

Department of Education

Learners first, connected and inspired



Year 11 and 12 Attendance and Participation in Tasmanian Government Schools

Procedure



Year 11 and 12 Attendance and Participation in Tasmanian Government schools Procedure

1. Scope (audience and applicability)

These procedures apply to Year 11 and 12 students in Tasmanian Government senior secondary schools, other Tasmanian Government schools with Year 11–12 provision and to Department of Education staff.

The *Youth Participation in Education and Training (Guaranteeing Futures) Act (2005)* (YPET Act) provides for the continuing participation of young persons in education and training after they attain the age of 16 years.

These procedures align with the Department of Education's Enrolment, Attendance and Participation Policy.

2. Purpose

The aim of these procedures is to support and improve student participation and attendance in Year 11–12 education programs.

3. Definitions

Attendance: presence at school (or other educational institution) by students and young people as required.

Attendance case manager: a person within a senior secondary school or school with Year 11–12 provision who has responsibility for monitoring attendance/participation of students and following-up with those young persons who do not attend/participate as required.

Census 1: a record of student enrolment in all Tasmanian Government schools; conducted on the third Friday of Term 1 of any given year.

Destination institution: the senior secondary school or school with Year 11–12 provision which a Year 10 student identifies as their post-Year 10 intended destination.

Dispensation: granted by the Secretary of the Department of Education under Section 20 of the YPET Act that fully or partially excuses a young person from participation in an eligible option.

EduPoint: a Department of Education student information system for recording student enrolment and attendance.

Eligible option: an eligible option as defined under Section 7 of the YPET Act as:

- accredited senior secondary courses, within the meaning of the *Tasmanian Qualifications Authority Act 2003*
- courses provided in secondary schools or by home education
- higher education courses, whether the courses are delivered by providers situated in Tasmania or elsewhere
- accredited training courses within the meaning of the *Vocational Education and Training Act 1994*
- Australian School based Apprenticeships/traineeships under training agreements within the meaning of the Vocational Education and Training Act 1994
- prescribed courses.

Flexible Learning Network: a flexible learning environment for Year 11–12 distance education and on-campus students.

Home senior secondary school or school with Year 11–12 provision: a school that is assigned responsibility for tracking participation of a young person based on the student's feeder school.

Independent student: a student who lives independently as recognised by Centerlink, supports himself/herself financially and lives away from his/her parents. An independent student is required to provide evidence of his/her independent status.

Parent: includes guardian or other person having the care or control of a child.

Participation record: a record about a young person's participation or intended participation in eligible options during the required participation phase, as pursuant to Part 5 of the YPET Act.

Required participation phase: under the YPET Act this starts when a young person attains 16 years and ends for that young person when the first of the following occurs:

- has participated in an eligible option for one year after they turned 16
- gained a Certificate III
- attained the age of 17 years.

School: under the *Education Act (1994)*, 'school' refers to a government school and a centre, unit or institute of the state, which provides educational instruction at any level up to, and including, the final year of secondary education; and a school registered by the School Registration Board (independent and Catholic schools.)

Note: a number of Tasmanian Government schools provide educational instruction through to Year 11–12.

Senior secondary school: a government school and a centre, unit or institute of the state, which provides educational instruction for Year 11–12 only.

Student Support System (SSS): a web-based Department of Education information management system which assists staff to identify, monitor and manage each student's unique support needs.

Support group teacher: a teacher with particular responsibility for the pastoral care, including the monitoring of attendance and participation, of students in Year 11–12 (also called home group teachers, tutor group teachers or student advisors).

Tasmanian Qualification Authority (TQA): the authority responsible for assessment and certification in senior secondary syllabuses and accredited courses.

Transition profile: a document developed for individual Year 10 students in Tasmanian Government schools to support transition to Year 11 and beyond, also known as a Pathway Plan.

