

# MARCELLIN COLLEGE RANDWICK



## ATTENDANCE Policy and Procedures

## 1. RATIONALE

Marcellin College Randwick believes that the safety of each child is of paramount importance. **Regular attendance at school is essential if students are to maximise their potential.** Research shows that regular attendance is integral to successful academic, employment and social outcomes. Therefore, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance. As a result it is essential that the whereabouts of every student enrolled at the school be known at all times.

## 2. GUIDING PRINCIPLES

- 2.1 An accurate record of attendance is mandatory.
- 2.2 The Deputy Principal and Director of Wellbeing (as the Headmaster's delegates) have the overall responsibility for monitoring regular attendance of students.
- 2.3 Schools, in partnership with parents/carers, are responsible for promoting the regular attendance of students.
- 2.4 While parents/carers 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.
- 2.5 The school will communicate expectations about attendance in the school newsletter

## 3. POLICY

- 3.1 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.
- 3.2 This document applies to all Sydney Catholic Schools
- 3.3 The College regards attendance at school as a priority for its students. Special records are kept of student attendance at all major College functions, as well as normal daily attendance. Parents/guardians are made aware at the enrolment interview of the importance of attendance and the expectations to be met in regards to major College functions. Attendance at all College functions is the shared responsibility of the College, parents/guardians and students. Each has specific procedures that need to be adhered to in order to ensure best practice in monitoring student attendance. The College uses electronic attendance data collection through Sentral. This policy is set out with guidelines for all stakeholders to follow.

- 3.4 The school attendance register (roll) should reflect the highest professional standards.
- 3.5 A school must have in place procedures to:
- monitor the daily attendance/absence of students
  - identify absences from school and/or class(es)
  - follow up unexplained absences
  - notify parent(s) and/or guardian(s) regarding unsatisfactory school attendance and/or class attendance
  - transfer unsatisfactory attendance information to student electronic files

#### 4. RESPONSIBILITIES AND DELEGATIONS

##### 4.1 Parents/Carers are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NSW Education Standards Authority (NESA) for homeschooling;
- ensuring that their children attend school every day the school is open for their instruction;
- explaining the absences of their children from school promptly by means such as a telephone call, written note, notification via the app or email to the school within 7 days from the first day of any period of absence;
- working in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school in a timely manner
- 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
- When a student is to be absent from school the parent/guardian must telephone the College on 9398 8009 before 8:30am and notify the Office of the student's absence.
- If no phone call has been made the parent will be sent a text and the parent must respond to this text with a phone call to the Office. Students in the senior school are required to provide a medical certificate to their Year Coordinator for each absence.
- In the event of an extended period of absence (more than two days), the parent/guardian is to notify the Year Coordinator of the likely length of the student's absence. This is to provide the opportunity for the Year Coordinator to liaise with the student's teachers regarding any class or assignment work that needs to be undertaken where possible.

- In the event of a student requiring leave for part of a day, the parent/guardian will notify the Year Coordinator in writing of the circumstances that will necessitate leave for part of the day. This written notification is to accompany the student seeking leave and should be presented to the Year Coordinator before period 1 on the day the leave is scheduled to take place. This allows the Year Coordinator the opportunity to clarify if necessary, the reasons for such leave to be granted.
- On those occasions where extended leave is sought (more than part of a day), the parent/ guardian must apply in writing (Application for Exception from Attendance at school) to the Headmaster. The application should clearly state the reasons for such leave and needs to establish that all reasonable alternative arrangements regarding the student's class and assessment responsibilities will be met. It is custom and practice at the College that such requests be forwarded to the Headmaster well in advance, ideally at least two weeks before the intended leave.

#### 4.2 School Staff support 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;
- promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- recognising and acknowledging excellent and improved student attendance
- 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;
- maintaining accurate records of student attendance;
- 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;

- 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;
- retain records of written, electronic and verbal explanations from parents. If teachers or school support staff receive verbal explanations from parents, they should record, sign and date the explanation;
- alerting the Headmaster, Deputy Principal, or Director of Wellbeing when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required time frames.
- when nominated by the Headmaster, liaise with external agencies, arrange referrals and coordinate involvement of the school with other services and agencies working with students. Nominated staff provide feedback about outcomes to the Headmaster and Regional Office personnel.

