## STUDENT ATTENDANCE POLICY AND PROCEDURES

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ST. ANDREW'S GRAMMAR
Student Attendance Policy and Procedures

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Policy

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. St Andrew’s Grammar;

- believes all children should be enrolled at school and attend school all day, every school day
- regular attendance at school is essential to assist students to maximise their potential
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

St Andrew’s Grammar has a duty of care to know where all its students are at all times when the school is open for instruction. A monitoring and recording process has set up to keep track of all students and to keep Parents/Guardians informed of their student’s attendance.
Student Absentee Flowchart

Form & Classroom Teachers K-12
Check the Roll
Form and Classroom Teachers are required to enter absent students into the Maze Database by 9.30am.
(If the teacher is unable to access Maze in their classrooms they must send an email listing the absent students or physically bring an absentee list to Reception before 9.30am).

Late Students
Students who arrive late to school must sign the Late Register at reception. Their diaries will be stamped 'Late' the receptionist will write the time they arrived. The diary will need to be presented to either their form or classroom teacher. This information will be entered in to the MAZE system with an L and the time they arrived at school. Their parents/guardians will still receive an SMS message direct to their mobile phones - numbers listed on MAZE. If a parent has signed the student in late or contacted the school to advise the student will be late an ‘N’ will be recorded in the MAZE data base.

Telephone/Email Messages
The receptionist is to check the email messages and the recorded telephone messages from the absentee line and enter the information provided by the parents/guardians into the MAZE data base if the student is going to be Late, Sick or any other reason for the absence.

Absentee History
Once the absent students have been entered into the Maze system and the late students have been recorded by the receptionist an email of Absentee History will be sent to ‘All School Staff’ for the Teachers to check and advise reception of any discrepancies before the SMS messages are sent to the students parents/caregivers. This report will be broken down into SS, Y7 & PS and a hard copy will be placed in the individual teacher's pigeon holes for them to collect and check during each period.

SMS Notification to the parent/caregiver
SMS notification will be sent via the Maze system to the Guardians mobile numbers provided to advise them that their child was not at school for unexplained reasons or where late to school lists the time they arrived. The SMS message will ask them to contact the school to explain the absence or the reason for being late to school. For students marked with an ‘N’ in the MAZE database no SMS will be sent to the parent as they are aware that their child was late.

Parent/Guardian’s Response
Parent/Guardians will respond to the SMS’s and the information they provide to SAG will be entered onto the Maze Database. In the instance where the child should be at school a red email will be sent to ‘All School Staff’ asking them if they have seen the student. If the teachers do not respond an administration staff member will check the student’s time table, physically go to the student’s class and check with the teacher if the student is at school. The Administration staff member will then call the parent/guardian concerned and advise them of the outcome.

Roll Checks throughout the day
Classroom Teachers are required to check the roll during each period against the absentee list and email reception if there are any changes from the published list. These changes will be updated on the Maze System and the Head of Secondary/Primary will be notified and the parents will be contacted is there is any reason for concern. The receptionist will email through and updated list of student absentees by 1pm each day for the teachers to check and Teachers must advise reception of any discrepancies. If a student has not attended a class the Head of Secondary or Head of Primary will be notified and the receptionist will call the students parent/guardian’s.
Daily Routines

Daily Routine Secondary School

Members of the Secondary School staff are on campus in preparation for the commencement of the School day at 8.45am. Some staff are rostered on duty in each sub-school during this time to supervise students as they arrive. Students should be at school by 8.30am to prepare for the day.

The Secondary School day begins at 8.45am for Form. This is followed by 6 periods which begin at 9.00am and finish at 3.15pm. Morning recess is held from 10.50 to 11.10am and the lunch break is from 1.00pm to 1.30pm.

Daily Routine Primary School

Members of the Primary School staff are in their classrooms at 8.30am with the exception of Mondays when the staff attend a Staff Meeting from 8.15am to 8.30am. Staff are rostered on duty during this time to supervise students as they arrive. Students should be at school by 8.30am to prepare for the day.

The Primary School day begins at 8.45am for Form. This is followed by 7 periods which begin at 9.00am and finish at 3.10pm. The day is divided into two 45 minute lessons before morning recess, two 45 minute lessons after morning recess and three sessions after lunch.