4. Procedure Details

4.1. Legal requirements

- 4.1.1.** The YPET Act requires all young persons to undertake an eligible option during the required participation phase complying with the attendance requirements for the eligible option.
- 4.1.2.** The attendance requirements for an eligible option are the requirements regarding physically attending, at particular times, at the provider's premises or another place, with the following exceptions:
 - the attendance requirements for a program of distance education are to complete and return the assigned work for the program
 - the attendance requirements for an external program are its requirements regarding communicating with or contacting the provider for the purpose of participating in the program.
- 4.1.3.** The principal must ensure strict compliance with these procedures.
- 4.1.4.** A young person is required to participate as specified by the principal.
- 4.1.5.** Participation in an eligible option at a full-time level is as specified by the principal.

4.2. Participation record

- 4.2.1.** A participation record is opened when the young person is in Year 10. It is the responsibility of the principal of the school to open a participation record in respect of a young person enrolled with that school. A

participation record is opened by giving notice to the Tasmanian Qualifications Authority.

4.3. Recording attendance

- 4.3.1.** The principal must ensure that a complete record of attendance throughout the school day is maintained in EduPoint for each enrolled student. This must include attendance at any off-site provision including Flexible Learning as outlined in the Flexible Learning Manual.
- 4.3.2.** Principals must enter attendance data as per the Student Attendance Code Combinations Chart [Staff access only—Doc ID: TASED-4-2802].
- 4.3.3.** The principal must ensure that a departmental record of a student's individual timetable based on their personalised learning plan is maintained.
- 4.3.4.** The principal has duty of care for all students while they are attending at the required times.
- 4.3.5.** The principal is responsible for following up unexplained absences for students enrolled at their school.
- 4.3.6.** The principal must require students to attend school by alerting parents at the beginning of each year through newsletters and website information of the days that students are required to attend.

4.4. Excusing attendance

- 4.4.1.** A young person is excused from attendance if prevented from attending because of sickness; temporary physical or mental incapacity; or any other reasonable cause as approved by the principal. Additionally, a parent of the young person is required to notify the school's principal. If requested by the principal, the parent of the young person is required to provide a certificate from a medical practitioner if the non-attendance due to illness extends beyond five consecutive days.
- 4.4.2.** The principal may require a student not to attend a school during any day on which the student has an infestation or is suffering from any disease which, on advice from the Director of Public Health, the Secretary considers may be infectious, contagious or harmful to the health of other persons at the school.

4.4.3. Aboriginal students may be excused from attendance for up to five days per year in order to participate in cultural events or activities. Additional days may be negotiated with the school and approved by the principal. All cultural leave days must be aligned to the personalised learning plan of the student as documented in the Student Support System (SSS).

4.5. Suspension or exclusion

4.5.1. If a young person participating in an eligible option is suspended, or excluded, by the principal from attending, the young person is taken to be continuing to participate during that period.

4.6. Exemption and dispensation from participation

4.6.1. A person in the required participation phase is **exempt** from the requirement to participate in an eligible option if the person is in employment for not less than 25 hours each week.

4.6.2. A young person, or a parent of a young person, may apply to the Secretary for a **dispensation** from participation.

4.7. Monitoring participation

4.7.1. Destination Monitoring

4.7.1.1. Each Year 10 Tasmanian Government school student will be supported to identify their intended post-Year 10 destination which will be recorded in their Transition Profile.

4.7.1.2. The intended destination for any student who has not engaged in the transition planning process is listed as UNKNOWN.

4.7.1.3. Strategies will be put in place to support students who have not identified an intended post-Year 10 destination.

4.7.1.4. A report of the intended post-Year 10 destinations of Year 10 Tasmanian Government school students will be generated from SSS and forwarded to TQA on a designated date.

4.7.1.5. Reports will be available for each senior secondary school and school with Year 11–12 provision listing those students intending to attend, or assigned to, that particular institution.

4.7.1.6. Parents of students who are unable to continue in an eligible option following Year 10 must complete a request for dispensation in accordance with the YPET Act.

