



Trinity College Pathways School Attendance Policy

Policy Type:	Divisional
Policy Number:	TCDP03
Date Approved:	30 June 2023
Previous Policy:	Trinity College Pathways School Attendance Policy
Review Date:	28 June 2025

1 OBJECTIVES

- 1.1 The purpose of this policy is to provide a framework for the monitoring and reporting of student attendance as required under the *Education Services for Overseas Students Act 2000* and the *National Code 2018*.
- 1.2 Trinity College recognises the correlation between class attendance, academic achievement and student wellbeing.

2 SCOPE

- 2.1 This policy applies to all staff responsible for monitoring and reporting on student attendance and all students studying in the Foundation Studies and Academic English programs.

3 POLICY

Attendance Requirements

- 3.1 In accordance with the National Code 2018, Trinity College requires all Pathways School students to achieve satisfactory attendance.
- 3.2 To achieve satisfactory attendance students must attend at least 80% of the scheduled hours for their course each semester (Foundation Studies) or study period (Academic English – TCAEP).
- 3.3 A student who has achieved an attendance of between 70% and 80% and who can provide genuine evidence that compassionate and compelling circumstances apply may be allowed to continue, without report, at the discretion of the Associate Dean (Student Journey).

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- 3.4 Students who are identified as being unable to achieve 80% attendance for the semester/study period, (or 70% where the criteria for discretion as per 3.3 applies) will be deemed to have failed to meet the attendance requirement of the course and will be issued with a Notice of Intention to Report for failure to maintain satisfactory attendance.
- 3.5 The Notice of Intention to Report must include details of the internal and external appeals processes. Students must be allowed 20 working days to lodge an internal appeal, and where the internal appeal is unsuccessful, be advised that they may lodge an external appeal.
- 3.6 Excepting where the student is deemed to be a risk to others, or themselves, the student's enrolment must be maintained during the internal and external appeal periods. The student is required to attend classes and complete classwork and assessments during this time.

Recording Attendance

- 3.7 Attendance must be recorded for each scheduled class (lecture, tutorial, lab and study commons) during the semester or study period.
- 3.8 The teacher is responsible for recording the attendance at each class. Attendance may be recorded using a number of methods including marking a physical roll or requiring students to perform an in-class online quiz.
- 3.9 It is a breach of the *Student Code of Conduct* for a student to sign in on behalf of another student or request someone to sign on their behalf.
- 3.10 Students are expected to be present for the entire class. Students who are absent for more than 10 minutes without satisfactory cause, will be marked absent for the entire class. Late attendance will be noted. The teacher has discretion to determine whether the reason for lateness is valid or not.
- 3.11 Students who are 10 minutes late (or more) for two consecutive classes in a subject may be required to meet with their teacher and/or subject leader.
- 3.12 Trinity College staff are responsible for entering student attendance into the student attendance tracking system. Tutorial attendance must be entered by the close of business on the same day and lecture attendance must be entered by the following day. Lab classes (Chemistry, Biology and Physics) are not entered into the attendance tracking system. The attendance for these classes is recorded by the lab supervisors and forms a hurdle requirement for the subject. A manual calculation is performed for students with lab classes.
- 3.13 Students are not able to enter lab classes if they arrive after the safety induction for the class. Students who arrive after the safety induction will, therefore, be marked absent for the class.
- 3.14 Students who behave in a manner deemed to be in breach of the *Student Code of*

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Conduct may be asked to leave the class and may be recorded as absent for the class.

3.15 Trinity College will conduct attendance verification activities such as random visits to classes and checking IP addresses for quizzes submitted. Where it is found that attendance records have been falsified, the absent student will be marked absent for the lecture/class in question. Any student involved in the deception will be in breach of the Code of Conduct and will face disciplinary action under the Student Disciplinary Procedure.

3.16 Student Wellbeing monitors that student attendance has been recorded for each class.

Calculating attendance

3.17 Student attendance must be calculated as a percentage of scheduled hours.

3.18 For the purposes of monitoring and intervention Trinity College must calculate the 'projected attendance'. The projected attendance is the highest attendance percentage achievable if the student were to attend all remaining classes in a study period or semester.

3.19 For each semester, the student projected attendance is calculated by the attendance tracking system using the following formula:

- Number of classes per week (Excluding lab classes) = X
- Number of weeks per semester (TCFS) or study period (TCAEP) = Y
- Total number of classes per semester (TCFS) or study period (TCAEP) = X*Y
 - Total number of absences to date (Excluding lab absences) = Z
- Projected attendance = $((X*Y) - Z)/(X*Y) * 100$

3.20 The cancellation of a class by Trinity College Pathways School will not impact students' attendance records.

Monitoring Intervention and Support

3.21 Student Wellbeing generates an attendance report twice a week to identify students at risk of failing to meet the attendance requirement and/or missing students.

Missing students

3.22 Student Wellbeing will contact Foundation Studies students who have been absent for three (3) days of classes in a row immediately.

3.23 Student Wellbeing will contact Academic English Program students who have been absent for two (2) days of classes in a row immediately.

3.24 Students who cannot be contacted as per 3.23 and 3.24 will be treated as missing persons as per the Critical Incident Policy. Student Wellbeing will contact parents/legal guardian, caregiver, education agent and if necessary, the emergency services.

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Failure to meet 80% Attendance

3.25 Student Wellbeing will contact students who are at risk of failing to meet the attendance requirement to advise and support students to meet the attendance requirements.

