



POLICY	PROCEDURE
<b>Procedure Name</b>	Notice of Intention to Leave Procedure
<b>Related Policy</b>	Attendance Policy
<b>Policy Category</b>	Attendance (3.8)
<b>Related Procedures</b>	Daily Attendances Register Register of Enrolments Procedure
<b>Date of Issue / Last Revision</b>	12 August 2016 10 March 2017 – Re-formatted 30 March 2018 13 July 2018
<b>Date Set for Review</b>	July 2020

## Notice of Intention to Leave Procedure

Parents/guardians wishing to withdraw their child/ren from CCMPS are required to notify the school with Notice of Intention to Leave. This can be done by completing and returning the *Notice of Intention to Leave (NOIL)* form (Attendance Appendix I) which is available from the Administration Office or by sending an email\* directly to the Principal requesting withdrawal.

\*It is required that the NOIL email include the students last day of attendance at CCMPS and a declaration made by the parents/guardians stating the destination of the student, specifically listing the school or educational program the student will be going to.

The Administration Manager at CCMPS will acknowledge the NOIL and reply via email directly to the parents/guardians confirming receipt of the parents/guardian's withdrawal of the student and date of leaving. A print out of the NOIL form or parent email will be placed in the students file under Correspondence. A *Departure Checklist* (Attendance Appendix J) will also be completed by the Administration Manager and placed in the students file. The student will be officially withdrawn from the CCMPS daily attendance register according to the date of leaving provided by the parents/guardians.

The students date of leaving and destination are to be recorded on the daily attendance register by the Head Guide and on the enrolments register by the Administration Manager. The NOIL form or the email request are to be scanned, the hard copies are stored in the student's file, the digital copy is saved onto the student's digital file.

When a child ceases to attend school on a regular basis the Following Up Non-Attendance Procedure is to be followed. Once this procedure has been pursued and even if a NOIL or withdrawal email hasn't been received from the parents/guardians, the child must be officially withdrawn from the CCMPS daily attendance register if they have ceased to attend on a regular basis.

### Student Enrolment Destination Unknown

Where the destination of a student below seventeen (17) years of age is unknown, evidence that an officer with home school liaison responsibilities has been notified at the Department of Education is required. This is to be done using the *Student Enrolment Destination Unknown* form\* and emailed to [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au)

**Notice of Intention to Leave Procedure (continued):**

A print out of the sent email and copy of the completed form are to be placed as hard copies in the student's file. The date the email and form were sent is to be noted on the enrolments register for the student.

\*Attendance Appendix K: Student Destination Unknown form, originally sourced from the RANGS (Registration and Accreditation of Non-government Schools) website and customised on CCMPS letterhead.

It is required that this form includes;

- student's full name
- student's date of birth
- the student's last known address
- the last date of attendance for the student at CCMPS
- the student's parent's names and contact details (phone, email, address)
- an indication of possible destination (eg, home-school, interstate, etc)
- what efforts CCMPS staff have made to locate the child or ascertain their destination. CCMPS staff are to keep a note of any conversations with parents and/or student regarding their NOIL (notice of intention to leave) and to collate any emails sent/received. Conversation notes, and emails are to be placed as hard copies in the students file.
- other information that may assist the DET officers to locate the student is also required
- as well as any known work health and safety risks associated with contacting the parents/guardians or student

\*Attendance Appendix I: CCMPS Notice of Intention to Leave

\*Attendance Appendix J: CCMPS Departure Checklist

\*Attendance Appendix K: CCMPS Student Destination Unknown