Morning recess is held from 10.30 to 10.50am and eating is supervised in the undercover area. The lunch break is from 12.20 to 1.00pm. For Years 1 to 6 the eating of lunch is supervised in the undercover assembly area from 12.20 to 12.35pm. This is followed by supervised play from 12.35 to 1.00pm.

Daily Routine Kindergarten and Pre-primary

Students in the Kindergarten and Pre-primary must be at school by 8.45am for informal instruction and ‘quality’ time with their parent. Formal instruction begins at 9.00am, continues until 3.00pm and consists of Continuous Learning Indoors and Continuous Learning Outdoors.

Morning recess begins with supervised eating at 10.30am and lunch begins at 12.20pm again, with supervised eating. Play in the early childhood area is supervised at all times and is categorised as Continuous Learning Outdoors.

School Times

Kindergarten and Pre-primary
- 8.45am Doors open
- 9.00am Formal Instruction begins
- 3.00pm Day finishes

Primary School
- 8.30am Students should be at school
- 8.45am Form room
- 9.00am Formal instruction begins
- 3.10pm Day finishes
Parents are requested not to drop their children off at school before 8.30am and to collect them promptly at the end of the day. If students are going to be on the School premises before or after these times, they should be brought to Reception or the Library (if staffed) and not left to roam about the School grounds.

Please note that Reception is open at 8:15am and closes at 4:15pm.
International Student Absence

If an international student’s attendance drops markedly over a short term or is absent without an adequate reason or if the student is assessed as not achieving satisfactory attendance (a minimum of 80% attendance or 110 hours of course participation for each subject) through the School’s Absentee procedures, the School will notify the parent/guardians of its intention to report the student through PRISMS.

The written notice from the Head of School will inform the parent/guardians that they are able to access our Grievance Resolution Policy and that they have 20 working days in which to do so.

If following the Grievance Resolution process the decision that supports the School, the School will report through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

The School may decide not to report a student for breaching 80% attendance if:

• There is documentary evidence from the parent/guardians/guardians demonstrating that compassionate or compelling circumstances apply. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to:
  1. serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  2. bereavement of close family members such as parent/guardians or grandparent/guardians;
  3. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies;
  4. a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists’ reports)
• The student is attending at least 70% of the course contact hours for which he or she is enrolled; and
• This is consistent with the School’s Student Attendance Policy

Note that the School will only use PRISMS to report a student who breaches the Student Attendance Policy. PRISMS then generates a Section 20 breach notice which is sent to the family of the student. A copy will be kept on the student’s file.

DIAC may cancel a student’s visa based on the School’s dissatisfaction with a student’s attendance. DIAC does not need to assess whether a breach has occurred. However, DIAC will retain the ability to consider exceptional circumstances as to why the visa should not be cancelled and to refer the matter back to the School if the School has not given the student access to an appropriate appeals process and/or considered compelling and compassionate circumstances, where relevant. However, these circumstances will be limited.
School Leavers

School Leaving Age

The extension of the school leaving age in 2006 now requires compulsory attendance or participation of students until the end of their 17th year. Students who choose an option other than attending school (e.g. TAFE, employment) complete a Notice of Arrangements which is sent by the parent/guardian to the Minister. Sometimes these Notices may remain pending and the School is required to keep the student on its Roll.

All Non-government students applying for exemption to the end of Year 10 must complete two forms:

- The DES form, Application for Exemption from School Enrolment (Non-Government School) to cover the extension for up to the end of Year 10
- The DOE form, Notice of Arrangements (see appendix 3)

BOTH forms must be submitted together to the Department of Education Services.

Once the Notice of Arrangements is approved, a student is transferred from the Current Roll to the Former Roll. Whilst the Notice of Arrangements is pending, the student is not attending, or is under the notice and care of a Participation Coordinator, the School remains responsible for the enrolment.

Early School Leavers

Early school leavers are students who leave school in their 16th or 17th year and who need support to make a successful transition from school to further education, training or employment. It is mandatory that a Notice of Arrangements is completed for all early school leavers.

A Manager Participation is located in each District Education Office. Together with a Participation Coordinator, they assist early school leavers in securing their post-school options.

Process

A process is in place to provide schools with appropriate pathways for securing post-school options for early school leavers. This process allows for the Principal or delegate of the School and the District Manager Participation to clarify the service between the School and the District Participation Team. This is to manage the interface between the two parties to:

(a) Support early school leavers who are in their 16th or 17th year to access options to best support individual needs;
(b) Access inter-agency support;
(c) Manage district-specific initiatives.

