



# ST. BRIGID'S CATHOLIC SCHOOL

Groom Street,  
PO Box 228, Kyogle, NSW 2474

Phone: 02 **6632 1988**

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## APPENDIX 1

### Sample Letter 1 – Initial Notification to parent of unexplained absences.

<Insert Date

< Insert Parent Address>

Dear < Insert Parent's/Carer's Name/s>

I refer to the attendance of your child \_\_\_\_\_ at school, and seek your assistance. We note that \_\_\_\_\_ now has had \_\_\_\_\_ days of unexplained/unapproved absences.

The *NSW Education Act (1990)* and the Catholic Schools Office Lismore require Parents/Carers to ensure that children of compulsory age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carer's are required to provide the school with an acceptable explanation, in writing, within seven days of the absence.

Please note that the law requires us to inform you of our concerns around attendance. If the number of unexplained absences continues to accumulate, a formal meeting may be required and an *Attendance Improvement Plan* developed.

We look forward to working with you to resolve this matter in the interest of your son/daughter's education. Please do not hesitate to contact \_\_\_\_\_ should you wish to discuss this matter further.

Yours sincerely,

<Insert Name  
Insert Position (Principal)





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## APPENDIX 2

### Sample Letter 2 – Requesting Parent to attend an Attendance Meeting

<Insert Date

< Insert Parent Address>

Dear < Insert Parent's/Carer's Name/s>

I refer to the attendance of your child, <name> at school.

The *NSW Education Act (1990)* and the Catholic Schools Office Lismore require Parents/Carers to ensure that children of compulsory age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carer's are required to provide the school with an acceptable explanation, in writing, within seven days of the absence.

You have previously been advised that <name> attendance is a matter of concern. The school has implemented a range of strategies to encourage <name> attendance at school without success.

The school recently reviewed <name> pattern of attendance and it is clear that <name> attendance is still at an unacceptable level.

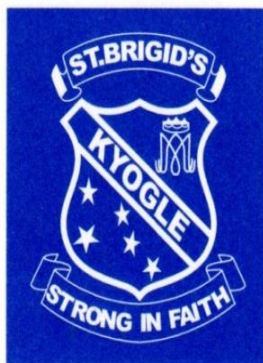
I am obliged under the *NSW Education Act (1990)* to support the regular attendance of students. Therefore, I request that you attend the school for an 'Attendance Meeting' on <day> \_\_\_\_\_ at <time> \_\_\_\_\_. The meeting may include the development of an 'Attendance Improvement Plan'.

If you do not meaningfully engage in assisting the school with <name> attendance, then the matter may be referred for further action to the Department of Education for possible legal action.

It is important that you work with us to resolve the issue of <name> attendance.

Yours sincerely,

<Signature of Principal>



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## APPENDIX 3

### Sample Letter 3 – Requesting Parents/Carers to attend an Attendance Meeting, after no improvement in attendance after initial meeting/Attendance Improvement Plan.

<Insert Date

< Insert Parent Address>

Dear < Insert Parent's/Carer's Name/s>

I refer to the attendance of your child, <name> at school.

The *NSW Education Act (1990)* and the Catholic Schools Office Lismore require Parents/Carers to ensure that children of compulsory age attend school on each day that the school is open for instruction. If children are absent from school, Parents/Carer's are required to provide the school with an acceptable explanation, in writing, within seven days of the absence.

You have previously been advised that <name> attendance is a matter of concern. The school has implemented a range of strategies to encourage <name> attendance at school without success.

The school recently reviewed <name> pattern of attendance and it is clear that <name> attendance is still at an unacceptable level and there has not been considerable improvement since our last meeting.

I am obliged under the *NSW Education Act (1990)* to support the regular attendance of students. Therefore, I request that you attend the school for another 'Attendance Meeting' on <day> \_\_\_\_\_ at <time> \_\_\_\_\_ to assist us develop an 'Attendance Improvement Plan'.

The (College/School) would welcome the presence at the attendance meeting of <insert student's name> treating medical and mental health professionals. It is our understanding that (he/she) is under the treatment of \_\_\_\_\_. Should this individual be unavailable to attend in person we will need to seek detailed advice from him/her by telephone about strategies and options for supporting <insert student's name> health and education.

If you do not meaningfully engage in the plan and there is no improvement in <name> attendance during the period of the plan, then the matter may be referred for further action to the Department of Education for possible legal action.

It is important that you work with us to resolve the issue of <name> attendance.

Yours sincerely,

<Signature of Principal>

**Attendance Improvement Plan Template**

In respect of the attendance of		Student's name	
Time Frame of Plan.		Recommended 4 Weeks	Plan Review Date
We the parents agree to <i>(up to 6 undertakings)</i>	1)	Undertaking 1	
	2)	Undertaking 2	
	3)	Undertaking 3	
	4)	Undertaking 4	
	5)	Undertaking 5	
	6)	Undertaking 6	
As the young person involved (over 12 years of age) I agree to <i>(up to 6 undertakings)</i>	1)	Undertaking 1	
	2)	Undertaking 2	
	3)	Undertaking 3	
	4)	Undertaking 4	
	5)	Undertaking 5	
	6)	Undertaking 6	
Signed  All parties		Date	Click here to enter a date.
		Date	Click here to enter a date.
		Date	Click here to enter a date.
		Date	Click here to enter a date.