#### 4.3 The Headmaster is responsible for ensuring that:

- Students are enrolled consistent with the Sydney Catholic Schools [Enrolment Policy](#).
- attendance records are maintained in a Sydney Catholic Schools -approved format and are an accurate record of the attendance of students.
- all attendance records including details of transfers and exemptions are accessible to the Executive Director of Catholic Schools, Regional Consultant, or designated SCS officer and to the NESA Inspector.
- the school regularly evaluates and addresses school attendance through the school policy.
- open communication on issues affecting student attendance is promoted with parents.
- effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.

- school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- 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 cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services within Sydney Catholic Schools and with local external agencies in discussion with parents. Appropriate staff members may be nominated to meet with parents, arrange referrals and to be the contact points for consultation and coordination of school involvement.
- communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.
- Attendance data is regularly analysed to address any issues of unsatisfactory attendance on a whole school level
- any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the [SCS Child Safe Communities](#)

#### 4.4 The responsibilities of Sydney Catholic Schools

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 Headmasters in maintaining these documents.

- processes are in place to support Headmasters prior to approval being given by the Regional Consultant and Education Officer: Compliance, Education Officer: Attendance of [compulsory school age](#) participating in alternative education programs involving full or 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 SCS Sydney through the Regional Consultant and Regional well-being Officer, Central Office personnel in Child protection and then the Catholic Schools, NSW. Education Officer: Attendance
- plans are implemented for the improvement of the attendance of students who are identified by schools as chronic non-attenders.

## 5. STUDENTS ATTENDANCE: SUMMARY OF PROCEDURES

This document must be read in conjunction with the following documents:

***Procedures for Student Attendance in NSW Catholic Systemic Schools***  
***Guidelines for Exemption from Attendance in NSW Catholic Systemic Schools***  
***Guidelines for Completion of Education under Special Circumstances***  
Available on SCS Intranet: [Compliance: Attendance](#)



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

[Source: NESA: *Registration Systems and member Non-government Schools (NSW) Manual*,  
DECEMBER 2017  
Section 5.8 'Attendance']

### Enrolment Register

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

All *Sydney Catholic* Schools are required to use **SAS2000/COMPASS as the Enrolment Register**.

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

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

5.2 The Enrolment Register must be retained permanently.

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

For Sydney Catholic Schools:

- The school's hard copy Enrolment Register in use prior to using SAS2000 as the Enrolment Register must be stored in a secure location permanently
- The SAS2000/COMPASS Enrolment Register automatically retains records permanently.

Attendance Register (Roll)

5.3 A school must maintain a register (roll) of daily attendance.

Marcellin College Randwick uses electronic gathering of attendance through Sentral.

- The register (roll) of daily attendance that includes the following information for each student:
  - daily attendance, which is recorded by noting **daily absences** (appropriate code)
  - Absences
  - reason for absence
  - documentation to substantiate reason for absence
- Class Rolls are to be maintained using the [NSW Attendance Register Codes](#) and *Roll Marking Procedures* which are mandatory from the start of the 2015 School Year.
- Schools are required to follow the procedures as outlined in the document: [Procedures for Student Attendance in NSW Catholic Systemic Schools](#)

## 5.4 Electronic Roll Marking Procedures

The school currently uses the Sentral to record daily attendance. Class Rolls must always be marked accurately so as to record daily attendance as required by the Education Act 1990 and subsequent amendments made to the act (2015). Class Absence notes are kept in a folder maintained by the teacher.

### Staff Responsibilities:

- Each student will be recorded electronically as present or absent at the time of morning homeroom by the designated Homeroom teacher on Sentral.
- The daily list of absences is processed by the Attendance Officer using the Roll Codes in the following process:
  - the absentee list is checked against phone calls from parents indicating their son's absence;
  - unexplained absences are followed up with a text message which is sent to the parent(s) mobile phone (10.15am of the day of the absence) informing them of the absence and requesting that they ring the College immediately.
  - if there is no response then the Office will ring the parents. This contact is to establish clarification of the status of the student at that time.
  - if the Office is unable to contact the parents then the appropriate Year Coordinator and Director of Wellbeing are informed and they will endeavour to contact the parents; all instances of students being late to the College will be recorded electronically.
- A record of attendance is to be kept by the College electronically (Sentral Data Base) and in hard copy form. This record is to be in accordance with the NSW Department of Education guidelines and the procedures as outlined by the Sydney Catholic Schools (Student Attendance in NSW Catholic Systemic Schools Procedures – 2012). It will be checked and signed off that it is true and accurate every fortnight by the Director of Wellbeing who is the delegated College executive for the Headmaster. Once signed, this hard copy becomes the official record of attendance and must not be amended.
- The College will conduct a roll call at the beginning of each lesson. Each teacher of a lesson is to notify the front office by way of electronically submitting the roll of any students who are absent from their class (completing the PXP roll).
- At the end of the day, the Attendance Officer will check for any irregularities in the attendance information taken from the morning roll call. Should there be any irregularities detected, the relevant Year Coordinator and the Director of Wellbeing will be notified. In those cases, where a student is presumed missing every endeavour that is practicable will be made to notify a parent/guardian of the student.
- On Thursday afternoon it is the responsibility of the staff supervising the sports activity to keep an accurate roll of those students attending.