Schools are also advised to take the following steps in the management of students on Notices of Arrangements for the purposes of accountability and practical attendance management:

- Create a separate Roll (‘Participation List’) for students on pending Notices of Arrangements;
- This ‘Participation List’ Roll should only be used for Year 11 and 12 students;
- The District Participation Unit will inform schools when a Notice of Arrangements is pending and will advise schools to designate that the student be placed onto the ‘Participation List’ Roll; and
- Schools set attendance targets excluding students on the ‘Participation List’ Roll.
Procedures for Parents/Guardians

Student Absence

Should a child be absent from school for any reason, the parent/guardians should contact the School by telephone on the Absentee Telephone Line (9376 5880) or on the main line (9376 5850) before 9.00am on the day of the absence and then follow up the absence with a written note (see the back pages of the School diary) upon the student’s return to school. This note MUST be returned directly to Administration.

The School will contact all parent/guardians/guardians of students who are absent will receive an SMS notification to advise them of their child being absent. Parents/guardians are required to respond to the standard text message and the schools contact telephone number is given within the message requesting them to advise St Andrew’s reception of the circumstances to why their child is absent. If a Parent responds that their child should be at school and there is no reason why not then an email will be sent to teachers to double check the Student’s non-attendance. After they have been confirmed absent, a search of the school grounds will commence and the Parent informed of the outcome.

If a child is absent for more than two consecutive days without an explanation, the Form Teacher/Pastoral Co-ordinator will contact the parent/guardian by telephone or e-mail to determine the cause of the absence. Extended absences or frequent absences over a period of time must be reported to the relevant Head of School who will write to the parents/guardians (see appendix 2).

Student Late Attendance

Should a child be late to school for any reason, parents/guardians are required to contact the School by telephone (9376 5850) before 9.00am on the day of the late arrival and then accompany the late arrival to Reception with a written note (see the back pages of the School diary).

The student (or parent/guardian in the case of children in the Primary School) must sign in the Student Late Entry Register and the child’s diary will be stamped ‘Late to School’ and the receptionist will hand write the time of arrival. This stamped entry must be shown to the class teacher upon arrival to class. Note that any student who arrives on campus after 8.45am must sign in late.

Student Illness during the School day

If a child feels ill during school time the teacher will send him or her to Reception (Health Centre) for assessment.

The School Receptionist will treat the student and contact the parent/guardians and arrange for the child to be sent home if required. Students may not, at any time, make direct calls to parents/guardians or other care-givers on personal mobile telephones without the express permission of the Principal or delegate.

If a child is injured during school time the same arrangements will apply. The School reserves the right to seek immediate medical treatment for an injured child if the parents/guardians cannot be contacted. All prescription medications must be left at the School Health Centre.

The Receptionist will update that Maze Database and inform teachers of any treatment given and whether the student will be returning to class or going home.

Student Absences for holidays during term time
The School prefers that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children.

Removal of a student during term time for reasons such as holidays or non-essential travel is, in effect, a breach of the School Education Act 1999 and will not be approved.

Part 2, Division 3, Section 23 Attendance requirements:

(1) A student must on the days on which the school is open for instruction —

   (a) either —

   I. attend the school at which he or she is enrolled; or

   II. otherwise participate in an educational programme of the school whether at the school or elsewhere

Requests for leave during term time for compassionate reasons (e.g. family funeral) may be approved at the Principal’s discretion. Such requests must be made in writing to the Principal before the start of requested leave.

Families who decide take their children on extended holidays during school term time and whose children are not present for Commonwealth and State Census dates may be required to make additional payments to school fees if the child’s absence precludes the School from receiving either State or Commonwealth per capita grants for the missing child/children.

It is not a requirement of the School to provide extra work or catch up work when holidays are taken. However, where possible the students are encouraged to approach their teachers for advice regarding keeping up with their classes prior to the commencement of your vacation.

For extended absences of more than two weeks in duration, it is essential that home tuition is provided whilst travelling and that formal extra curricular tuition is provided upon return to enable the students to catch up. It is important to note that the School cannot be held accountable if the children fall behind.

