


AIHS Policy and Procedure		 AUSTRALIAN INTERNATIONAL HIGH SCHOOL
Doc #: PP – 1.4	Title: Class Attendance Monitoring	
Guidelines: 3.11 NC: 8		
Rev #: 18	Approved By: Designated Head, Student Services	Date: 22/01/25

1.0 Purpose

Class attendance of all students is monitored to ensure that students meet the relevant School policies and the following legislative, statutory and regulatory requirements:

- NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual;
- Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students;
- Department of Education and Department of Home Affairs conditions for student visas.

2.0 Scope

This policy and procedure apply to Teachers and administrative staff involved in the monitoring of student class attendance.

3.0 Definitions


Attendance – is based on the hours attended by a student during the term. It is calculated by dividing the total number of hours attended for the term by the total number of scheduled hours for the term and then multiplying by 100.

4.0 Responsibilities

4.1 Student Services Officer (SS) – Responsible for maintaining attendance records and monitoring student attendance on a daily basis during the term. Issues reminders, warning letter, and Intention to Report (ITR) letters to students who are at risk of or have failed to meet the minimum attendance requirements.

4.2 Department Head of Student Services or delegate (DHSS) – Responsible for overseeing the accuracy of attendance records and ensuring daily monitoring of student attendance. Reviews and approves communications such as reminders, warning letters, and Intention to Report (ITR) letters. Coordinates with the Principal or relevant staff on follow-ups with absent students, remind students of their visa and attendance obligations, and manage the appeals process for attendance-related decisions. Additionally, DHSS provides support and training to Student Services staff and ensure compliance with national standards and visa requirements.

4.3 Principal – Conducts counselling session for students who have unsatisfactory attendance. Approves the student's request to have exemption from attendance at School. Considers student appeals against the School's decision to report him to the Department of Home Affairs for unsatisfactory attendance.

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5.0 Policy

The School is committed to providing a supportive and enriching educational environment for our students. We recognise the importance of regular attendance in ensuring academic success and personal development. Therefore, we have established this policy to outline the expectations and responsibilities regarding attendance for high school students to ensure compliance with visa requirements and national standards, as well as to maximize their learning opportunities.

5.1 Attendance Requirements

- High school students must maintain a minimum attendance rate of 80% during each term.
- Attendance is monitored daily, and records are maintained by Student Services.

5.2 Absences

- Students must provide a valid reason for any absences, supported by appropriate documentation (e.g. medical certificates).
- Absences due to illness, family emergencies, or other significant reasons will be considered on a case-by-case basis.


5.3 Consequences of Unsatisfactory Attendance

- Students who fail to maintain the required 80% attendance rate of the scheduled hours will receive a series of communications including reminders, warning letters, and ITR letters.
- Persistent non-compliance with attendance requirements may result in the initiation of reporting procedures to relevant authorities, which could impact the student's visa status.

6.0 Procedure

6.1 Daily Attendance Monitoring

- SS conducts daily classroom checks to identify any tardiness/absence among students under-18. If a student is absent or tardy, SS will promptly contact the student and/or their parents or guardians to check on their welfare and understand the reason for the absence. All the details of the discussion, including explanations, are recorded in Paradigm. The student will be reminded of their visa conditions and their obligation to attend classes daily. If the student has a medical condition, they are required to provide a valid medical certificate the following day.
- Teachers are encouraged to directly inform SS of any instances of tardiness or absence, particularly concerning under-18 students, to ensure that follow-up with students or their parents/guardians is conducted without delay.
- Teachers are required to complete the class roll daily and place it in the 'attendance tray' located in the teachers' room. SS will collect the completed class rolls by the end of the week.

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- Attendance is recorded electronically on a weekly basis by SS, based on the completed class rolls.
- SS notifies the DHSS and Principal if a student has 5 or more consecutive days of absence.

6.2 Attendance Codes

6.2.a Manual Attendance Registers

In the completion of class rolls, the teachers must use the following symbols:


Symbol	Meaning
a	Lowercase 'a' indicates the student was absent on that day.
Pa	Student was late or was absent for part of the day. The time of arrival or departure must be recorded.

6.2.b Attendance Database Codes

SS enters the attendance into the database using the following codes: transfers the data to the attendance register using the following symbols.

Attendance Register Codes Symbols to be used for explanation of student absence	
Symbol	Meaning
X	used for the first and last day that the student attended for each term.
A	unexplained or unjustified absence. Note that this code is used if no explanation has been provided by parents/guardians within 7 days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the principal's discretion to accept or not accept the explanation provided.
S	sick or absence as the result of a medical or paramedical appointment.
L	absence with leave. Explanation of the absence is provided which has been accepted by the Principal.
E	the student was suspended from school.

Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M	absence with approved exemption.
F	absence as the student is not required to be at School due to the student participating in approved flexible timetable. This could include participation in: - HSC Pathways Program

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	<ul style="list-style-type: none"> - Best Start Assessments - Trial or HSC examinations - VET courses
B	<p>absence due to official School business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H	<p>approved to attend an alternative educational setting on a sessional or full-time basis.</p> <p>Note that in most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.</p>

6.3 Attendance Record Maintenance

- The class roll is a legal document. Teachers must therefore ensure that the attendance class roll is not left unattended and that they are able to verify the presence of the student for the period that they are supposed to be in the class.
- An Attendance Certificate is issued to students on completion of their course to confirm their rate of attendance during the course undertaken.
- Attendance records are retained for at least seven (7) years after the last entry was made.

