



International Students School Attendance Policy

Course Attendance

- Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- Student attendance is:
 - checked and recorded daily
 - assessed regularly
 - recorded and calculated over each semester.
- Late arrival at School will be recorded and will be included in attendance calculations.
- All absences from School should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- Any absences longer than five consecutive days without approval will be investigated by the Director of Admissions and International Student Coordinator.
- Student attendance will be monitored by the Director of Admissions every two weeks over a term to assess student attendance using the following method:
 - Calculating the number of days the student would have to be absent to fall below the attendance threshold for a term e.g. number of study days x 20%
 - Any period of exclusion from class will not be included in student attendance calculations. [See School Deferment, Suspension and Cancellation Policy for an explanation of this item].
- Students at risk of breaching Ivanhoe Girls' Grammar School's attendance requirements will be warned, counselled and offered any necessary support when they have absences totalling 15% of term days.
- If the calculation above indicates that the student has exceeded the attendance threshold of absences of greater than 20% of term days for the study period or equivalent in classes attended, Ivanhoe Girls' Grammar School will advise the student of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the School's internal complaints and appeals process except in the circumstances outlined above.
- The School will notify via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - the student does not access the complaints and appeals process within 20 days
 - the student withdraws from the complaints and appeals process
 - the complaints and appeals process results in a decision for the School
- Students will not be reported for failing to meet the 80% threshold where:
 - the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate and

- has not fallen below 70% attendance.
- The method for calculating 70% attendance is the same as that outlined earlier with the following change – number of study days x contact hours x 30%.
- If a student is assessed as having nearly reached the threshold for 70% attendance, the Director of Admissions will assess whether a suspension of studies is in the interests of the student as per Ivanhoe Girls' Grammar School's Deferment, Suspension and Cancellation Policy.
- If the student does not obtain a suspension of studies under the Ivanhoe Girls' Grammar School's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

Definitions

- 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:
 - serious illness, where a medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents
 - major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - where the School was unable to offer a pre-requisite unit
 - 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.

- 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.
- School day – any day for which the School has scheduled course contact hours.
- Competency – In VCE studies competency is defined as achieving 'S' for a unit of study together with the following grades of A to E. In Year 10 competency is defined as achieving a grade of A to E. Unsatisfactory work is graded as UG or NS. Refer to Key to Reports guide.