



# **Admission Ceremony – Late Attendance Policy**

## **Essential Summary**

This policy outlines procedures relating to lateness of attendance to a ceremony of admission as a lawyer in the Supreme Court of New South Wales.



## Table of Contents

<b>1</b>	<b>Scope</b>	<b>3</b>
<b>2</b>	<b>Purpose</b>	<b>3</b>
<b>3</b>	<b>Definitions</b>	<b>3</b>
<b>4</b>	<b>General Principles</b>	<b>4</b>
<b>5</b>	<b>Admittee Responsibility</b>	<b>4</b>
<b>6</b>	<b>Operation</b>	<b>4</b>
<b>7</b>	<b>Special circumstances</b>	<b>5</b>
<b>8</b>	<b>Change of Booking Fee</b>	<b>5</b>
<b>9</b>	<b>Change of Booking Procedure</b>	<b>5</b>
<b>10</b>	<b>Fees and Charges</b>	<b>6</b>
<b>11</b>	<b>Document information</b>	<b>7</b>
<b>12</b>	<b>Document History</b>	<b>7</b>



## 1. Scope

This policy applies to all persons scheduled to attend an admission ceremony for the purpose of being moved for admission as a Lawyer in the Supreme Court of New South Wales.

## 2. Purpose

To establish procedures to deal with circumstances resulting from admittees who cause disruption to the scheduled and orderly functioning of the admission ceremony as a result of delay in the scheduled time for appearance before the Court, without the existence of special circumstances.

## 3. Definitions

**Admission ceremony** means a ceremony held for the purpose of moving the admission of admittees.

**Admittee** means the candidate for admission as a Lawyer of the Supreme Court of New South Wales.

**Board** means the Legal Profession Admission Board of New South Wales.

**Booking fee** means the monetary amount due and payable by an admittee in relation to an admission ceremony upon booking a Ceremony time.

**Ceremony** means the same as 'Admission ceremony'

**Ceremony time** means the time stipulated in the List as the commencement time of the admission ceremony.

**Court** means the Banco Court or any other venue in which an admission ceremony is held from time to time in the Supreme Court of New South Wales.

**Executive Officer** means the Executive Officer of the Legal Profession Admission Board.

**List** means a document containing the names of admittees partaking in an admission ceremony.



## **4. General Principles**

**4.1** An admittee must ensure their appearance before the Court at the scheduled ceremony time for the purpose of attending an admission ceremony.

**4.2** An admittee who fails to do so without demonstrating special circumstances will be excluded from the ceremony.

## **5. Admittee Responsibility**

**5.1** An admittee is responsible for appearing before the Court at the scheduled ceremony for the purpose of attending an admission ceremony.

**5.2** An admittee who fails to do so will be excluded from the ceremony.

**5.3** An admittee who is aware or becomes aware of facts and/or circumstances which may cause delay in arrival by the ceremony time, must notify the Board as soon as they become aware of the facts and/or circumstances.

## **6. Operation**

**6.1** An admittee will receive a reminder email from the Board two days prior to the commencement of the scheduled admission ceremony indicating the ceremony date and time.

**6.2** An admittee must arrive at the Court to attend a scheduled admission ceremony at least thirty (30) minutes prior to the commencement of the admission ceremony in order to receive instructions.

**6.3.** If an admittee arrives after the time stipulated in clause 6.2, the admittee may be excluded from the ceremony.

**6.4.** The Board staff must orally notify the admittee of their exclusion from participating in the scheduled admission ceremony in accordance with this policy.

**6.5.** In the event that an admittee arrives after the time stipulated in clause 6.2, and demonstrates special circumstances to the Board for the delay, the Board may in its discretion include the admittee in one of the following admission ceremonies on the same day, provided that a vacancy exists.



**6.5.1.** In the event that:

- a) a vacancy does not exist in ceremonies following the admittee's scheduled ceremony on the same day, or
- b) the admittee was excluded from a scheduled admission ceremony which was the final ceremony held on the day,

the admittee may reserve a position in the next available admission ceremony.

*Note: Positions in upcoming admission ceremonies are subject to vacancies. The next scheduled admission ceremony may not be the next available ceremony.*

## **7. Special Circumstances**

**7.1.** The onus is on the admittee who arrives late to an admission ceremony to inform the Board of any special circumstances that may exist for the delay.

**7.2.** The Board may in their discretion assess whether special circumstances exist for the delay.

**7.3.** In assessing whether special circumstances exist, the Board may consider any fact, matter or circumstance it deems relevant to inform its decision.

**7.4.** The Board's assessment is performed on a case by case basis.

## **8. Change of Booking Fee**

**8.1** An admittee who is excluded from an admission ceremony and fails to show special circumstances, is liable to pay a change of booking fee to re-book the next available admission ceremony.

**8.2.** An admittee who in the Board's opinion demonstrates special circumstances and is accommodated in one of the following admission ceremonies on the same day is not liable to pay any fees.

## **9. Change of Booking Procedure**

**9.1.** In respect to an admittee under clause 8.1. the admittee must contact the Board and pay the necessary fees and charges under Part 10.

**9.2.** Upon payment of the required fees, the Board will cancel an existing booking and reserve a position for the admittee in the next available admission ceremony.



## **10. Fees and Charges**

**10.1** This Part applies to:

- a) an admittee excluded from an admission ceremony without demonstrating special circumstances, and
- b) an admittee excluded from an admission ceremony, who has demonstrated special circumstances, but no vacancy was available in following ceremonies on the same day.

**10.2.** An admittee must pay all relevant fees and charges associated with the booking of an admission ceremony.

**10.2.1.** The admittee is liable for a \$90.00 change of booking fee.

**10.2.2.** The admittee is also liable for a \$180.00 fee for the order of a new certificate of admission.

**10.3** An admittee under clause 10.1(b) may at the discretion of the Executive Officer obtain a waiver for the change of booking fee.



## 11. Document information

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**Title:** Admission Ceremony – Late Attendance Policy

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**Business Centre:**

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**Author:**

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**Approver:**

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**Date of Effect:**

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**Next Review Date:**

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**File Reference:**

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**Key Words:**

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## 12. Document history

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<b>Version</b>	<b>Date</b>	<b>Reason for Amendment</b>

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