- The folder with the ten day attendance records will be kept in the front office. A log of all phone calls (incoming and outgoing) will be maintained by the Attendance Officer and will also be kept in the front office.
- The Director of Wellbeing maintains a separate record of the absences of senior students.
- The College has a sign in/out kiosk at the front office (as well as outside the Director of Wellbeing's office) for any student that is leaving the school for any part of the day. All students must swipe their ID card to sign in/out.
- The College will endeavour to encourage attendance at all College functions through a range of incentives implemented throughout the year

#### Student Responsibilities:

- It is the student's responsibility to present themselves to the Homeroom teacher at the start of the homeroom period in order to be marked as present.
- In the event that the student is late to school (which means arrival after 8:45am) they must present themselves to the Director of Wellbeing to sign in late using their ID card. Any student who arrives to school after period 1 must report to the front office to sign in. If the student does not sign in when arriving late they will be marked as absent. If a student is late 3 or more times per semester will be issued with Wednesday and Saturday detentions.
- Senior students must provide a medical certificate to the Year Coordinator for each absence. Students who don't provide a medical certificate will be issued with a Saturday detention.
- It is assumed at all times that the student communicates all attendance matters firstly to their Homeroom teacher.
- Every student is to ensure that any relevant correspondence regarding attendance be present to their Homeroom teacher.
- Students must provide a medical certificate to their Homeroom Teacher and relevant KLA Coordinator if they are absent for an assessment task or during an examination block.

Deputy Principal, Director of Wellbeing, Year Coordinator and School Support Staff Responsibilities:

- Deputy Principal liaises regularly (every fortnight) with the Director of Wellbeing & Year Coordinator to ensure that the electronic roll is an accurate record of student attendance and that any discrepancies are investigated and amended. There is no need to print out and file a roll.
- Deputy Principal informs the Headmaster of student attendance issues as necessary and if further actions need to be taken then the [Guideline for Supporting the Regular Attendance of Students at School are then actioned.](#)

## 5.5 Absence notes

- Absent notes may be hard or soft copy.
- The absence note must record:
  - the name of the person creating the record of the note
  - the name of the person who received the note (if this is different from the person recording the note)
  - the date of the note
  - name of the person providing the note (and the relationship to the student if this is not apparent)
  - the name of the student who is / has been absent
  - the dates and times of absence
  - the reason for the absence
- Phone calls, emails and text messages are accepted if the above details are entered into the electronic system or transcribed onto paper and stored as a soft or hard copy in a student file.
- The use of the attendance app for the electronic roll is acceptable as an explanation.
- Explanation received by a parent after the 7 days of an absence is still accepted.

## 5.6 Exemption from Attendance at School

- It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the Education Act 1990
- Certificates of Exemption from the compulsory education requirements of the Act may be granted by a delegated officer \* when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. (\* *The delegated officer would be the Headmaster (short Term) or the Executive Director of Schools (Longer than 50 days)*)
- Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to the Guidelines, to Headmasters, in relation to granting of an exemption from school attendance for periods totalling up to a specified number of in a 12 month period for any one student.
  - Exemptions from the legal requirement to attend school should be a rare occurrence in schools and only due to exceptional reasons
  - Reasons for Granting Full Day Exemptions from Attendance at School:
    - exceptional domestic circumstances, **excluding family holidays during school term**, subject to being satisfied that this is in the best educational interests of the child
    - other exceptional circumstances such as the health of the student where sick leave or alternative enrolment is not appropriate
    - employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

