



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.

Special Circumstance Register

School Attendance Policy PD20050259

Special Circumstance Register

School: _____

Date: _____

Reason for maintaining special circumstance register:

Teacher maintaining this record: _____

Student	Roll Class	Arrival	Departure	Comment

This record must be permanently attached to the school attendance register or class roll.

Signature of teacher: _____

Date: _____