## Attendance Improvement Plan Sample

In respect of the attendance of		John Citizen	
Time Frame of Plan	10 <sup>th</sup> Oct-4 <sup>th</sup> Nov 2016	Plan Review Date	4 <sup>th</sup> November, 2016. 10am.
We the parents agree to <i>(up to 6 undertakings)</i>	1	Contact GP to discuss appropriateness of anxiety medication.	
	2	Arrange for psychologist to speak with school staff with appropriate ways to assist.	
	3	Contact John's best friend's mother to arrange a common arrival time.	
	4	Encourage positive psychology using resource supplied by the Mental Health Unit at the Hospital.	
	5	Proceed with psychologist recommendations to access counselling on a weekly basis.	
	6	Organise John and one of his peers to work together on the History Research Project.	
As the young person involved (over 12 years of age) I agree to <i>(up to 6 undertakings)</i>	7)	Follow the Attendance Improvement Plan	
	8)	Follow parents and teachers instructions regarding school attendance.	
	9)	Turn off all electronic devices and leave them in the lounge room thirty minutes before my scheduled bed time.	
	10)	Use Bounce Back strategies when I feel anxious about going to school.	
	11)	Engage with the psychologist and try and get the best out of each session.	
	12)	Complete my homework before 8pm each evening.	
Signed  All parties		Date	Click here to enter a date.
		Date	Click here to enter a date.
		Date	Click here to enter a date.
		Date	Click here to enter a date.





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## APPENDIX 6

### Sample Letter 4 – Letter to a parent who does not respond to repeated requests for AIP Meeting.

<Insert Date>

< Insert Parent Address>

Dear < Insert Parent's/Carer's Name/s>

I refer to the attendance of your child, <name> at school.

Sample letters were sent to you on \_\_\_\_\_(dates) by registered mail regarding \_\_\_\_\_'s attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that \_\_\_\_\_attends school regularly and that any absences are explained satisfactorily.

The sample letter requested that you contact the school to make an appointment to attend an *Attendance Improvement Meeting*. At the time of writing, the school has received no response from you with regards to these letters.

I am obliged under the *NSW Education Act (1990)* to support the regular attendance of students. The following options are available to you:

1. Contact the school within 3 days to make an appointment to attend an *Attendance Improvement Meeting*.

or

2. Provide evidence that your child is enrolled in an alternative school.

If you fail to respond to 1 or do not provide evidence of 2 then I will order a Compulsory Attendance Conference. If this is the case, you will be contacted by a Catholic School Office Compulsory Attendance Conference Convenor.

If you fail to respond to the Compulsory Attendance Conference directive I will have no option but to consider the enrolment abandoned. The matter will be then referred to the department of education for legal action.

Yours sincerely,

<Signature of Principal>



### Referral to CSO Attendance Concern Form

Please email completed applications to CSO Audit and Compliance Officer and if appropriate the Diocesan Aboriginal Education Officer.

School:	
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#### Section A: Student Details

Surname		Given Names	
Date of Birth		Sex	
Grade			

Background (Aboriginal/Torres Strait Islander/English as a Second Language/Other)

Language spoken at home	
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Does the student have any risk factors such as mental health issues, disability, drug and or alcohol abuse of a parent? Please provide details.

Has the student a history of violence? Please provide details.

Has the student been suspended for violence? Please provide details.

Has the student behaved aggressively at school? Please provide details.

**Section B: Record of Student's Absences**

Date from:                      Date to:                      Number of days' school open for instruction:

Type of Absence	Sick	Leave	Unexplained Unapproved	Exemption	Out Of School Suspension
Whole Day					
Part Day					
Total					

**Section C: Family Information**

Address	
---------	--

Name of Parent 1			
Telephone	Home	Work	Mobile
Name of Parent 2			
Telephone	Home	Work	Mobile
Address if different to student			

Is there a court order awarding custody? If so, please provide details.

Known siblings:

Has a report been made to Community Services about this student? (Please comment with relevant date/reference numbers and outcome if known.

Are there other known risk factors – such as domestic violence, mental health issues, disability, drug and or alcohol abuse of a parent? (Please provide details).

Details of any other agencies/health professionals involved with the child or young person, and where possible, contact details for these other agencies. These may include agencies such as Community Health, Community Services, Paediatricians, Psychologists, Counsellors, Police or Juvenile Justice.

#### **Section D: School Intervention**

Please outline interventions that have occurred at a school level (attach additional sheets as required). This should include a description of the actions undertaken and the outcomes of those actions.