4.7.1.7. Each senior secondary school or school with Year 11–12 provision will (with regard to Year 10 Tasmanian Government students who identified that institution as their intended destination) have responsibility for:

- confirming whether each student indicating their intention to enrol at the institution has an active Year 11 enrolment at the commencement of the school year
- recording details, monitoring, and supporting re-engagement in education and/or training, through SSS, those young persons who did not have an active enrolment by Census 1, for the rest of the calendar year.

4.7.1.8. Students, who in Year 10 did not identify an intended destination, or who did not identify a Tasmanian Government school as their intended destination, will be assigned to a home senior secondary school or school with Year 11–12 provision. The assigned school will have responsibility for recording tracking details (i.e. contact logs, current activity and intended pathway) for these young persons, monitoring, and supporting re-engagement in education and/or training, through SSS, for the rest of the calendar year.

4.7.2. Monitoring attendance and participation for students in Year 11 and 12

4.7.2.1. Senior secondary schools and schools with Year 11–12 provision will be responsible for monitoring of attendance and participation of Year 11 and 12 students enrolled at their institution at Census 1 for the remainder of that year.

Note: a Year 11 or 12 student who enrolls at another Tasmanian Government school after Census 1 becomes the responsibility of that institution.

4.7.2.2. In instances where students have dual enrolment (including with the Flexible Learning Network), the institution responsible for the student's pastoral care will monitor attendance and participation.

4.7.2.3. When a student discontinues their enrolment, the senior secondary school or school with Year 11–12 provision must:

- enter the reason and destination code in EduPoint
- make contact with the student at regular intervals throughout the remainder of the school year, encourage him/her to re-engage in an educational program and record relevant information in the Transition Contact Log in SSS
- encourage Year 11 students to participate in the counselling and enrolment process for the following year.

5. Roles and Responsibilities

5.1. Whole School Collective Responsibility

- All teaching staff record student attendance for each lesson using correct absence codes; and this information is entered in EduPoint each day following usual school procedures.
- Student absences are monitored and students are counselled appropriately, referrals to appropriate support staff are made as needed, and parents are informed.
- Reporting to parents includes attendance data.

5.2. Specific Procedural Roles and Responsibilities

5.2.1. After a student has **three consecutive unexplained absences** for a subject, the **subject teacher** will:

- ensure the absences are recorded in EduPoint
- phone home to discuss the absences with the young person's parent
- discuss the absences with the student upon return to class
- advise the support group teacher of the absences

- make referrals to appropriate support staff as needed.

5.2.2. After 15 or more lessons (accumulated across a student's program) **with unexplained absences**, the **support group teacher** will:

- speak with the student where possible
- phone the student's parents
- ensure EduPoint and SSS notes are updated as appropriate
- initiate Letter 1 (to both the student and the parent/carer)
- make written referrals to appropriate support staff as needed

5.2.3. After 30 or more lessons (accumulated across a student's program) **with unexplained absences**, the support group teacher informs the **principal** (or delegate as nominated by the principal).

The principal (or delegate as nominated by the principal) will:

- initiate Letter 2 (to both the student and the parent) which requests a meeting between the student, parent and assistant principal to identify the causes for, and seek solutions to overcome, the non-attendance
- ensure EduPoint and SSS notes are updated as appropriate
- ensure support processes, including appropriate referrals are put in place as needed, and staff are pro-active in following up issues
- establish processes for monitoring future attendance
- determine a review meeting date
- reinforce obligations under YPET Act with both the student and parent if the student is under 17 years of age.

5.2.4. If counselling, reviewing of courses and referral to support staff shows no positive impact on attendance, or after 45 or more unexplained absences (accumulated across a student's program) the **principal** (or delegate as nominated by the principal) will:

- initiate Letter 3 (to both the student and the parent)

Note: Letter 3 can only be used for students who are 17 or older.

- ensure the student is referred to relevant support services
- ensure, if the student and parent do not respond to Letter 3 within the given timeframe, that relevant information is entered into SSS under the Transition Contact Log tab under the 'Pathways Tab'
- advise parents to check the impact of their son's/daughter's non-attendance on CentreLink requirements.

