



Trinity College Pathways School Attendance Policy

Policy Type:	Divisional
Policy Number:	TCDP03
Date Approved:	19 December 2025
Previous Policy:	Trinity College Pathways School Attendance Policy
Review Date:	19 November 2028

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 Through the development and ongoing maintenance of this policy, 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 at the Trinity College Pathways School (TCPS).

3 POLICY

Attendance Requirements

- 3.1 It is Trinity College's expectation that students should make every effort to attend 100% of their scheduled classes and other mandated study sessions to give themselves the best chance of success in their studies.
- 3.2 In accordance with the National Code 2018, Trinity College requires all TCPS students to achieve a satisfactory level of attendance.
- 3.3 To achieve satisfactory attendance, students must attend at least 80% of the scheduled hours for their course in each half of their program (henceforth referred to as 'semester'). This is a requirement of their student visa and also

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applies to non-student visa holders. If students fail to achieve satisfactory attendance, the College is obliged to report them (see paragraph 3.5).

- 3.4 Students must attend a meeting with the Academic Administration team when their attendance drops to between 80-82% and provide documentary evidence of any compassionate and compelling circumstances before their attendance drops below 80%. Based on the evidence provided, the Associate Dean, Student Journey (or delegate), will decide if the student can continue at TCPS without report if their attendance drops below 80% (but not below 70%) in a semester.
- 3.5 Students who are identified as being unable to achieve 80% attendance in a semester (or 70% where the criteria for discretion as per 3.4 applies) will be deemed to have failed to meet the attendance requirement and will be issued with a Notice of Intention to Report (NOIR) for failure to maintain satisfactory attendance.
- 3.6 The NOIR must include details of the internal and external appeals processes as per the *Trinity College Pathways School Student Complaints and Appeals Policy*. 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 within 5 working days of receiving advice of the outcome of their internal appeal.
- 3.7 Except where the student is deemed to be a risk to others or themselves, 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.
- 3.8 For non-student visa holders, the consequence of not achieving satisfactory attendance described in paragraph 3.5 should be read as 'cancelled enrolment' rather than 'NOIR'. For non-student visa holders, the appeal processes described in paragraphs 3.5 to 3.7 apply before enrolment cancellation.

Recording Attendance

- 3.9 Attendance must be recorded for each scheduled class during the semester, except Orientation. Scheduled classes are the classes on the timetable: lectures, tutorials, laboratory classes, study commons and other mandated study sessions.
- 3.10 Students are expected to be present for the entire class.
- 3.11 If students are more than 10 minutes late, or absent for more than 10 minutes of a class, without satisfactory reason, they are marked absent for the entire class by the class teacher. The teacher has discretion to determine if a reason is satisfactory.
- 3.12 Students who are absent on two consecutive occasions in the same subject may be required to meet with the class teacher.
- 3.13 For laboratory classes, if a student arrives after the safety induction for the class, they are not able to enter the class and are marked absent.
- 3.14 Students who behave in a manner deemed to be in breach of the *Student Code of Conduct* may be asked to leave the class and may be recorded as absent from

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the class.

- 3.15 Students may check their attendance record on the student attendance tracking system via an online community portal.
- 3.16 Students may seek to have errors in their attendance record corrected by contacting the teacher of the relevant class.

Absence due to illness

- 3.17 A student with a medical certificate still will be marked absent. However, absence for medical reasons will not affect their class participation mark.
- 3.18 Where a student is absent for a medical reason during an in-class assessment, refer to the *Extension and Special Consideration Policy*.
- 3.19 Trinity will only accept medical certificates from Australian Health Practitioner Regulation Agency (APHRA)-registered practitioners (see Definitions) where an absence occurred while a student was in Australia.
- 3.20 Students can submit no more than three online medical certificates per month.

Monitoring of attendance, attendance rates, intervention and support

- 3.21 Students may check their maximal attendance rate (see Definitions and Calculation of attendance rate below) via an online community portal.
- 3.22 TCPS should monitor attendance twice weekly to identify
 - a) students at risk of not achieving satisfactory attendance
 - b) missing students, as defined in paragraph 3.27.
- 3.23 Students with poor attendance are reminded of their attendance obligations at intervals specified in the *Attendance Procedure*, and in the case of those who are at risk of failing to achieve satisfactory attendance, offered support to achieve satisfactory attendance.
- 3.24 Student Wellbeing will forward copies of attendance warnings to the student's mentor, parents or legal guardian, scholarship body (where applicable) and education agent. If the student is under 18, a copy will be forwarded to the student's caregiver.
- 3.25 The Associate Dean, Student Journey (or delegate), may, where appropriate, recommend that a student at risk of not achieving satisfactory attendance consider a voluntary suspension of studies or enrolment withdrawal.
- 3.26 Student Wellbeing will contact students who have been absent for three (3) days upon discovery.
- 3.27 Students who cannot be contacted as per 3.26 will be treated as missing persons as per the *Critical Incident Policy*. Student Wellbeing will contact parents or legal guardian, caregiver (if students are under 18), scholarship body (where applicable), education agent and if necessary, the emergency services.

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3.28 A student may be considered to have abandoned their course if the student is consistently marked absent for tutorials and one or more of the following indicators are present:

- a) The student is disengaged or not responding to outreach efforts from the College's support services (Wellbeing and Academic Administration).
- b) The student has stopped attending classes and is offshore.
- c) The student has failed to submit required coursework (refer to Section 5 of the *Student Code of Conduct*).
- d) The student has not paid their tuition fees as per invoice due date.

