



Student Attendance Policy

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Anglican Schools Commission (Inc.) trading as AngliSchools (“AngliSchools”)

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Alexander Language School Pty Ltd.

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1. Purpose

- 1.1. The purpose of this policy is to ensure that students comply with their Student Visa conditions, guarantee their safety, promote high attendance levels, and support successful school completion.

2. Scope

- 2.1. This policy applies to all students enrolled at AngliSchools, AngliSchools International and AngliSchools Language College.

3. Definitions

ESOS Act: Education Services for Overseas Students Act, a regulatory framework for international education in Australia.

PRISMS: Provider Registration and International Students Management System, used for reporting student attendance.

4. Principles

- 4.1. All students must comply with the conditions of their Student Visa.
- 4.2. Students must meet the minimum attendance of 80%.
- 4.3. The whereabouts of every student must be known for safety and visa requirements.
- 4.4. Attendance patterns will be monitored and improvement strategies introduced to eliminate absences.
- 4.5. Provide students with the opportunity to develop life skills of punctuality and positive daily attendance habits to ensure their future success.
- 4.6. Monitor average daily attendance for Government and Department of Home Affairs purposes.

5. Procedures

5.1. School Responsibilities

- a. Every week, the School reviews a summary of absentee and lateness data for the previous week, indicating any absences recorded.
- b. Parents and Homestay carers of the student(s) who have not provided a valid explanation of the absence within one week need to be contacted by the School (telephone or email) for a written explanation of the absence.
- c. AngliSchools International has access to attendance records and in discussions with the school, will visit Homestay students, where appropriate, to see if assistance can be offered.

5.2. Class Teacher Responsibilities

- a. Teachers must record absence/lateness for every period.
- b. Inform the Student Services and Homestay Coordinator if a student has not arrived at Language College.

5.3. Office Administrator Responsibilities

- a. Identify all absences and annotate accordingly.
- b. Record all absences that have been advised in the morning.

- c. Contact parents/guardians of students who have not arrived at school and have not advised the school.
 - d. Issue a note home to parents/guardians who after one week have not explained an absence.
 - e. Print all unexplained absences and refer to Director of AngliSchools International.
- 5.4. Student Services and Homestay Coordinator Responsibilities
- a. Ensure accurate attendance records are noted on student files.
 - b. Monitor all absences on a weekly basis, documenting any verbal conversations with students and record them in student files.
 - c. If considered necessary, discuss absences with a nominated school representative.
 - d. Undertake an intervention process for students who are deemed at risk in terms of their attendance.
 - e. Report MISSING students within 1 day to the Police.

6. Student at Risk

- 6.1. A student is identified at risk when their attendance falls below 90%.
- 6.2. Should a student be absent from Language College for three or more consecutive days or five non-consecutive days within any given school term, the Student Services and Homestay Coordinator will initiate contact with the student's parents (and host family where applicable), detailing:
- the student's absences;
 - the School's attendance expectations;
 - relevant visa attendance requirements;
 - concerns for the students' ability to attain satisfactory academic achievement if their attendance does not improve;
 - the risk to the student's enrolment if they do not meet attendance requirements; and
 - the intervention and support strategy to be offered going forward.
- 6.3. An Intervention Notification Form is to be raised and presented to/signed by the student at the relevant stages.
- 6.4. The student and their parents will be advised in writing that the student has not achieved satisfactory attendance and is at risk of non-compliance with visa requirements if:
- a student's attendance drops below 80% in any given term, and/or;
 - the School has previously contacted the family and the student's attendance is not improving.
- 6.5. If a student's attendance does not improve, the Director of AngliSchools International will advise the student and parents in writing (i.e. Notice of Intent to Report), that the student is at risk of being reported for unsatisfactory attendance. This communication will stipulate the time available for the student to rectify attendance requirements before the reporting process commences.
- 6.6. Should a student's attendance drop below 80% of lessons and the reason for the absence is a medically verified (certified medical certificate required) prolonged illness or health condition, or due to extenuating and/or compassionate circumstances, and the student is making a

genuine effort to meet course requirements despite their absences, the Director of AngliSchools International may decide to:

- give the student a probationary period to meet attendance requirements of 80%.
- not report the student for unsatisfactory attendance, unless their attendance drops below 70% in the given semester.

6.7. In the case where a student does not meet the 80% attendance requirements within any given school year, and at the point in the year where it is not possible for a student to attain 80% attendance (has been absent for 40 or more days), the Director of AngliSchools International will notify the student and parents of the decision to report the student for unsatisfactory attendance.

6.8. Unsatisfactory course attendance can only be reported in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed, and the decision or recommendation supports the registered provider, or;
- the international student has chosen not to access the internal complaints and appeals process within the 20-working day period, or;
- the international student has chosen not to access the external complaints and appeals process, or;
- the international student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

If the above has been satisfied, the student's attendance breach may be reported in PRISMS.

6.9. Should the decision be made to report a student for unsatisfactory attendance, the student and their parents will be advised:

- of the Complaints and Appeals Policy and the process for lodging an appeal.
- to contact Australian Immigration authorities to check on the implications for their visa.

6.10. In the case that the decision to report the student for unsatisfactory attendance is upheld by the Complaints and Appeals internal process, the students and their parents will be advised of the student's rights to access the external appeals process.

6.11. A formal report will not be lodged until such time as:

- the appeals process (both internal and external) is completed; or
- the student advises the School of their decision to not access the appeals process in writing; or
- the student does not access the appeals process (internal and/or external) within the required 20 days; or
- the student advises the School in writing of their decision to withdraw from the appeals process (internal or external).

6.12. The student will be expected to maintain full attendance and meet all academic, accommodation and welfare requirements until the appeals process is completed.

6.13. If the appeals process upholds the decision, the student's Confirmation of Enrolment will be cancelled, and the student and parent will be advised of this decision in writing. The student's CAAW will be cancelled and the student's parents advised to immediately travel to collect the student or make arrangements for their safe travel to their home.

Version control

Version	Date	Summary of Changes
1	Aug-25	New Policy
1a	Jun-26	Periodic review