5.2.5. The **attendance case manager** (or principal's delegate) will:

- manage the tracking process for all young persons as outlined in 4.7 *Monitoring Participation*.

5.2.6. The **Secretary** may grant a dispensation fully or partially excusing a young person from participation in an eligible option as described in Section 20 of the YPET Act.

The Secretary is to:	<ul style="list-style-type: none"> ensure that the relevant Acts are adhered to approve dispensations from participation in an eligible option (fully or partially) and give an applicant a dispensation notice of the decision, according to the YPET Act, and review original dispensation decisions.
The Secretary may:	<ul style="list-style-type: none"> delegate any of his or her functions or powers under the YPET Act.
Deputy Secretaries are to:	<ul style="list-style-type: none"> ensure that policies, procedures and guidelines in relation to Year 11–12 student attendance and participation are developed and implemented undertake duties as delegated by the Secretary.
General Managers are to:	<ul style="list-style-type: none"> ensure that principals are familiar with, and adhere to, the relevant policies, procedures and guidelines undertake duties as delegated by the Secretary.
Senior secondary school principals and principals of schools with Year 11/12 provision are to:	<ul style="list-style-type: none"> ensure all staff are clear on their roles and responsibilities regarding student attendance and participation adhere to the <i>Enrolment, Attendance and Participation Policy</i> and all associated procedures and guidelines ensure strategies to foster and maintain student engagement in education in Year 11–12 are implemented maintain an official record of attendance for each enrolled student (including any off-site provision) ensure student non-attendance is appropriately documented seek support from, and work with, other agencies and support services to address student attendance issues ensure relevant staff maintain the Transition Contact Log in SSS.
All teaching and support staff are to:	<ul style="list-style-type: none"> comply with the <i>Enrolment, Attendance and Participation Policy</i> and all associated procedures and guidelines.
Social workers are to:	<ul style="list-style-type: none"> undertake duties in accordance with their role of Authorised Officer under the <i>Education Act 1994</i> assist schools in cases of student non-attendance provide support to students as required be a conduit to external agency support.
Parents of young people covered by YPET Act are to:	<ul style="list-style-type: none"> ensure that their son/daughter is enrolled in an eligible option ensure that their son/daughter attends as required ensure that they notify the principal when their son/daughter is unable to attend.
Students are to:	<ul style="list-style-type: none"> attend school as required.
Educational Performance Services (EPS) is to:	<ul style="list-style-type: none"> provide timely and accurate attendance reporting and advice to stakeholders manage SSS.

Associated Documents and Materials

- *Education Act 1994*
- *Youth Participation in Education and Training (Guaranteeing Futures) Act (2005)*

The following documents are available from www.education.tas.gov.au (Search for the Doc ID):

- Enrolment, Attendance and Participation Policy (Doc ID: TASED-4-1212)
- School Attendance Procedures (Doc ID: TASED-4-1214)
- Guidelines for Non-Attendance and Prosecution – currently under review
- EduPoint attendance categories (Doc ID:TASED-4-5092)

Appendices

- Appendix 1 - Infectious diseases
- Appendix 2 - Attendance Letter 1 (15 or more lesson absences) to Student
- Appendix 3 - Attendance Letter 1 (15 or more lesson absences) to Parent
- Appendix 4 - Attendance Letter 2 (30 or more lesson absences) to Student
- Appendix 5 - Attendance Letter 2 (30 or more lesson absences) to Parent
- Appendix 6 - Attendance Letter 3 (45 or more lesson absences) to Student
- Appendix 7 - Attendance Letter 3 (45 or more lesson absences) to Parent
- Appendix 8 - Application for dispensation from education and training

Authorised by:	Colin Pettit
Position of authorising person:	Secretary, Department of Education
Date authorised:	
Developed by:	Educational Performance Services
Date of last review:	
Date for next review:	
This document replaces:	Year 11 and 12 Attendance Procedures Year 11 and 12 Student Tracking Procedures

TRIM No

Appendix I

Infectious diseases

The following diseases are presently deemed to be infectious, contagious or potentially harmful to the health of other people in a school. The minimum periods that a sufferer should not attend school are indicated. These recommended periods are a guide which may be modified in individual cases. Further advice can be obtained from the Director of Public Health.