Students leaving the School grounds during school hours

St. Andrew’s Grammar will not allow students to leave the School premises during the school day in circumstances where there is no parent/guardian permission. If a student is permitted to leave in these circumstances, the School must be satisfied that no foreseeable harm will come to him or her and only the Principal or the Head of Secondary, as delegate, may give authority for this to occur.

The School will release a student where parent/guardian permission has been given if the written permission clearly states the terms upon which the parent/guardian/s is/are giving permission for the student to leave premises, including the purpose for which the permission is given, the times during which the student/s may absent himself or herself (for example daily or on a specified day each week) and the period for which the permission is given (for example a term).

If the student is NOT being collected by the parent/guardian or guardian, the parent/guardian must provide a written acknowledgement that the School cannot be held responsible for any injury that occurs to the student away from the School premises or for any misconduct on the part of the student. The School must be satisfied that the parent/guardian is giving informed permission by advising the parent/guardian of any concerns it has for the student's safety.
If the School, having assessed the situation, considers that the student may be placed at risk if allowed to leave the School premises, then permission to leave will be refused notwithstanding that parent/guardian permission has been given.

If, for example, the School becomes aware of unsatisfactory behaviour, risk related behaviour or other circumstances likely to affect the health, safety or welfare of the student, it will be justified in withdrawing permission and the Principal will discuss these concerns with the student's parent or guardian.

Provided that the School is satisfied on reasonable grounds that no foreseeable harm will come to a student, the student-teacher relationship will end and a duty of care will no longer be owed once the student leaves the premises for non-school sanctioned events such as a medical appointment.

**Procedures for Staff Members**

All teaching staff who have or take charge of a Form Class from K-12 are required to attend the Form Class and to check the roll each day between 8.45am and 8.55 am and each period of instruction.

All students who are absent are to be marked on an absentee slip (see appendix 1), emailed through to the Receptionist or directly input on to MAZE.

The Receptionist will update that Maze Database ‘Accident Incident and Sickbay – Maintain sickbay – Sick Bay Maintenance – Select a student – Add’. They will also email the class teacher in primary school or all secondary staff in secondary school the outcome of the visit to the health centre eg. If the child has been treated and will be returning to class, resting in the health centre for a period of time or the students parent has been called and the child has been sent home.

**Recording of Absences in MAZE**

The following process is used to record student absences in MAZE. This should be completed before 9:45am each day. Admin staff will update the database for late students and will send an SMS alert to the parent/guardians at this time.

**Start Maze.**
This is located in the RM folder of the Start Menu.
Click on Start, then All Programs, them RM, then Maze.

At the Maze login screen Tick the box to “Use Windows Authentication”.

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When you have logged in select Student Absences by Roll group (ST11303).

Select your Role Group from the drop down Parameters List.
Select the Date. You can type this in or select from the Drop Down Calendar.

You will now be displayed with your Class List. Note you can scroll up and down the list to display all students.

On each line are a number of options which you can complete. The main fields are Ab Type (Absences Type) and Present. To mark a student absent click on the Ab Type field and select the absence type, if you do not know you may leave this blank as the system will automatically mark the student as an Unexplained Absence. Then un-tick the present Tick box. Repeat this process for each absent student. Note if a student has already being marked as absent for that day then they will not be
Once you have completed marking the students absent click on the Process Records button on the toolbar. This will update the Maze Database.

You may then exit Maze.

Each day following the entry of all absentee data into MAZE, Appendix 3 will be completed by the School Receptionist and emailed as a PDF Document to all staff along with the names of all absent or late students. Teachers MUST use this PDF list every lesson to confirm absences of students during the day. This document will be available by the conclusion of Session One each day.
If a student is not marked as absent yet is absent from a lesson during the course of the School day, it is the duty of the class teacher to contact Administration immediately to notify of the absence.

Parent/guardians of students who are absent without a known cause will be contacted by the School through the use on an SMS Message.

The MAZE Absentee Data will be used to confirm enrolments for Commonwealth and State Census requirements.

Teachers are required to follow up all absences with requests for written notes from parent/guardians. Teachers are also required to collect and submit all written notes from parent/guardians regarding student absenteeism and forward these to Administration on the day of the student’s return to school.

**Absentees Office Procedures**

To record Absentees use MAZE. This is the School’s student database. Maze should be kept open all day as it will be used frequently and contains all student and family details.

