



St Edmund's  
COLLEGE

## POLICY 02.14.00-GE

# Student Attendance / Non-Attendance

### **Purpose**

This policy sets out the requirements for the attendance and exemption from attendance of students at St Edmund's College (the School).

### **Overview**

This policy has been developed in the contexts of the student's special educational needs.

### **Scope**

The policy applies to all students enrolled at the School.

### **Context**

Regular attendance at school is essential to assist students to maximise their potential. The School, in partnership with parents, is responsible for promoting the regular attendance of students.

### **Responsibilities and delegations**

Parents and carers are responsible for ensuring that their children enrolled at the School attend regularly.

Parents and carers are required to explain their child's absences promptly to the School.

### **The School's Principal**

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

The Principal's delegate must advise parents promptly when their children are absent without explanation.

The Principal is responsible for ensuring that accurate records of student attendance are maintained in an approved format, using the Minister's codes as an explanation identifying student absence. The register of enrolment must be retained for a minimum of five (5) years before archiving. The register of daily attendances must be retained for a period of seven (7) years after the last entry was made.

The Principal must ensure that all cases of unsatisfactory attendance and part or full day absences from School are investigated promptly and that appropriate intervention strategies are implemented.

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

### **Exemption**

In relation to exemption from attending the School, it is the policy of the School to meet the requirements as outlined by the Minister.

#### **General Principle:**

An exemption is sought from the legal requirement to enrol at or attend school for students of compulsory school age who are enrolled at the School.

It is the duty of the State to ensure that every child receives an education of the highest quality. 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 (as identified in Procedure 02.14.01-E) when it has been clearly demonstrated

by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. For example, in some cases, application for Distance Education may be more appropriate than seeking an exemption from school attendance.

Procedural fairness must be accorded to an applicant for an exemption.

<b>Date of Next Review</b>	March 2026
<b>Approval Authority</b>	College Principal
<b>Related Policy, Procedures &amp; Guidelines</b>	Education Act 1990 02.14.01-E – Student Attendance / Non-Attendance Procedure 02.14.04c-E – Attachment A – Letter Declining an Application for Certificate of Exemption 05.04.00-E – Enrolment Policy 05.04.01-E – Enrolment Procedure