Chicken Pox	Should not attend for 5 days after the first eruption appears (scabs remaining after this time are not an indication of a need for continued exclusion)
Conjunctivitis	Should not attend until eye discharge stops
Diarrhoea	Should not attend until condition stops
Diphtheria	Should not attend until medical certificate of recovery issued after at least 2 negative throat swabs
Glandular Fever	May attend school
Hepatitis A	Should not attend until medical certificate of recovery
Hepatitis B	May attend school
Hepatitis C	May attend school
HIV	May attend school
School Sores	Should not attend until sores on exposed surfaces have been treated and are covered with a dressing
Leprosy	Should not attend until health authority authorises return
Measles	Should not attend for at least 5 days from appearance of rash
Meningitis (Bacterial)	Should not attend until well
Meningococcal Infection	Should not attend until well
Mumps	Should not attend for at least 9 days after onset of symptoms
Pediculosis (Lice)	Should not attend until day after treatment has started
Poliomyelitis	Should not attend for at least 14 days from onset and readmit on medical certificate of recovery
Ringworm	Should not attend until day after treatment has started
Rubella (German Measles)	Should not attend until fully recovered or for at least 4 days after the onset of rash
Scabies	Should not attend until day after treatment has started
Streptococcal Infection (including Scarlet Fever)	Should not attend for 24 hours after antibiotic treatment and the student feels well
Trachoma	Should not attend until day after treatment has started
Tuberculosis	Should not attend until production of medical certificate
Typhoid and Paratyphoid Fever	Should not attend until production of medical certificate
Whooping Cough	Should not attend for 5 days after starting antibiotic treatment.

Appendix 2 - Attendance Letter 1 (15 or more lesson absences) to Student

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Senior secondary school (school) detail and address

school logo

Date

Name

Address

Suburb TAS Postcode

Dear Student name

RE: Attendance and Participation

I am writing to you about your attendance and participation at senior secondary school name. Our records show you have been absent for more than fifteen lessons without satisfactory explanation.

Attendance in classes has been shown by research to be one of the most important factors in successful student outcomes. Students who are absent miss out on learning opportunities that are never recovered.

Students are expected to attend all classes unless there are genuine reasons for absences, such as illness. If you are under 17 years of age you are required by law (*The Youth Participation in Education & Training (Guaranteeing Futures) Act 2005*) to participate in education and training until you have turned 17 or achieved a TCE or Certificate III vocational qualification.

Your parent is asked to telephone the senior secondary school name office on the day(s) of your absence. Or alternatively, following an absence, students are requested to hand in to the office a note written and signed by a parent, explaining the reason for the absence.

In the event of a medical absence longer than five days you are required to provide a doctor's certificate to the senior secondary school name office.

Also note that your non-attendance may have consequences from Centrelink if you (or your parents) are a recipient of student associated allowances.

You are requested to contact support group teacher name to discuss this matter within a week of receiving this letter.

Yours sincerely

Name Name

Principal Support Group Teacher

Appendix 3 - Absentee Letter 1 (15 or more lesson absences) to Parent

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Tasmania

Senior secondary school (school) detail and address

school logo

Date

Name

Address

Suburb TAS Postcode

Dear Parent / Guardian

RE: Attendance and Participation of (student name)

I am writing to you about participation and attendance. Our records show that your son/daughter, student name has been absent for more than fifteen timetabled lessons of his/her course/subject/program without reasonable excuse.

He/She has been asked to contact support group teacher name to discuss this matter.