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

- If a parent considers that it is in the child's best interests to be exempted from the legal requirement to attend school for any length of time, then the parent applies to the Headmaster for an exemption by completing an Application from Exemption from Attendance at School form. (The school provides the form and could assist parents in completing it, as necessary.)
- If the Headmaster grants the Exemption, then the Headmaster would complete the *Certificate for Exemption from Attending School* and provide the Certificate to the parent.
- A copy of the *Certificate for Exemption from Attending School* must be attached to the student's record.
- Exemptions from school attendance cannot be granted retrospectively.
- Schools are required to follow the procedures as outlined in the document: [Guidelines for Exemption from Attendance in NSW Catholic Systemic Schools](#)

## 5.7. Supporting the Regular Attendance of Students at School

Parents are responsible for the regular attendance of students at school. Headmasters 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.

A child is considered to have an unsatisfactory school attendance when they have:

- regular absences without explanation (despite follow-up from the school)
  - regular absences and explanations provided by parents are not accepted by the Headmaster, or
  - extended periods of absence without an explanation or the explanation is not accepted by the Headmaster. An extended period of absence may be consecutive or irregular patterns of non-attendance
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- 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.
  - 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.
  - If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to Sydney Catholic Schools in the first instance, which then advises the Catholic Schools NSW. The CSNSW manages the process of informing NSW DoE. Police officers are authorised to act as attendance officers under Section 122 of the *Education Act (1990)*.
  - guidelines to support the regular attendance

## 5.8 Attendance Data

Attendance data is regularly analysed to address any issues of unsatisfactory attendance on a whole school level.

### **Procedure that Rolls are checked regularly**

The daily list of absences is processed by the Attendance Officer using the Roll Codes in the following process: the absentee list is checked against phone calls from parents indicating their son's absence; unexplained absences are followed up with a text message which is sent to the parent(s) mobile phone (10.15am of the day of the absence) informing them of the absence and requesting that they ring the College immediately. If there is no response then the Office will ring the parents. This contact is to establish clarification of the status of the student at that time. If the Office is unable to contact the parents then the appropriate Year Coordinator and Deputy Principal are informed and they will endeavour to contact the parents; all instances of students being late to the College will be recorded electronically.

The College will conduct a roll call at the beginning of each lesson. Each teacher of a lesson is to notify the front office by way of electronically submitting the roll of any students who are absent from their class (completing the PXP roll). At the end of the day, the Attendance Officer will check for any irregularities in the attendance information taken from the morning roll call. Should there be any irregularities detected, the relevant Year Coordinator and the Director of Wellbeing will be notified. In those cases where a student is presumed missing every endeavour that is practicable will be made to notify a parent/guardian of the student.

It is the Headmaster, Deputy Principal or Director of Wellbeing who must ensure that the procedures are followed by all staff and that the attendance records are accurate.

#### 5.9 Parents/caregivers requesting early departure

- In the event that leave for part of the day is sought, the student must notify the Year Coordinator in person before period 1 on that day with the accompanying note from their parent/guardian. It can be assumed that if a student has not notified the Year Coordinator before classes start it may well not afford the Year Coordinator the opportunity to address the leave request as class and other commitments take place from that point forth in the day.
- If leave has been granted the student will receive confirmation of this with the signature of the Year Coordinator on a leave pass. When the agreed time of leave arrives the student must firstly notify their classroom teacher by providing the signed leave pass. Before leaving the College the student must show a staff member at the front office their leave pass and swipe out.
- It is understood that once a student has left the College for reasons of leave that they are going directly to that place that has necessitated the leave.

#### 5.10 Hours of Supervision

The school's responsibility for the children commences at 8.15am and teachers begin supervision on the playground. Afternoon supervision concludes at 3.15pm, Bus supervision concludes at 3.45pm The College cleaners and security close all gates at the end of the day. THE SCHOOL IS NOT RESPONSIBLE FOR THE CHILDREN OUTSIDE THESE HOURS.

