



OXFORD COLLEGE, SYDNEY

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166

A.B.N 53 002 834 166

Level 6, 815 George St, Sydney, N.S.W. 2010, Australia

Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia

Website (Homepage): <http://www.oxford-college.com.au>

Or specialty-language.com.au

E-mail: info@oxford-college.com.au

Or info@specialty-language.com.au

Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

Secondary School

Policies and Procedures for Student Attendance

(This should be used in conjunction with the College's 'Policies and Procedures for Monitoring Overseas Student's Progress')

GENERAL

1. The College monitors overseas students' course progress and attendance for each course in which the overseas student is enrolled.
2. The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.
3. The College monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course with the expected duration specified on the overseas student's CoE.
4. The College has and implements documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.
5. The College clearly outlines and informs the overseas student before they commence the course of the requirements to achieve satisfactory course progress and attendance in each study period.
6. The College has and implements a documented policy and processes for monitoring and recording attendance of the overseas student, specifying:
 - 6.1. requirements for achieving satisfactory attendance for the course which at a minimum must be 80 percent of the scheduled contact hours
 - 6.2. the method for working out minimum attendance under this standard
 - 6.3. processes for recording course attendance
 - 6.4. processes for determining the point at which the overseas student has failed to meet satisfactory course attendance.
7. The College has and implements a documented policy and process for monitoring and recording course progress for the overseas student, specifying:
 - 7.1. requirements for achieving satisfactory course progress for the course
 - 7.2. processes for recording assessing course progress
 - 7.3. details of the College's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress

- 7.4. processes for determining the point at which the student has failed to meet satisfactory course progress.
8. The College may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 percent of the scheduled course contact hours and the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.
9. The College will not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - 9.1. there are compassionate or compelling circumstances, as assessed by the College on the basis of demonstrable evidence, or
 - 9.2. the College has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - 9.3. an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
10. If the College extends the duration of the student's enrolment, the College advises the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Policy in accordance with the requirements of NESA (NSW Education Standards Authority)

It is the policy of Oxford College Sydney to comply with all state and commonwealth regulations regarding the attendance of the students.

1. Context

- Regular attendance at school is essential if students are to maximise their potential. Schools in partnership with the Guardian/Parent are responsible for promoting the regular attendance of students. While the guardian/parent are legally responsible for the regular attendance of their children, College staff, as a part of their duty of care, monitors part or whole day absences.
- The school attendance register (roll) and the register of enrolments should reflect the highest professional standards.

2. Responsibilities

2.1. The Principal will:

- (a) ensure that staff are aware of this policy and that staff implement its requirements
- (b) maintain in print a register of enrolments and daily attendances of all students in a form approved by the NSW Minister of Education for the attendance register. A common code approved by the Minister must be used.
- (c) ensure that students are informed that it is their responsibility to attend school regularly. Student services officer will send notice by email to parents/guardians if they are absent more than five days.

- (d) Sign off on the accuracy of the roll on Monday following the preceding week.
- 2.2. Teachers have the responsibility to mark rolls accurately each day. Absences must be entered by the teacher responsible for marking the roll on the day. If a student is absent, explanation for the absence must be explained using the code, such as S and L. Absence of more than 5 days consecutively must be explained by providing a written document e.g. medical certificate.
- 2.3. The Principal is responsible for the identification of students whose attendance is 80%, or unsatisfactory at less than 80%. Student service officer issues a warning letters to student when the attendance goes below 80%.
- 2.4. Teachers and the Student Services Officer are responsible for advising students of their attendance requirements at induction through student handbook and whenever their attendance is an issue.
- 2.5. Students are responsible for:
- (a) providing written evidence explaining the reason for any absence
 - (b) maintaining satisfactory attendance as per VISA requirements.

3. Requirements

- 3.1 The College keeps a register of all enrolments, which includes the following information for each student:
- name, age and address
 - the name and contact telephone number of student, or student and guardian if student's age is under 18 years old
 - date of commencement 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 and Communities officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, guardians' or parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the guardian/parents or student.
- 3.2 The College has in place and implements policies and 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 poor school and/or class attendance
 - transfer of unsatisfactory attendance information to student files by the Student Services Officer.
- 3.3 The College maintains a register of daily attendance that includes the following information for each student:
- daily attendance, which is recorded by noting daily absences
 - absences

- reason for absence
 - documentation to substantiate reason for absence.
 - transfer of unsatisfactory attendance information to student files by the Student Services Officer.
- 3.4 The College has a policy and procedures for exercising the Minister’s delegation (see “appendix A” procedure) under section 25 of the Education Act 1990.
 - 3.5 The Principal’s delegation for exemption from attendance for up to 100 days is only granted where conditions exist which make it necessary or desirable that a certificate of exemption be granted
 - 3.6 The College maintains records of the exercise of the above delegation including copies of all certificates issued under the delegation.
 - 3.7 The register of enrolments will be retained for a minimum period of five (5) years before archiving.
 - 3.8 The register of daily attendances will be retained for a period of seven (7) years after the last entry was made.
 - 3.9 The enrolment register and register of daily attendance is backed up for off-site storage in electronic database.

