

Attendance is checked in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Satisfactory course attendance is attendance of 80% of the scheduled course in one Semester (two terms) of study. Students are required to attend all classes of the school day and expected to attend Home Group, Chapel and School Assemblies.

Procedure for Monitoring Course Attendance

- a) At St Peter's Girls' School student attendance is:
 - i) checked and recorded daily;
 - ii) recorded for each lesson;
 - iii) assessed regularly;
 - iv) recorded and calculated over each semester.
- b) Late arrivals will be recorded and included in attendance calculations unless a satisfactory explanation is provided. When you arrive late, you must report to the Front Office and sign in the time of your arrival.
- c) All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's parent or homestay, or evidence that leave has been approved by the Principal.
- d) In the event of non-attendance you must notify the school by 8:30am on the day you are absent with an explanation of your absence. Front Office staff will follow up all absences and late arrivals with parents or homestay if there is no explanation for your absence.
- e) Absences for which documentary explanation is not provided or satisfactory will be regarded as unexplained absences.
- f) Student attendance will be monitored by the Homegroup teacher, subject teachers, Heads of Sub School daily and the International Student Coordinator will calculate over each Term and Semester to assess student attendance using the following method:
 - i) Calculating the number of days the student would have to be absent to fall below the attendance threshold for a study period (e.g. number of study days in a Term/Semester – Days absent/Numbers of school days in a Term/Semester x 100 = Attendance Rate %;
 - ii) Any period of "exclusion from class" will be included in student attendance calculations. (Refer to Deferment, Suspension & Cancellation Policy).
- g) Any absences longer than five [5] consecutive days without approval will be investigated.
- h) Absences of 2 or more days in a week require a medical certificate.
- i) Parents of students at risk of breaching St Peter's Girls' School's attendance requirements will be contacted by letter, email or phone and students will be counselled and offered any necessary support when attendance levels drop below 85% per term. A student at risk of not meeting attendance requirements will be interviewed by the Head of Sub-School who will:
 - i) Point out that student's pattern of attendance is unsatisfactory and, unless corrected, may place at risk her continued position as a student for the School;
 - ii) Point out the requirements to ensure satisfactory attendance for the rest of the semester;
 - iii) Address any issues raised by the student that may be causing absences, to provide support for the student where possible;
 - iv) Request that an Attendance Warning Letter be sent by the International Student Coordinator.
- j) If the calculation indicates that the student has passed the attendance threshold for the study period, St Peter's Girls' School will advise the student of its intention to report the student for breach of visa condition, and that she has 20 working days in which to access the school's internal complaints and appeals process.

- k) The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i) the student does not access the complaints and appeals process within 20 days;
 - ii) withdraws from the complaints and appeals process;
 - iii) the complaints and appeals process results in a decision for the school.
- l) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definitions, below, and the student is still attending at least 70% of the scheduled course contact hours

Definitions

- a) *Compassionate or compelling circumstances* – circumstances beyond the control of the student that are having an impact on the student’s progress through a course.

These could include:

- i) serious illness, where a medical certificate states that the student was unable to attend classes;
- ii) bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible);
- iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
- iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports);
- v) where the school was unable to offer a pre-requisite unit;
- vi) inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

- b) *Expected duration* - the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS;
- c) *School day* - any day for which the school has scheduled course contact hours;
- d) *Study period* - a discrete period of study within a course, which cannot exceed 24 weeks. St Peter’s Girls’ School defines a *study period* for the purposes of monitoring course attendance and progress as a *semester* (two terms).

Policy Certification

Policy authorised by:	Principal
Responsibility of updating Policy/Procedure:	Deputy Principal/Head of Middle School
Date policy implemented:	14/01/2014
Date Introduced:	28/01/2014
Date Reviewed/Revised:	7/10/2019
Date for next Review/Revision:	7/10/2021