Please attach a copy of the relevant phone/email/sms/meeting details, letters sent and *Attendance Improvement Plans*

Date of Referral:

Principal's Signature:



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## APPENDIX 8

### Sample Letter 5 – Letter to a parent to notify that enrolment is considered abandoned.

<Insert Date

< Insert Parent Address>

Dear < Insert Parent's/Carer's Name/s>

I refer to the attendance of your child, <name> at school.

Sample letters were sent to you on \_\_\_\_\_(dates) by registered mail regarding \_\_\_\_\_'s attendance at school and your legal obligations under the NSW Education Act (1990) to ensure that \_\_\_\_\_attends school regularly and that any absences are explained satisfactorily. There have been repeated requests for you to contact the school to which you have not responded.

As per my registered letter to you on \_\_\_\_\_(date) if there was no response received from you then matter would be referred to the Catholic Schools Office. This has taken place and it has been determined that the enrolment of \_\_\_\_\_at <insert school's name> is abandoned and the contract between the school and the Parents/Carer has ceased. The Department of Education and Community Services have been informed that your child is currently not enrolled in a school. They will be following up this issue through legal action.

Yours sincerely,

<Signature of Principal>  
Principal Name

**AGREED UNDERTAKINGS**  
**Compulsory Schooling Conference**

Venue		
School participant		
Student participant		
Student's name		
We the parents agree to  <i>(up to 6 undertakings)</i>	Undertaking 1	
	Undertaking 2	
	Undertaking 3	
	Undertaking 4	
	Undertaking 5	
	Undertaking 6	
As the young person involved (over 12 years of age) I agree to  <i>(up to 6 undertakings)</i>	Undertaking 1	
	Undertaking 2	
	Undertaking 3	
	Undertaking 4	
	Undertaking 5	
	Undertaking 6	
Signed  All parties	Date	Click here to enter a date.
	Date	Click here to enter a date.
	Date	Click here to enter a date.
	Date	Click here to enter a date.
Review Date		

## Suggested School Strategies to Address Non-attendance Issues

**GUIDELINES FOR SUPPORTING STUDENT ATTENDANCE - Appendices**  
**NSW Department of Education and Training School Attendance Policy PD/2005/0259/VO5**

## Appendix C

## Suggested School Strategies to Address Non-attendance Issues

## Possible outcomes as discussed at school learning support team meeting

<input type="checkbox"/> Regular attendance restored. <input type="checkbox"/> Student participates in approved attendance program, increasing to satisfactory attendance within 20 days.	
<input type="checkbox"/> School based program incorporating use of community resources. <input type="checkbox"/> Apply for special class placement * <input type="checkbox"/> Apply to enrol at another school *	<input type="checkbox"/> Plan transition to work / further training * <input type="checkbox"/> Apply for Exemption from school * <input type="checkbox"/> Apply for Distance Education Program * <input type="checkbox"/> Apply for Home Schooling Program *
PLEASE NOTE: * INDICATES THAT SPECIFIC CRITERIA NEED TO BE MET	

## Strategies that may be useful

<ul style="list-style-type: none"> <li>• Plan in learning support team meetings (Note: Learning support team reports should be provided with applications to the Home School Liaison Program)</li> <li>• School sends letters to family</li> <li>• Discuss at student welfare meeting</li> <li>• Interview parent / care provider</li> <li>• Student Interview</li> <li>• Establish positive attendance program</li> <li>• Develop an individual education program</li> <li>• Establish an alternative school program</li> <li>• Place student on attendance monitoring</li> <li>• Place student on attendance contract</li> <li>• Address bullying/harassment problems</li> <li>• Interagency liaison: Police, Health, ADHC, Housing &amp; Community Services</li> <li>• Address any social issues</li> <li>• Establish additional support for Aboriginal student via relevant Indigenous community group</li> </ul>	<ul style="list-style-type: none"> <li>• Modify school curricular</li> <li>• Travel training</li> <li>• Set up a buddy / teacher mentor program</li> <li>• Enlist help of peer / siblings</li> <li>• Gain permission to contact medical practitioner to discuss any current medical condition(s)</li> <li>• Student shadows teacher for a period of time</li> <li>• Give responsibility and/or leadership opportunity to student</li> <li>• Focus on student needs e.g. breakfast, clothing, hygiene, medical care, emotional support (grief and loss, resilience building)</li> <li>• Class writes to student inviting him/her back</li> <li>• Alternative program to avoid off task behaviours, teach alternate behaviours</li> <li>• Investigate work experience opportunities</li> <li>• Community Service Support (Smith Family, Horizons, CentaCare, Barnados)</li> <li>• Daily wake up / check up calls for 5 days</li> <li>• Referral to school counsellor</li> <li>• Community justice mediator</li> </ul>
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**VERSION HISTORY**

<b>Version</b>	<b>Approval Date</b>	<b>Authorised By</b>	<b>Notes</b>
1	May 2017	Assistant Director – Learning Services	Originally released