Attendance in classes has been shown by research to be one of the most important factors in successful student outcomes. Students who are absent miss out on learning opportunities that are never recovered.

Students are expected to attend all classes unless there are genuine reasons for absences, such as illness. A medical certificate is required if a student is unwell or incapacitated for more than 3 days.

I am required by law to obtain explanation for your son's/daughter's absence and request that you provide a written explanation immediately. If student name has been sick, please provide a medical certificate. Alternatively you may prefer to ring support group teacher name on phone number or come and talk to me about your son/daughter's absences. If so please contact the office on senior secondary school phone number and make an appointment.

I advise you that pursuant to Section 14 of the *Youth Participation in Education & Training (Guaranteeing Futures) Act 2005* (the Act)(http://www.parliament.tas.gov.au/bills/Bills2005/pdf/4_of_2005.pdf)

*Each parent of a young person in the required participation (up to age 17) phase **must ensure** the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.*

Also note that student name's continued non-attendance may have consequences from Centrelink if you are a recipient of student associated allowances.

I have enclosed a copy of student name's timetable for your easy reference.

Please do not hesitate to contact me to discuss any issues which are impacting on student name's attendance. Staff are available to assist in any possible way to support the ongoing attendance of student name at senior secondary school name.

Yours sincerely

Name

Name

Principal

Support Group Teacher

Appendix 4 - Attendance Letter 2 (30 or more lesson absences) to Student

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Senior secondary school (school) detail and address

school logo

Date

Name

Address

Suburb TAS Postcode

Dear Student name

RE: Attendance and Participation

I am writing to you about your attendance and participation at senior secondary school name.

I am very concerned at the number of absences you have accumulated so far this year. You have already been written to about the consequences of failing to attend classes and personal contact has been made to help you reconnect with your learning.

You must arrange a meeting with relevant school staff member name by date to discuss your enrolment at senior secondary school name. The purpose of this meeting will be to review your current subject choices and explore alternate options which may be better suited to your learning needs.

I would also like to remind you that you are required by law (*The Youth Participation in Education & Training (Guaranteeing Futures) Act 2005*) to participate in education and training until you have turned 17 or achieved a TCE or Certificate III vocational qualification.

Also note that your non-attendance may have consequences from Centrelink if you (or your parents) are a recipient of student associated allowances.

Yours sincerely

Name

Principal

Appendix 5 - Attendance Letter 2 (30 or more lesson absences) to Parent

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Senior secondary school (school) detail and address

school logo

Date

Name

Address

Suburb TAS Postcode

Dear Parent / Guardian

RE: Attendance and Participation of (student name)

Please be aware that the enclosed letter has been sent to your son/daughter because we are concerned about his/her attendance. This is the second letter we have sent student name about his/her attendance.

Regular attendance and consistent effort are critical factors in determining success for students. We seek your support in reinforcing the absolute need for regular attendance with your son/daughter and also in helping him/her to develop sound study routines.

I also advise you that pursuant to Section 14 of the *Youth Participation in Education & Training (Guaranteeing Futures) Act 2005* (the Act), http://www.parliament.tas.gov.au/bills/Bills2005/pdf/4_of_2005.pdf

*Each parent of a young person in the required participation (up to age 17) phase **must ensure** the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.*

I have asked student name to make an appointment to see relevant school staff member name to explain the reasons for his/her absences and to review his/her current subject choices. Alternate options for student name's further learning will be explored and support offered to him/her to commit to this new pathway.

I would be pleased if you would also come to the appointment.

Also note that student name's continued non-attendance may have consequences from Centrelink if you are a recipient of student associated allowances.

Yours sincerely

Name

Name

Principal

Support Group Teacher

Appendix 6 - Attendance Letter 3 (45 or more lesson absences) to Student

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Senior secondary school (school) detail and address

school logo

Date

Name

Address

Suburb TAS Postcode

Dear Student name,

RE: Attendance and Participation

I am writing to you about your attendance at senior secondary school name. You have already been sent two letters about the consequences of failing to attend classes and personal contact has been made to help you reconnect with your learning.