In circumstances where Maze is unavailable a student from each form group will bring their absentee slip to Reception or an email from the teacher to reception and they will be ticked off on the Absentee by the receptionist.

Click on the ‘Students and Families’ tab on the left of the screen. From here access ‘Absences’, ‘Record Absences’ then in the right column click ‘Student Absence Date Range’. Type in the student key (surname and first initial), click on “Add a New Record” (the paper icon) and record the following (clicking new record will automatically change the date):

- **Type of Absence**
  - the most commonly used are U for unexplained, L for late, S for sick and E for excursion
- **For Whole Day Absence type** A
- **Contacted By**
  - Use P when a parent/guardian has advised you of the absence
  - Use S when you have been notified through the Absentee Slip
- **Contact Method**
  - Use W for written, T for telephone or O for other reason
- **Comment** in the ‘Remark’ section if appropriate. Example orthodontic appointment/type of illness.

Do not forget to include the **late** sign in book, students on **holiday** and the **absentee line** before you send the SMS.

- **Late Students:**
  - Type in L under **Type of Absence**
  - This will automatically bring up the box in which you record ‘Late Time’ and continue the procedure as normal.
- **Students on holidays**
  - Type in H under **Type of Absence**

Once all of the student absentees and late times are entered:

- print a copy of the report
- save a PDF copy and email it to all staff.
- before lunch re-email the updated absentee list to all staff.

**Ideally this should be done by 9:45am daily.** A hard copy must be printed and filed with the absentee slips, Absentee Year Group Checklist and Absences Check Report attached. On the following day, all
parent/guardian notes re the absences for the preceding day must also be attached to this document and this must then be filed.

If a member of staff asks you to print out student absences for the term or the semester use the following from MAZE (make sure you select the correct roll group and dates):

*Students and Families / Absences / Print Absentee Reports / Absentee History*

**Checking Messages – School Line**

Turn the phone off night switch promptly upon arriving at the office.

1. Press ‘NIGHT’ and then ‘DND/FWD’
2. If there are any messages the ‘CALL BK’ light will be flashing
3. To listen press the ‘CALL BK’ button and follow the prompts
4. The security code is 9160

**Checking Messages - Absentee Line**

1. Messages will be recorded and checked on Outlook email messages.

**Notification of Absence through SMS**

Once all the absentees have been entered into MAZE, you may send an SMS to the nominated parent/guardian for those who are absent.

1. ‘Database Management’
2. ‘SMS Management’
3. ‘SMS’
4. ‘SMS a message for absences’
5. Click on ‘Run’
6. A popup will be displayed asking for the absence date
7. Enter the required date and click ‘OK’
8. On the same application, information regarding how many SMSs were sent will appear. Record this on the SMS Statistics excel work sheet located in the ‘S Drive’, ‘School Administration’, ‘Templates’ then ‘Forms’

Once this has been done a report needs to be printed.

1. ‘Absences’
2. ‘Print Absentee Reports’
3. ‘SMS Absentee History’
4. ‘Select the form/year eg. FM01 – FM10 for SSL, Y7-Y7 for the year 7’s and K-Y6 for PS.

**Student Tracking System**

When a student leaves the School and a transfer note is not received the student is known as ‘missing’. A missing student is one that cannot be located using usual school based contacts, but is still actively being sought and followed up, using school, interagency and system level resources that are available.

A missing student is not an absent student whose location is known. These students need to be managed through case management processes at the School, district and interagency level and their names must not be removed from the enrolment register.

**Case Management of Missing Students**

It is expected that the following strategies are utilised at the School in an attempt to locate students and restore attendance or facilitate enrolment elsewhere.
• Letters home
• Phone calls home
• Home visit
• Emergency telephone numbers contacted
• Transfer documentation checked
• Previous school information checked
• Relatives and peer group attending the school queried
• Relevant agencies (if involved) contacted
• Consultation with district attendance coordinator at the local DET district education office.

If a student cannot be located despite reasonable attempts, then he or she may be referred to the STS Officer. Schools will have consulted prior to this step with the local DET district education office. The district may request that further enquiries are undertaken or agree to undertake enquiries of their own in order to locate the student.

