



ST MICHAEL'S PRIMARY

STUDENT ABSENCE

New changes to taking leave 2017

The following outlines the changes that have been implemented as a result of the changes to the *Education Act 1990* regarding attendance. These changes take effect immediately.

New requirements for student absence and travel

- **1-4** days absence: Parents **must** notify the school principal by mail or email (written).
- **5 or more** days absence: Parents must complete and submit the *Application for Extended Leave* form (**A1**) prior to commencing leave. If approved the Principal issues a *Certificate of Extended Leave* (**C1**). If the principal declines this application (i.e it is not within the best interest of the child to take leave and be absent from school), a letter notifying parents that the application has been declined would be forthcoming.

Exemption from attendance

This relates to students who wish to participate in an accredited Elite Sports Program/Elite Arts Program, Employment in the Entertainment Industry or where there are exceptional circumstances.

- If the intended absence will be **under 100 days**, parents should complete and submit the *Exemption from Attendance* (**A2**) to the principal. The principal has the authority to **approve up to 100 days** each calendar year. If approved the principal will issue a *Certificate of Approval*.
- If the intended absence will be **over 100 days**, parents must complete and submit the *Exemption from Attendance* (A2) to the principal who will make a recommendation to the Catholic Education Diocese of Parramatta (CEDP) Director System Performance (DSP).
- The DSP will then investigate the matter and will make a recommendation to the Executive Director. The Executive Director reviews the *Exemption from Attendance* and forwards a recommendation to the Minister of Education. If this application is approved the principal, will issue a *Certificate of Approval* (**C2**). Should this application be declined by the Minister, the principal will issue a letter of decline.
- For additional information on accredited Elite Sport Program and Elite Arts program, contact the school office.

The Catholic Education Diocese of Parramatta has procedures and guidelines in place to achieve high standards of student attendance in collaboration with parents. Parents are required by law to ensure that children aged between 6 and 17 attend school. Schools are required to monitor and keep a register of student attendance in accordance with common codes which explain absences.