



Office of the
Education
Registrar

GUIDELINES FOR SCHOOLS

Referral for a Compulsory Conciliation Conference

GUIDELINES FOR SCHOOLS WANTING TO REFER A MATTER FOR COMPULSORY CONCILIATION CONFERENCE (CCC)

Purpose of compulsory conciliation conferences:

The purpose of a Compulsory Conciliation Conference (CCC) is to identify the issue(s) that are preventing a child from attending school and strategies to resolve the issues and restore attendance.

CCCs are best suited to the following types of issues:

- Children in primary school, particularly early years where the most impact can be had;
- Where non-attendance can be linked to an incident at or related to school;
- Where non-attendance arises from a dispute between the parent and the school, or the student and the school;
- Where non-attendance arises from an allegation of bullying, harassment or inappropriate social behaviour;
- Where non-attendance arises from difficulties with transport;
- Where non-attendance arises from a disability or illness (including anxiety) suffered by the child or the parent;
- Where non-attendance arises from insufficient skills or understanding on the part of the parent to successfully get the child to school;
- Where a student is experiencing difficulty with transition points such as year 6 to 7;
- Where the school is having difficulty engaging with the parent to determine the cause of the non-attendance.

CCCs are less likely to be successful if they relate solely to instances where an older (senior high school or college aged) child is not engaged with school, or where there is long term intergenerational and familial non-attendance not related to any of the matters listed above. These issues may be referred to but may take numerous conference attempts and have a lower rate of success. Further, conferences are not designed to cater for absences which arise purely from family holidays in term time.

Steps to refer a matter for a potential CCC:

It is ultimately the decision of the Registrar, Education whether to accept a matter for CCC. Schools must provide sufficient information to the Registrar to allow her to determine whether the matter is likely to be able to be successfully resolved through a CCC.

Schools must follow their attendance policies prior to lodging an application, except in the following circumstances:

- Where an incident has occurred at school which is unlikely to be resolved by the passage of time and needs to be resolved quickly in order to expedite the student's return to school;
- Where a school student with otherwise excellent attendance suddenly ceases attending school with no reasonable excuse;

- Where a parent indicates at a very early stage that the student will not be returned to school unless a particular matter is resolved and the school needs the assistance of a third party to resolve that matter.

In those circumstances, the Administrative Authority may refer the matter to the Registrar, without exhausting all avenues under their attendance policy. The Registrar will determine whether the matter should be referred to an early CCC.

When referring a matter for CCC, schools should use the form attached to this document and provide the following information:

- A copy of the school student's attendance records, certified by principal;
- copies of all correspondence sent to parents/guardians regarding non-attendance;
- a copy of the school student's enrolment form, that includes the parent/guardian contact details;
- copies of any court orders relating to who the child resides with;
- a copy of any policy of the Administrative Authority as it relates to school student's attendance and the managing of absences of school students not authorised by Part 3 of the *Education Act 2016*;
- a summary of phone or verbal conversations held with parents/guardians regarding non-attendance;
- copies of correspondence from parents/guardians including medical certificates;
- a copy of all other information regarding the non-attendance of school student including meeting notes, action plans etc;
- a summary of actions including support/intervention provided to date to engage with the school student (including all relevant information from teaching and support staff, ie school social workers/psychologists);

If the Registrar is satisfied that the school has taken all reasonable steps to resolve the non-attendance and that there is no further action that may be taken by the school to reasonably remedy the non-attendance, then the Registrar will consider whether the matter is suitable for a CCC.

The Administrative Authority should endeavour to provide the Registrar with as much information about the matter as possible. This helps ensure that the most appropriate conciliator is assigned to the matter, and all people who may be helpful in resolving the matter are identified and required to attend the conference.

If a Principal or an Administrative Authority is unsure as to whether a matter is suitable for a CCC they may contact the Registrar on conciliations@oer.tas.gov.au or on 6777 2547 to discuss the matter prior to lodging an application.

Further information can be found in the [Ministerial Instruction Number 6 Relating to School Student Absences](#) which can be found at www.education.tas.gov.au.