3.26 As per 3.26 the following notices will be sent to students:

- a) **Attendance Reminder** – Week 3 of teaching period for Foundation Studies/Week 1 of teaching period for Academic English Program
- b) **First Attendance Warning Notice** - projected attendance below 90%
(**Final Warning Notice** - projected attendance below 85%).
- c) **Notice of Intention to Report** - projected attendance below 80%/ below 70% in compassionate or compelling circumstances.

3.27 Student Wellbeing will forward copies of warning notices to the student's mentor, parents and agent, and caregiver (if the student is under 18 years of age).

3.28 Students who receive an attendance warning or a 'Notice of Intention to Report' are expected to contact Student Wellbeing or the Associate Dean as per the directions in the letter.

3.29 Students who receive a 'Notice of Intention to Report' can appeal internally and externally as per the *Trinity College Pathways School Student Complaint Policy*.

3.30 The Associate Dean (Student Journey) may, where appropriate, recommend that the student consider a voluntary suspension of studies or enrolment withdrawal.

4 LEAVE OF ABSENCE (APPROVED LEAVE)

4.1 Students who intend to be away from class for more than two consecutive days during a semester or study period may submit an online Leave of Absence (LoA) application request form together with their supporting document.

4.2 Leave of Absence will only be approved on "compassionate and compelling" grounds.

4.3 The Associate Dean (Student Journey) (or delegate) may require students applying for more than 10 teaching days leave of absence to take a suspension of studies.

4.4 Students unable to resume class after 10 teaching days or more may be required to take a suspension of studies and return to another intake to complete their course.

4.5 An approved leave of absence does not change the attendance calculation; however, it will prevent the student from being deemed missing (as per 3.24) during the approved Leave of Absence period.

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- 4.6 Students who are overseas, or intend to travel overseas, must submit a copy of their flight tickets and itinerary with their Leave of Absence Application.
- 4.7 Students who are under 18 must submit a letter of consent for the Leave of Absence from their parents/legal guardian.
- 4.8 If a student's attendance falls below 70% whilst they are on Leave of Absence, they will be subject to cancellation of enrolment and reporting to Home Affairs or required to take a suspension of studies.

5 ATTENDANCE AT EXAMINATIONS AND OTHER ASSESSMENTS

- 5.1 Attendance examinations and any other assessment is compulsory.
- 5.2 Failure to attend an examination or other assessment will result in a 'zero' mark, unless 'special consideration' is granted. Refer to the *Extension and Special Consideration Policy* for further information.

6 RECORD KEEPING

- 6.1 Student Wellbeing is responsible for keeping records of student attendance, meetings with the student and attempts to contact students.
- 6.2 Student Journey are responsible for maintaining records of Notices of Intention to Report and appeals.

7 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Take the class roll and enter results into the attendance tracking system	Teachers	Delegated to Subject Leader / Student Wellbeing Officer (due to illness or absence)
Monitor attendance and identify students who require action	Student Wellbeing Manager / Officer	
Issue Notice of Intention to Report if student fails to meet attendance requirement (below 80%)	Senior Coordinator Academic Administration or delegate	
Contact student who has missed 3 consecutive days of classes	Student Wellbeing Manager	
Initiate Critical Incident Procedure if student cannot be contacted	Dean/Student Wellbeing Manager	
Manage Student Appeal process- internal and external	Administration and Compliance Manager	
Notify Registrations to process report where required	Administration and Compliance Manager	

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Process relevant reports in PRISMS	Registrations Coordinator	
Assess and respond to Leave of Absence Requests	Associate Dean (Student Journey) or delegate	

8 DEFINITIONS

Attendance Tracker: A report in “Synergetic” (the Trinity College Pathway School Student Management System), to record and calculate a student’s attendance record.

Compassionate and compelling circumstances: generally, beyond the student’s control, may include loss or bereavement (such as death of a close family member) or family relationship breakdown; hardship/trauma (such as being the victim of crime, the sudden loss of income, severe disruption to domestic arrangements, the involvement of close family and friends in dangerous political or social unrest or natural disaster) or health issues.

ESOS Act (2000) - Education Services for Overseas Students Act (2000). This Act regulates delivery of education services to overseas students.

HA – Department of Home Affairs, a Federal Government Department, responsible for immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

Leave of absence (LoA) – to temporarily place studies on hold usually on compassionate or compelling grounds. This may include leaving the country for a short period of time while still enrolled.

Medical certificate – A certificate issued by a medical and allied health professional who is registered with a National Board under the National Registration and Accreditation Scheme (NRAS), registered with the Australian Health Practitioner Regulation Agency (AHPRA). [see list of (14) Health Professions Registration Boards at: <http://www.health.gov.au/internet/main/publishing.nsf/content/work-nras>]

National Code 2018 – Nationally consistent standards and procedures for education providers who deliver international education services.

9 RELATED DOCUMENTS

- Trinity College Pathways School Student Complaint Policy
- Trinity College Pathways School Student Complaint Procedure
- Trinity College Pathways School Student Code of Conduct
- Trinity College Pathways School Student Disciplinary Procedure
- Trinity College Pathways School Admissions Policy
- Trinity College Pathways School Variation to Student Enrolment Policy
- Trinity College Pathways School Younger Student Policy
- Trinity College Pathways School Transfer Policy and Procedure
- Trinity College Pathways School Refund Policy

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- Trinity College Pathways School Academic Integrity Policy and Procedure
- Trinity College Pathways School Extensions & Special Consideration Policy

10 POLICY OWNER

10.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

11 REVIEW

11.1 This Policy is to be reviewed by 28 February 2025

12 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
05/05/2020	TCPS Executive Committee	05/05/2020	05/05/2020	Moved to new template. Sections regarding
27/06/2023	TCPS Executive Committee	30/06/2023	30/06/2023	Update of roles and responsibilities.