



Education &
Communities

Public Schools NSW

STUDENT ATTENDANCE IN GOVERNMENT SCHOOLS

Special Circumstance Register

Learning and Engagement Directorate
2015

Special Circumstance Register

School Attendance Policy PD20050259

Please refer to *Student Attendance in NSW Government School – Procedures* (Section 12)

Attendance registers must be maintained each day the school is open for instruction; however Special Circumstance Registers should be used:

- A. when there is full or part day industrial action involving teachers
- B. when there is an approved school development day
- C. on days on which the school is inaccessible due to natural occurrences such as fire or flood. Principals should consult with the Director Public Schools NSW, prior to deciding that a school is inaccessible
- D. when students with a shared enrolment are attending specialist education settings and that setting is not the home or census school
- E. when students are attending another NSW government school for a short period of time, while enrolled in their local school. The Attendance Register Code 'H' should be used on the local school's Attendance Register (roll)
- F. for students who attend a Suspension Centre who are suspended from school in accordance with the Department's Suspension and Expulsion of School Students – Procedures. The Attendance Register Code 'E' should be used on the school's Attendance Register (roll) to denote the days the student was suspended from school

Special Circumstance Registers should:

- A. specify the dates and times of the variation
- B. indicate the reason for the variation
- C. list students attending on that day
- D. be signed by the teacher maintaining the register
- E. be forwarded to the student's enrolled school at the end of each school week (for students with a shared enrolment attending a special setting, or students attending suspension centres)

On days outlined in A, B or C in above, on the Manual Attendance Register (roll), a broken line must be ruled through that day's column and the notation 'Roll not marked – see Special Circumstance Register' recorded within

Absences on these days are not to be recorded on student records or counted as absences for statistical purposes.