If Student Wellbeing identifies a student meeting these criteria—consistent tutorial absences and at least one indicator present—without substantial evidence of engagement or support, the student will be classified as having abandoned the course (refer to *Enrolment Policy* for Enrolment Cancellation – Involuntary).

Calculation of attendance rate

3.29 Student attendance rates are calculated as a percentage of scheduled hours.

3.30 Trinity College calculates a maximal attendance rate. The maximal attendance rate is the highest attendance percentage achievable if the student were to attend all remaining classes and activities in a semester.

3.31 If a class is cancelled, that action has not changed the scheduling and students are granted the benefit of class attendance when the maximal attendance rate is calculated.

3.32 If a student's actual (not maximal) attendance rate for their entire program is below 80%, the rate is included on the statement of results. The actual attendance rate is increased by 2% for the statement of results to ensure that cancelled classes or administrative errors do not affect the outcome for the student.

4 LEAVE OF ABSENCE (APPROVED LEAVE)

4.1 Students who will be away for at least two consecutive days of classes (excluding exams), and who have compassionate and compelling reasons, may submit an online application for Leave of Absence. Otherwise, refer to paragraphs 3.17-3.20 for absences due to illness.

4.2 The Associate Dean, Student Journey, (or delegate) may require a student who applies for a Leave of Absence instead to take a Suspension of Studies if

- a) the student is applying for more than 10 teaching days of Leave of Absence
- b) the student is unable to resume attending classes after 10 teaching days
- c) the student's maximal attendance rate would fall below 70% while they are on Leave of Absence.

4.3 An approved Leave of Absence does not change the attendance rate calculation but will prevent the student from being deemed missing (as per 3.27) during the approved Leave of Absence period.

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5 ATTENDANCE AT EXAMINATIONS AND OTHER ASSESSMENTS

- 5.1 Attendance at examinations is compulsory, as is attendance at any other assessment run at times outside scheduled classes.
- 5.2 For information regarding non-attendance at exams or assessments, refer to the *Extension and Special Consideration Policy*.

6 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Take and enter the class roll into the attendance tracking system.	Teachers	May be delegated to Subject (due to illness or absence)
Advise students and parents how to view attendance record	Manager, Academic Administration or delegate	
Monitor teachers class roll entry on attendance tracking system	Director of Teaching & Learning or delegate	
Monitor attendance and identify students who require action.	Director of Student Wellbeing or delegate	
Meet with students whose attendance falls to between 82-80% to obtain evidence of compelling and compassionate circumstances, where it exists	Academic Administration	
Issue NOIR if student fails to meet attendance requirement (below 80%)	Manager, Academic Administration or delegate	
Contact student who has missed 3 consecutive days of Classes	Director, Student Wellbeing or delegate	
Initiate Critical Incident Procedure if student cannot be contacted	Dean / Director, Student Wellbeing or delegate	
Manage student appeal Process, internal and external	Manager, Administration and Compliance	
Notify Registrations to process report where required	Manager, Administration and Compliance	
Process relevant reports in PRISMS	Registrations Coordinator	
Assess and respond to Leave of Absence requests	Associate Dean (Student Journey) or delegate	

7 DEFINITIONS

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Compassionate and compelling circumstances:

Compassionate and compelling circumstances are generally those beyond the control of a student and which have an impact upon their course progress or wellbeing.

These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- A traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- Where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol;
- Failing subjects where it is unreasonable to expect the student to catch-up;
- Mandatory military service in home country (official letter/certificate confirming commencement date must be provided).

Students completing the *Compassionate and Compelling Circumstances form* should supply suitable evidence such as:

- a medical certificate issued during an in person consultation by a registered medical or health professional (see definition of medical certificate below);
- a police statement;
- a copy of a death certificate or death notice for close family member;
- supporting documentation from an independent source or authority which bears a clear date and indicates:
 - what the special circumstances were
 - when they occurred
 - how long they lasted
 - the level of impact of the special circumstances, the dates of impact and if relevant the period of impact as determined by the source of authority
 - confirm circumstances are ongoing and relevant to the timeframe to be considered.

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 protection, among other functions.

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

Maximal attendance rate - is the highest attendance percentage achievable if the student

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were to attend all remaining classes and activities in a semester.

Medical certificate – a certificate issued during an in person or telehealth consultation by a registered medical or health professional.

That is, the person issuing the certificate is registered with a National Board under the National Registration and Accreditation Scheme (NRAS), overseen by the Australian Health Practitioner Regulation Agency (AHPRA). [see list of (15 Health Professions Registration Boards at: <https://www.ahpra.gov.au/National-Boards.aspx>]. Trinity College will not accept medical certificate if the student has not had a consultation. Consultations must be in person or via telehealth with a registered medical or health professional.

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

8 RELATED DOCUMENTS

- Trinity College Pathways School Student Complaints and Appeals Policy
- Trinity College Pathways School Student Complaints 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 Younger Student Policy
- Trinity College Pathways School Transfer Policy and Procedure
- Trinity College Pathways School Refund Policy
- Trinity College Pathways School Academic Integrity Policy and Procedure
- Trinity College Pathways School Extensions & Special Consideration Policy

9 POLICY OWNER

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

10 REVIEW

10.1 This Policy is to be reviewed by 19 November 2028

11 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.
19/12/2025	TCPS Executive Committee	19/12/2025	23/12/2025	Update of roles and responsibilities. Removal of reference to Academic English program. Definition of medical

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				certificate strengthened. Instigated process to obtain evidence of compelling and compassionate circumstances before attendance falls to below 80%. Procedure removed and guidance to students removed.
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