure to meaningfully engage with this plan - within 20 school days - and return the Student to satisfactory attendance may result in further action.			

Review Date	___ / ___ / ___	Did the Parents/Carers and Student meaningfully engage with the Plan?	Yes / No
Plan is to be extended	Yes / No		
Recommendations			
SCSLiaison Person		Date	___ / ___ / ___
SCSConsultant		Date	___ / ___ / ___

Student Attendance Improvement Plan

AIP Sample 1

School	Student	Grade	Date of Birth
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Plan Details

Beginning Thursday March 12th T will attend school for the first two hours each day (8.50-10.50am) until March 27 Week 7,8,9 of term. On March 30th, (week 10) T will attend school for the first three hours of the day. (8.50am – 11.50) In week 2 term 2 (May 27) T will attend school from 8.50am- 2.10pm) and from May 4th (week 3)T will attend school full time from 8.50am-3.10pm. – see schedule below.

STRATEGIES TO IMPROVE STUDENT ATTENDANCE AT SCHOOL

Family Responsibilities	Student Responsibilities	School Responsibilities (e.g. Principal, Assistant Principal, Year Coordinator, Counsellor, Class Teacher)	Intended Outcomes
<ul style="list-style-type: none"> Contact GP to discuss appropriateness of anxiety medication. Arrange for psychologist to ring school with intention of visiting. Contact Class peer's mother to arrange morning drop off. Encourage positive psychology- Use 'Big 3' book. Talk T through the BOUNCEBACK acronym. Access the Smiling Minds app. Proceed with psychologist recommendations-Access services of Park House – family counselling. <p>Possible strategies include:-</p> <ul style="list-style-type: none"> Mother volunteers to help in kindergarten for 30mins each morning. T and Class peer (or other class member) have a project to work on together at home and school. T volunteers at animal shelter. Have friends visit regularly 	<ul style="list-style-type: none"> Follow the 2015 attendance plan. Use BIG 3 booklet. Use BOUNCEBACK strategies. Follow parents and teachers instructions regarding school attendance. Engage in Psychologist support. Complete expected school work. 	<ul style="list-style-type: none"> Liaise with Psychologist. Meet with parents. Notify SCSand relevant authorities of attendance data. Provide suggestions, resources and plan for parents. Implement attendance plan. Meet with SCSWellbeing Officer and Psychologist. Conduct review within stated timeframe. Class teachers: monitor and record dates attended on this planning sheet in record of attendance section. Liaise with principal AP and special needs teachers. Set appropriately differentiated levelled work for T. 	<p>T returns to school on an increasing part time basis leading to full time attendance by 4 May, 2015. (see schedule above and appendix chart 1)</p>

Length of Plan is to be 20 school days	Start Date of Plan		End Date of Plan	4 / 5 /15
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AGREEMENT SIGNATURES				
Date		Student	Parents/ Carers	Principal or representative
A Parent's failure to meaningfully engage with this plan – within 20 school days – and return the Student to satisfactory attendance may result in further action.				

REVIEW DATE	___ / ___ / ___	Did the Parents/Carers and Student meaningfully engage with the Plan?	Yes / No	
Plan is to be extended	Yes / No			
Recommendations				
SCSLiaison Person		Date	___ / ___ / ___	
SCSConsultant		Date	___ / ___ / ___	

APPENDIX TABLE 1

WEEK	EXPECTED ATTENDANCE	RECORD OF ATTENDANCE				
WEEK 9	8.50-10.50	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>
WEEK 10	8.50-11.50am	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>
HOLIDAYS						
WEEK 1	8.50-11.50am	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>
WEEK 2	8.50-2.10	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>
WEEK 3	8.50-3.10	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>
WEEK 4 ONWARDS	Full days	MON <input type="checkbox"/>	TUE <input type="checkbox"/>	WED <input type="checkbox"/>	THU <input type="checkbox"/>	FRI <input type="checkbox"/>



Student Attendance Improvement Plan

School:	Student:	Year:	DOB:
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Family Responsibilities	Student Responsibilities	School Responsibilities	Regional Consultant Responsibilities	Intended Outcomes
Provide medical certificate for all absences. Follow up on Paediatrician report outlining student medical condition. Follow up appointment for eye test. Contact school to notify of absence.	Make sure bag is packed the night before. In bed by 9pm. Uniform ready the night before. Student to follow regular routine	Continue to monitor & work with classroom teacher regarding student's engagement. Follow up recommendation from Paediatrician. Provide breakfast if needed. Adjust homework to meet student's needs and allow student to work independently at home and achieve success.	Supporting school- parent meetings. School/class room visit. Support in the establish PLP for student. Student wellbeing. Supporting students and carer to build capacity to engage in education.	Working towards improved attendances. Student increased their learning outcomes. Support students with health and wellbeing appointments. Support carer accessing community agency.
Start date of plan: 26 / 3 /2012		End date of plan: 5 / 5 /2012		