6.4 Consecutive Absences

- The SS contacts the student who has been absent for five (5) consecutive days as well as the parent/guardian to determine the reason for the absence and ensure the student's safety and welfare. Details of the discussion are recorded in Paradigm. DHSS and the Principal are notified.
- Attendance for under-18 students is monitored on a daily basis. Any absence longer than three (3) consecutive days without approval will be investigated by the Student Services. SS will contact the student and parent/guardian regarding the unexplained absences.
- If absences continue for more than five (5) consecutive days (3 days for under-18) without valid reasons, SS arranges a counseling session with the Principal, the student, and parent/guardian to discuss reasons for absence, advise on the required 80% attendance rate, and reiterate the possible consequences of unsatisfactory attendance. This will be documented using the Student Counselling Report Form.

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- If neither the student nor the parent/guardian can be reached/contacted, this may raise welfare concerns and may prompt the school to file a “missing person’s report” to the NSW Police. Should there still be no contact by day six (6), the Executive Director will be informed and a missing person’s report may be considered.

6.5 Issuance of Letters and Reporting

6.5.1 Fortnightly Reporting


- The Student Services department reports to the Principal every fortnight on students whose attendance falls below 80%.

6.5.2 Issuance of Attendance-Related Communications

- **Attendance reminders** are sent to students and parents/guardians every two (2) weeks, informing that the attendance is below 80%. The email emphasises the importance of meeting attendance requirements, highlights how poor attendance may impact academic performance, and outlines the potential consequences of continued non-compliance.
- Students whose attendance falls below 80% will receive a **warning letter** at the end of the term.
- An **Intention to Report (ITR) letter** will be issued to students who fail to meet the 80% attendance for two (2) consecutive terms. This letter formally notifies the student of the School's intention to report their unsatisfactory attendance to the relevant authorities, with potential consequences for their visa status. A copy of the letter is also sent to the student’s parent/guardian.

6.6 Appeals Process

- Students have 20 working days to appeal the School's decision to report unsatisfactory attendance. To initiate the appeal, students must accomplish and return the Appeals Form to SS along with supporting documents.
- During this time the student must maintain their attendance and continue to work towards completing course requirements. The School must maintain the student’s enrolment until both the internal and external appeals process has been completed.
- Refer to AIHS Complaints and Appeals Policy and Procedure for details.

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7.0 Compassionate or Compelling Circumstances


- The School may choose not to report a student if one or more of the following applies:
 - The student is still attending at least 70 per cent of contact hours and provides genuine evidence of compassionate or compelling circumstances that the School deems acceptable.
 - The School has failed to accurately record or calculate attendance.
- Compassionate or compelling circumstances are defined as circumstances that are generally out of the student’s control and impact upon the student’s academic progress and general wellbeing. Examples may include:
 - Serious illness or injury (medical certificate indicating this is required)
 - Bereavement of close family members, such as parents or grandparents (documented evidence required)
 - Major political upheaval or natural disaster in the home country requiring emergency travel
 - A traumatic experience which may include involvement in or witnessing of a serious accident or crime and that these cases are supported by a psychologist’s report

8.0 Medical Certificates

- All absences must be supported by proper documentation. Students who are absent for medical reasons should provide the School with copies of their medical certificates from a registered practitioner or acquired from legitimate sources for genuine medical needs. These certificates must be submitted no later than two (2) days after their medical leave. Backdated or late medical certificates are generally not accepted.
- Medical certificates will only be considered as part of the student’s appeal but will not be counted towards attendance.
- In cases where students obtain medical certificates from online sources, acceptance will be subject to evaluation on a case-by-case basis.

Guidelines for supporting documents obtained from online sources:

- Certificates sourced online may be accepted for a maximum two-day absence ONLY.
- For absences lasting more than two days, students must have a consultation with a GP supported by a medical certificate.
- The School may limit acceptance to one online certificate from a student per month.

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- The School reserves the right to reject online certificates and may require additional supporting documents for frequent absences or for valid reasons to doubt the authenticity of the certificate or the purpose of acquiring it.

9.0 Leave of Absence


- Students requesting leave of absence must submit the Leave of Absence Form, signed by parent/legal guardian, along with supporting documentation. These documents must be submitted to SS at least two weeks prior to intended leave date allowing sufficient time for the application to be reviewed and approved the Principal. Leave of absence may only be granted for compassionate and compelling reasons
- The Principal will inform the student and parent/guardian of the decision within five working days of receiving the application and supporting documents. All documentation is uploaded to Paradigm. If the leave request is denied, the student may appeal the decision within 20 working days, following the AIHS Complaints and Appeals Policy and Procedure.
- A leave of absence will not be approved if there are unresolved issues related to a risk of harm or if the Principal has sufficient reason to believe that the student may be at risk of harm. In such cases, a risk assessment will be conducted where the Principal will conduct a thorough assessment to determine the nature and extent of the potential risk to the student This may include consultations with relevant school staff, the student's parent or guardian, and, if necessary, external professionals such as counsellors or child protection services.

10.0 References

- 10.1 AIHS Complaints and Appeals Policy and Procedure
- 10.2 ACA Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure
- 10.3 NSW Registered and Accredited Individual Non-government Schools Manual
- 10.4 Education Services for Overseas Students (ESOS) Act 2000
- 10.5 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

11.0 Appendices

- 11.1 Attendance Sheet
- 11.2 Attendance Summary Sheet
- 11.3 Attendance Slip
- 11.4 Warning Letter
- 11.5 Intention to Report
- 11.6 Attendance Certificate

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- 11.7 Leave of Absence Form
- 11.8 Student Counselling Report