Unfortunately staff have not observed any marked improvement in your attendance. I am very concerned at the number of absences you have accumulated.

Insert number of absences and total number of classes.

You must contact the senior secondary school name office to arrange a meeting with me by insert date to discuss your enrolment at senior secondary school name. The purpose of this meeting will be to review your progress in your current course. This may assist you to reconnect with your education or to pursue other options.

Senior secondary school name social worker, name of social worker, is available to you to provide any other support you may require. Please contact the office on senior secondary school phone number to arrange an appointment if required.

I would also like to remind you that you are required by law (*The Youth Participation in Education & Training (Guaranteeing Futures) Act 2005*) to participate in education and training until you have turned 17 or achieved a TCE or Certificate III vocational qualification.

Also note that your non-attendance may have consequences from Centrelink if you (or your parents) are a recipient of student associated allowances.

Yours sincerely

Name

Principal

Appendix 7 - Attendance Letter 3 (45 or more lesson absences) to Parent

DO NOT MAKE ANY CHANGES/DELETIONS TO THE LETTER OTHER THAN AS INDICATED IN THE SHADED SECTIONS. (delete before sending)



Tasmania

Date

Name

Address

Suburb TAS Postcode

Senior secondary school (school) detail and address

school logo

Dear Parent / Guardian

RE: Attendance and Participation of (student name)

Please be aware that the enclosed letter has been sent to your son/daughter because we are concerned about his/her attendance. This is the third letter that has been sent to student name about his/her attendance.

Unfortunately staff have not observed any marked improvement in his/her attendance. I am very concerned at the number of absences student name has accumulated.

Insert number of absences and total number of classes.

Regular attendance and consistent effort are critical factors in determining success for students. I am again seeking your support in reinforcing with student name the absolute need for regular attendance.

I advise you that pursuant to Section 14 of the *Youth Participation in Education & Training (Guaranteeing Futures) Act 2005* (the Act). http://www.parliament.tas.gov.au/bills/Bills2005/pdf/4_of_2005.pdf

*Each parent of a young person in the required participation (up to age 17) phase **must ensure** the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.*

I have asked student name to make an appointment to see me to explain the reasons for his/her continued absences and to review his/her enrolment by insert date.

Senior secondary school name social worker, name of social worker, is available to you to provide any other support you may require. Please contact the office on senior secondary school phone number to arrange an appointment if required.

Also note that student name's continued non-attendance may have consequences from Centrelink if you are a recipient of student associated allowances.

Yours sincerely

Name

Principal

Youth Participation in Education and Training

APPLICATION FOR DISPENSATION FROM PARTICIPATION	
Student's Full Name <small>(Person requiring dispensation)</small>	
Address	
Date of Birth	
School / College	Year level:
Parent/Guardian's Name	
Address <small>(if different from above address)</small>	
Telephone	Home Mobile
Are you applying for a full or partial dispensation <small>(please tick one box)</small>	Full Dispensation <input type="checkbox"/> Partial Dispensation <input type="checkbox"/> <small>(If partial please provide dates for period of dispensation)</small> Date from _____ Date to _____
Reason for dispensation <small>(Please provide evidence to support your application for dispensation. Attach additional pages if required)</small>	
Parent/Guardian's Signature	

NB: Please return completed form with evidence attached to the Learning Services Office in your region

Learning Services Southern Region GPO Box 169 Hobart TAS 7001	Learning Services Northern Region PO Box 966 Launceston TAS 7250
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Personal Information Statement

Personal information will be collected from you for the purpose of determining your eligibility for a dispensation from participation in education or training.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the General Manager, Learning Services.

You can obtain a copy of the Department of Education’s Personal Information Protection Policy on request to your school or on the Department of Education Department website at: education.tas.gov.au – Search for Doc ID: TASED-4-1239

Office Use Only

Approved Not Approved

Signed Date:
Secretary or Delegate – Department of Education

Conditions:

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