Agreement _____ 23/ 3 /2012

Principal/Assistant Parent/Caregiver Student Regional Consultant

Review date: / / Parent/Caregiver and Student meaningfully with the plan: Yes / No Plan is to be extended: Yes / No Recommendations: Director Signature: _____ Date: _____
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Student Attendance Improvement Plan

Form 7.1

School	██████████ College	Student	Joshua ██████████	Grade	9	Date of Birth	5 / 2 / 20██
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STRATEGIES TO IMPROVE STUDENT ATTENDANCE AT SCHOOL

Family Responsibilities	Student Responsibilities	School Responsibilities <small>(eg Principal, Assistant Principal, Year Coordinator, Counsellor, Class Teacher)</small>	Intended Outcomes
<ul style="list-style-type: none"> E████ can pick him up at lunchtime on Thursday and Friday this week. Any sick days will require a medical certificate. E████ will help Josh wake up and get ready for school. 	<ul style="list-style-type: none"> After 10 days, if Josh hasn't made it back for 8/10 days, I will speak to Mum about getting support. Josh will attend school at the start of each day and attend partially this week. Josh will attend short days – Thursday and Friday this week and full days from next week (every day) Any sick days will require a medical certificate. Josh will make his own way to school (walk or bike). Josh will go to bed by 11.00, trying to go to bed without a computer. Josh will wake up at 7.00, have breakfast and get ready for school. 	<ul style="list-style-type: none"> Issue Joshua with Time Card. Mr. R██████ to let Joshua's teachers that Josh is coming back and to go easy. Mr. ██████████ will speak with the Curriculum Coordinator about estimates for missed assessments. Mr. R██████ will catch up with Joshua twice a week during morning homeroom. Joshua will collect his laptop from Mr. R██████ and drop it off at his office at the end of the day. 	<ul style="list-style-type: none"> Come to school on a regular basis.

Length of Plan is to be 20 school days	Start Date of Plan	13 / 5 / 15	End Date of Plan	13 / 6 / 15
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AGREEMENT SIGNATURES			
Date	13 / 5 / 15	Student	Joshua
		Parent/Caregiver	██████████
		Principal or representative	██████████
<p>A Parent's failure to meaningfully engage with this plan – within 20 school days – and return the Student to satisfactory attendance may result in further action.</p>			

RECORD OF INTERVENTION:

This form can be used to record school and office interventions to address attendance issues, e.g. phone logs, Sample Letters sent with involvement of specialist school/Regional staff, meetings.

Rows can be added if necessary.

Section A Student Details			
Surname		Given Names	
Date of Birth	/ /	Reason for intervention unexplained/unjustified absence (not necessarily consecutive) Includes Partial Absences that are unexplained/unjustified.	
Grade			

DATE	ACTION	SUMMARY COMMENTS



Application for Exemption (Short Term Alternative Educational Program)

Application for Exemption (Short Term Alternative Educational Program)

Information

1. Students of compulsory school age may participate in school based individual student programs that incorporate behavior management transition plans or health care plans to reengage students with education. An Application for Part Day/Time Exemption is to be completed.
2. It is not necessary to complete a separate “Application for Exemption from Attendance at School”.
3. Students participating in such programs may be granted part day exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegate’s power. A full school day totals 6 hours.
4. Participation in such alternative education programs must be approved by the School Consultant prior to the exemption being granted by the delegate.
5. The attendance register for schools using must indicate part day exemptions with the code M/Pa.
6. If the student is not in attendance at school for at least 5 hours a day, further school-based work should be provided to the student.

Steps for schools in completing a **Part Day/Time Exemption**

- a) Complete the Application for **Part Day/Time Exemption** prior to implementing the plan
- b) Complete the relevant school plan. (If relevant, including behavior, transition, health)
- c) Scan and forward both documents to the School Consultant for consideration.
- d) On receipt of the School Consultant signed part day exemption plan, complete the Certificate of Exemption.
- e) Provide the original to the parent.
- f) Place a copy of the Certificate in the student’s file.



Application for Application for Exemption (Short Term Alternative Educational Program)

The focus of the plan should be to return the student to full time attendance.

Application for Exemption (Short Term Alternative Educational Program)							
School				Student Name			
DOB		ATSI (Yes/No)		Funded Support (Code)		Grade	
Reason for Plan:		<input type="checkbox"/> Behaviour Management Intervention			Summary of Issue		
		<input type="checkbox"/> Health Care Plan			Summary of Issue		

- Where the exemption is to support a behavior management intervention, a behavior management plan must be attached. Students may be required to complete additional school based work if they are not in attendance for at least 5 hours per day.
- Where the exemption is part of a health care plan the principal must ensure consultation with health professionals responsible for the health of the child.

Last date student attended school			Dates of any recent suspension		
Period of Exemption	Start:		End:		Review Date:
Names of Support Staff			Name of Health Care Professional		
Details of attendance					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Full day attendance or Part day attendance (include times)					

Agreement:

	Name	Signature	Date
Principal			
School Support			
Parent/Care Giver			