#### 5.11 Students Attending lessons/training/professional services externally during school hours

- Involvement in private lessons/tuition/professional services, such as ballet and music classes, sports training and therapies conducted externally 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.
- Headmasters should get evidence **from the National sporting or Arts body to verify the use of the word *Elite***. There have been cases whereby some private clubs/schools have used the word elite in communication when in fact it does not fit the Elite criteria specified in this document. Having 'potential' to be at the Elite level is NOT considered fulfilling the requirements.
- Where attendance at a private lesson during school hours is of exceptional importance such as sitting examinations, Headmasters may use their discretion in justifying the absence. This provision must not be used on a regular basis. The code to be used is "L".
- If parents withdraw their children from school for private lessons or training, an unjustified absence should be recorded and dealt with in the usual manner.
- This section of the document does not apply to ROSA or Higher School Certificate courses conducted outside school or participation in work placement or TAFE based courses.

#### 5.12 Managing applications for extended leave (Travel or holiday)

- Families are encouraged to travel during school holidays
- Where the permission sought is for 10 days or less and the Headmaster accepts the reason provided for the absence, the Headmaster can record the code 'L' in the roll. An Absence note/email/phone call is required.
- A Headmaster should not accept a reason for travel during school term if it is not in the best interests of the student. Educational, social and participation reasons, which should be specified on the Application

- Where the permission sought is for more than 10 days and the Headmaster accepts the reason provided for the absence, the Headmaster can also record the code 'L' in the roll but must ask also parents to complete the Application for Extended Leave – Travel Form. In completing the application, parents/caregivers must specify the reason for the application for extended leave. The Headmaster informs the parent that if the Application is accepted, the absences will be recorded as "L" – Leave. Special conditions may be associated with the Certificate.
- Examples of conditions for lengthy leave may include (but not limited to): completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which grade to return to etc...These should be discussed with the parent prior to issuing the certificate.
- Headmasters should request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the Application.
- Where the travel period exceeds one school term, the Headmaster should contact the Regional Consultant to discuss the particular circumstance and the resultant outcome.
- When travels period exceeds one school term access to Distance Education or enrolment in another school must be considered. Refer to Distance Education: Enrolment Procedures 2014 (Discuss with the SCS Senior Education Officer: Compliance).
- Headmasters may decline to accept a parent's Application for Extended Leave Travel. In this case the parent must be advised in writing. Refer to example letter -Declining an Application for a Certificate of Extended Leave -Travel.
- Further information in regards to applications for extended leave are found in the [Guidelines: Student Attendance in NSW Catholic Systemic Schools: Procedures](#)

## 6. ABORIGINAL AND TORRES STRAIT ISLANDER CONSIDERATIONS.

Regular school attendance is important for achieving core skills which leads to future success, education is one of the key factors that is likely to reduce Aboriginal and Torres Strait Islander disadvantage. Attendance is critical to this goal and should be closely monitored. Attendance rates for Aboriginal and Torres Strait Islander students are reported on specifically to the federal government and are part of the My School attendance data publically available.

- Attendance patterns of Aboriginal and Torres Strait Islander students should be closely monitored and concerns identified early.
- Involve the SCS Regional Aboriginal Community Liaison Officers (RACLO's) and external agencies to assist attendance when absence is higher than 4 days in a term.
- The SCS Regional Aboriginal Community Liaison Officers (RACLO's) will assist in building a relationship with the family to address the issue as early as possible.
- As well as typical attendance improvement strategies, the following ones can be used in the Aboriginal and Torres Strait Islander students' PLP's or your school's Aboriginal and Torres Strait Islander Education plan:
  - Implement straightforward, plain language, behaviour management policies that are applied consistently to address bullying, harassment and peer pressures
  - use events or programs that have a focus on building cultural identity and pride in the student, as well as a focus on promoting education, training and vocational pathways
  - 
  - increasing local community involvement in innovations that support school retention outcomes at a local level

## 7. RECORD RETENTION REQUIREMENTS

School Attendance Record requirements are:

| <b><i>Document</i></b>   | <b><i>Retention Period</i></b>   |
|--|--|
| Enrolment Register   | Retain permanently.<br>The SAS2000 Enrolment Register automatically retains records permanently.   |
| Attendance Register (Roll)   | Retain for a minimum period of seven (7) years after the last entry was made.<br>Store the registers (rolls) in a secure location for the specified timeframe. |
| Notes and records of verbal explanations of absence from parents             | Retain for seven (7) calendar years.   |
| Records for Certificates of Exemption from Attendance and Enrolment          | Retain for seven (7) calendar years.   |
| The student's record card detailing the number of absences each year         | Retain for seven (7) calendar years after the student has left.  |
| In the 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.  |

*Updated August 2018*