Removing a Student from the Enrolment Register

Section 21 of the School Education Act 1999 describes the conditions under which a student’s name may be removed from the enrolment register as quoted below:

(1) A principal of a school is not to remove from the register for the school the name of a child of compulsory school age unless
   a) the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
   b) the principal believes on reasonable grounds that the child is no longer resident in this State;
   c) an exemption is granted under Section 11 in respect of the child;
   d) a parent/guardian of the child is registered under section 48 as a home educator;
   e) the enrolment is cancelled under Section 20 or 83; or
   f) the Minister has authorised removal on the ground that enquiries to establish the whereabouts of the child have not been successful.

The removal from the enrolment register of a child who is determined to be ‘whereabouts unknown’ is authorised under (f) above.

The Leave Date for a Child Whose Whereabouts is Unknown

The STS Officer will authorise the principal (or delegate) to remove the child’s name from the enrolment register as described above.

The leave date (or the date the enrolment ceases) is the date that the STS Officer advises via phone or email that the student is deemed to be a child whose whereabouts is unknown.

The last date of attendance is recorded as the last date the student attended the school.
ST. ANDREW’S GRAMMAR
Daily Absentee Report

Date: ___________ Teacher: _____________________ Year: ______

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Teacher’s Signature ____________________
Dear Parent/guardian/Guardian

Student’s Name: ___________________________ Roll Group: _________

The class teacher(s) of your child has/have noted that your child has been frequently absent from School without adequate or justifiable explanation. These absences are starting to affect the academic progress of your child.

Please contact the class teacher as soon as possible to discuss the situation and to try to work towards a suitable arrangement for the benefit of the student.

Yours faithfully

Mr Maria Coate
Head of Secondary
NOTICE OF ARRANGEMENTS (NOA) FORM

What is this form and why is it necessary?

Under the School Education Act (1999), young people of compulsory school age must be granted approval by the Minister (or delegate) to participate in activities instead of full-time school.

Except in certain circumstances outlined below, this ‘Notice of Arrangements Form’ must be completed and lodged with the Department of Education in order for such approval to be granted.

Notice of Arrangements (NOA)

A NOA is specifically used for young people in the final years of compulsory education (typically Year 11 and 12). An NOA is used for an alternative to full time school in one or more activities such as approved forms of education, training or employment. A combination of activities is permissible provided they equate in total to full-time participation.

NOAs are only applicable for young people of certain ages. Youths who are younger than typical Year 11 students or older than typical Year 12 students may not be eligible for a NOA. Please contact the Department of Education’s Participation Unit (see below) for more information if required.

Once approved, NOAs remains in force until either:
- the young person ceases to participate in the approved activity;
- there is a variation to the approved activity (e.g. a change from full-time to part-time, or the employment or training course changes);
- the notice is cancelled; or
- the young person is no longer of compulsory school age.

A NOA that is not approved or no longer in force requires the young person to re-enrol in full-time school or submit a new ‘Notice of Arrangements Form’ seeking approval for participation in another alternative activity.

When is a ‘Notice of Arrangements Form’ not required?

Young people of Year 11 or Year 12 age must be on an approved NOA unless they are:

- enrolled full-time at school;
- enrolled and participating in a full-time course at a State Training Provider (formerly known as TAFE) and have completed and signed the Parent and Health Consent form lodged with the State Training Provider (STP);
- enrolled and participating in a full-time apprenticeship or traineeship, and a completed contract has been lodged with ApprentiCentre;
- educated at home in accordance with section 10 of the School Education Act 1999; or
- no longer of compulsory school age, as determined by the School Education Act 1999.

Please contact the Department of Education’s Participation Unit for more information if required.

LODGING THE FORM

Complete this form and lodge the original with the:

- Participation Unit
  Department of Education
  151 Royal Street
  EAST PERTH WA 6004

For enquiries:

Website: www.det.wa.edu.au/participation
Telephone: 9264 8167 (metropolitan)
1800 245 485 (country)
Email: participation.co@education.wa.edu.au

- local Education Regional Office; or
- school where the young person is or was last enrolled.
NOTICE OF ARRANGEMENTS (NOA)

### REASON FOR LODGING THE NOTICE

<table>
<thead>
<tr>
<th>FULL TIME: (Please tick one)</th>
<th>PART TIME: (Tick two or more to equal a full time activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Private Registered Training Organisation (RTO)</td>
<td>☐ University/higher education institution</td>
</tr>
<tr>
<td>☐ Community Based Course (CBC)</td>
<td>☐ Apprenticeship/traineeship</td>
</tr>
<tr>
<td>☐ University/higher education institution</td>
<td>☐ More than one employment</td>
</tr>
<tr>
<td>☐ Employment</td>
<td>☐ School</td>
</tr>
</tbody>
</table>