Procedure in accordance with the requirements of NESA (NSW Education Standards Authority)

Enrolment registers are recorded and maintained by Student Services Officer and Administration Officer.

Allocated teacher marks the daily attendance roll in period one.

Attendance rolls are also marked by teachers at each lesson.

The teachers sign the roll weekly and give it to the Principal at the end of each week.

The Principal gives the attendance rolls to the Technical Support Officer for data entry at the beginning of each week.

In cases where students are absent for more than five days the student’s services officer will send email to students, parents/guardians.

Students who have been absent for 5 consecutive days without medical certificate:

- The Principal or delegate makes contact by email and advises the student (the student and/or the guardian/parent in case of under 18 age student) of the seriousness of the situation. Record of this contact to be kept in the student file.
- In addition to this personal contact, an Initial Warning Letter will be sent to parents/guardians by the Student Services Officer. Copies of the letter to be placed in student’s file.

Attendance records are to be entered into the database using minister's code for attendance (see "appendix B code") on a weekly basis. Teachers must use minister's code for marking daily roll. The Principal may decline to accept the explanation as satisfactory for an absence. The parent/guardian will be advised that the explanation has not been accepted and a reason for the decision provided.

2015 Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

| Attendance Register Codes | |
|--|--|
| Symbols to be used for explanation of student absence | |
| Symbol | Meaning |
| A | The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided. |
| S | The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance. |
| L | An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions. |
| E | The student was suspended from school |

| Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes) | |
|---|---|
| Symbol | Meaning |
| M | The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer. |
| F | <p>The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:</p> <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses |
| B | <p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange |
| H¹ | <p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education |

Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

- a** - The student was absent on that day.
- Pa** - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Note: The symbol 'X' is to be used for the first and last day that the student attended for each term.

Electronic Attendance Registers²

For **Department of Education and Communities schools** using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.



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Application for Exemption from Attendance at School To be completed by the student's parents

Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Address: _____

Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick:

| | |
|--|--------------------------|
| Exceptional domestic circumstances | <input type="checkbox"/> |
| Other Exceptional Circumstance | <input type="checkbox"/> |
| Direction under Section 42D of the <i>Public Health Act 1991</i> | <input type="checkbox"/> |
| Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice | <input type="checkbox"/> |

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / _____ to: ____ / ____ / _____

Number of school days: _____

Copy of Certificate of Exemption attached: (Please tick one box) Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / _____



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Senior High School

Application for Extended Leave – Vacation/ Travel

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE | SRN |
|-------------|------------|-----|-----|-------|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Student address: _____

Postcode: _____

School name: _____

Dates of extended leave applied for: From: / ___/ ___ to ___ / ___ / ___

Number of school days: _____

Reason for travel: _____

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)

Date of prior exemption/extended leave: From: ___/ ___/ ___ to ___ / ___/ ___

Number of school days: _____

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick) Yes No

PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Vacation/ Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Vacation/ Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: ____ / ____ / ____

PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave- Vacation/Travel*

(Please tick one box

Yes No

Please provide more detail here(if required):

Principal's name (please print): _____ Telephone number _____

Signature of principal: _____ Date: ____ / ____ / ____

Note: Please complete the Certificate of Extended Leave–Vacation/ Travel if requested leave is to be approved.

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Certificate of Extended Leave – Vacation/ Travel

The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.

Note: Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE | SRN |
|-------------|------------|-----|-----|-------|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Student address: _____
_____ Postcode: _____

School name: _____ School Telephone: _____

Dates of extended leave applied for: From: ____/____/____ to ____/____/____

Number of school days: _____

Reason for providing the period of extended leave – vacation/ travel:

Conditions applicable to providing the period of extended leave – vacation/ travel:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/ her supervision during the period of extended leave.

The parent acknowledges that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: _____ Principal signature: _____ Date: ____/____/____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.