



# School Registration

## Student Attendance Policy and Procedures

### Introduction

Gumma Place must keep records of attendance.

### Purpose

The purpose of this Policy and its Procedures is to outline our Young person Attendance requirements.

### Scope

This Policy and its Procedures apply to all staff, volunteers and contractors at Gumma Place.

### Policy Statement

#### Daily Attendance Register

The Gumma Place keeps a register of the daily attendance of all young persons at the Gumma Place in Sentral.

Attendance registers are in a form approved by the Minister for Education, and compliant with the [Attendance Register Codes](#).

The register of daily attendance records the following information for each young person:

- daily attendance or absence

- reason for absences
- evidence to support reason for absences.

The attendance register also includes information about any young persons granted an exemption from attending school. Refer to our [Exemption from Attending School Policy and Procedures](#).

## Procedures

### Gumma Place Young Person Enrolment Policy and Procedures

## Implementation

The Principal and appointed delegates are responsible for the effective implementation of this Policy.

## Source of Obligation

The NSW Registration Manual (B7.1) requires the Principal of the Gumma Place to keep a register, in a form approved by the Minister, of student enrolments and attendance. The attendance register must use the common codes approved by the Minister.

## Related Policies

- [Exemption from Attending School Policy and Procedures](#)

## Policy Administration

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