**SCHOOL**

**PLEASE COMPLETE FOLLOWING DETAILS IF COMBINATION INCLUDES SCHOOL**

**NAME OF SCHOOL:**

**SCHOOL CODE (IF KNOWN):**

**NUMBER OF DAYS PER WEEK:**

**NUMBER OF HOURS PER WEEK:**

### SECTION 1a: STUDENT DETAILS (Please print using block letters)

**LEGAL SURNAME:**

**FIRST GIVEN NAME:**

**SECOND GIVEN NAME:**

**THIRD INITIAL:**

**HOME ADDRESS:**

**POST CODE:**

**DATE OF BIRTH:** __/__/____

**PLEASE CIRCLE:** M / F

**TELEPHONE:**

**MOBILE:**

**EMAIL:**

**NAME OF CURRENT (OR MOST RECENT) SCHOOL WHERE THE YOUNG PERSON IS (WAS) LAST ENROLLED (If not indicated above):**

### SECTION 1b: PARENT DETAILS (Please print using block letters)

**PLEASE CIRCLE**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>MR</th>
<th>MISS</th>
<th>MRS</th>
<th>MS</th>
<th>SURNAME(S):</th>
</tr>
</thead>
</table>

**FIRST NAME(S):**

**HOME ADDRESS (If different to young person's home address):**

**POST CODE:**

**MAILING ADDRESS (If different to above):**

**POST CODE:**

**TELEPHONE:**

**MOBILE:**

**EMAIL:**
SECTION 2: PARENT REQUEST AND CONSENT

REASON FOR SEEKING AN ALTERNATIVE ARRANGEMENT(S) TO FULL TIME SCHOOL:

________________________________________________________________________________________

________________________________________________________________________________________

• I understand and agree for my son/daughter to undertake an alternative activity to full time school as indicated on this form.
• Should the activity described on this form change or cease, I agree to inform the Participation Unit and either re-enrol my son/daughter in school or lodge another Notice of Arrangements for an alternative activity.
• I agree to the Department of Education notifying the training provider or employer (written on this form) regarding the outcome of this application.

*PARENT NAME:

*PARENT SIGNATURE:

DATE: __/__/_______

*Parent referred to in this document must be deemed at law to have the long-term and day to day care, welfare and development of the child. If in the opinion of the Minister (or delegate), there is no person to whom ‘parent’ can be identified, then it is an adult person who is responsible for the child.

SECTION 3: TO BE COMPLETED BY EMPLOYER (if relevant)

EMPLOYMENT 1 (Please print using block letters)

STUDENT/EMPLOYEE’S PROPOSED JOB DESCRIPTION:

NAME OF WORKPLACE:

ADDRESS OF WORKPLACE:

POST CODE:

NUMBER OF DAYS PER WEEK: 

NUMBER OF HOURS PER WEEK:

COMMENCEMENT DATE: __/__/_______

CONTACT PERSON: 

ABN: 

TELEPHONE: 

FAX: 

EMAIL: 

EMPLOYER’S SIGNATURE: 

DATE: __/__/_______
<table>
<thead>
<tr>
<th>STUDENT/EMPLOYEE’S PROPOSED JOB DESCRIPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF WORKPLACE:</td>
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<td>NUMBER OF HOURS PER WEEK:</td>
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<td>COMMENCEMENT DATE:  <strong><strong>/</strong></strong>/_______</td>
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<tr>
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<tr>
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<tr>
<td>EMPLOYER’S SIGNATURE:</td>
</tr>
<tr>
<td>DATE: <strong><strong>/</strong></strong>/_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 4: TRAINING PROVIDER (If relevant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please print using block letters</td>
</tr>
<tr>
<td>NAME OF PROPOSED COURSE/PROGRAM:</td>
</tr>
<tr>
<td>COURSE CODE:</td>
</tr>
<tr>
<td>NAME OF EDUCATION/TRAINING INSTITUTE:</td>
</tr>
<tr>
<td>ADDRESS:</td>
</tr>
<tr>
<td>POST CODE:</td>
</tr>
<tr>
<td>DAYS PER WEEK:</td>
</tr>
<tr>
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