

## Overseas Student Attendance Policy

### 1. PURPOSE

The purpose of this policy is to ensure all Overseas Students enrolled at Tintern Grammar (**Tintern**) attend school and can be accounted for during school hours. Tintern keeps electronic records of Overseas Student's attendance which is recorded by teaching staff throughout the day. This policy ensures Overseas Students and parents/guardians are aware of their responsibilities regarding attendance and the reporting absences and what measures Tintern will take in response to absences.

### 2. SCOPE

This policy applies to all Overseas Students enrolled at Tintern and should be read in conjunction with the Tintern Absences and Attendances Procedure.

### 3. DEFINITIONS

**Overseas Student** means a person (whether within or outside Australia) who holds a student visa as defined by the *Education Services for Overseas Students Act 2000* (Cth) (**ESOS Act**), but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.

### 4. POLICY

In accordance with the National Code, Overseas Students must attain an appropriate level of attendance and performance in order to continue with enrolment at Tintern. Tintern Grammar's official attendance policy for all Overseas Students has a requirement of a minimum average rate of attendance across all classes including the pastoral program of 80%, at Tintern Grammar, attendance at all classes is compulsory.

Tintern Grammar considers poor attendance and punctuality unacceptable and it is also a breach of visa conditions, as such a written warning will be provided if attendance falls below 90%.

Tintern will monitor:

- Overseas Students' course progress and attendance for the duration of the course in which the Overseas Student is enrolled;
- where applicable, attendance for each course in which the Overseas Student is enrolled; and
- the progress of each Overseas Student to ensure the Overseas Student is in a position to complete the course within the expected duration specified on the Overseas Student's CoE as specified in the overseas student's Enrolment Agreement.

If there is evidence from the Overseas Student's assessment tasks, participation in tuition activities or other indicators of academic progress that the Overseas Student is at risk of not meeting those requirements, Tintern will identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements.

Tintern will clearly outline and inform the Overseas Student before they commence the course of the requirements to achieve satisfactory course progress.

Tintern does not encourage leave or absence for holidays within the school term. When there is a family obligation necessitating absence, Tintern asks that a letter of request be sent well in advance to the Principal.

Mentors receive daily attendance summaries for their Overseas Students and Level Co-ordinators, Heads of School and International Students Co-ordinator receive weekly and termly summaries of attendance.

Parents and guardians can access attendance and absence data for their child/ren through the myTintern Portal.

## **5. RECORDING ATTENDANCE AND ABSENCES**

Attendance recording is required throughout the day to meet legislative requirements and for the school to carry out its duty of care for students.

Attendance at classes for Overseas Students will be monitored electronically on a daily basis via the myTintern portal or “Synergetic” portal. In the ELC and Junior School student attendance is taken twice per day. Is JS student roll taken twice per day?

In the Secondary School, staff record attendance in every class. This additional requirement is necessary to meet Victorian Curriculum and Assessment Authority requirements for VCE students and VISA requirements for Overseas Students.

Overseas Students are expected to attend Tintern during normal school hours every day of each term unless there is an approved exemption from attendance for the Overseas Student. Overseas Students cannot expect to achieve strong results if their attitude to study and attendance is irregular. Any exemptions must be approved by the International Student Coordinator. Do we need to add onsite or online classes?

Students are regularly reminded that if they will be late or absent it is essential they notify the School through the relevant telephone absentee line or the dedicated email address by 9.00am. When arriving late to school or leaving early, overseas students must sign-in/sign-out at Reception. All of this information and additional guidelines are available on the School’s intranet.

Tintern requires Overseas Students to maintain a minimum 80% attendance rate throughout the academic year. If an Overseas Student’s attendance falls below 80%, Tintern is required by the Department of Home Affairs to report the Overseas Student for unsatisfactory attendance. This may result in the cancellation of their student visa.

If the Overseas Student is unwell and unable to attend school on any particular day, their parent/caregiver/homestay is requested to notify Tintern by telephoning the absence hotline on 9845 7722, emailing [absences@tintern.vic.edu.au](mailto:absences@tintern.vic.edu.au) or using the myTintern portal before 9am on the day of the absence. This ensures that Tintern can accurately monitor Overseas Student attendance electronically to track well-being and ensure the minimum attendance rate is met.

Tintern takes its legal and ethical responsibility for the welfare of Overseas Students very seriously and makes every effort to ensure their safety and know their whereabouts at all times throughout the school day.

If an Overseas Student is absent for more than five consecutive days without providing notice to Tintern of their reason for absence, Tintern will notify the Overseas Student that they are in jeopardy of not meeting course requirements and will require the Overseas Student to

attend a meeting with International Student Coordinator to discuss additional supports.

## 6. Start and Finish Times

NB: For all students: leaving the school grounds during study periods, recess or lunchtimes is not permitted at any time, under any circumstances.

- All students are required at roll call at 8:30am every day, except Fridays where P1 begins at 8:30am
- All Assemblies/utility periods are compulsory
- Any Senior College student who finishes early must sign out at the Senior College Reception
- Any Middle School student who finishes early must sign out at the Senior Library
- If students arrive late due to unforeseen circumstances or have an early morning appointment, they must sign in at the Senior College Reception as they arrive.
- For all Senior College students attendance at all classes is compulsory – this includes roll call, pastoral programs and Period 5 (after school) classes, if allocated.

If a Year 11 or Year 12 student does not have a class, scheduled Assessment, Assembly/utility period or scheduled Sport in Period 4 or 5, they may leave school at 2:15pm only.

## 7. Absences

It is the student's responsibility to make sure all absences are explained. If a student is too ill to attend school, their parent, guardian or local support person must telephone the Absentee Hotline on 9845 7722 before 10am. **Or email [absences@tintern.vic.edu.au](mailto:absences@tintern.vic.edu.au)**

If a student feels ill during school hours and is unable to attend class they must report to the First Aid Room for treatment. If they are too ill to remain at school a parent, guardian or local support person will be contacted to collect them from the First Aid Room. They will be required to sign out at the First Aid Room before leaving school.

## 8. Appointments

If a student has an appointment, they must notify their Pastoral Mentor or Year Level Coordinator and their relevant subject teachers in advance of the appointment. An appointment card or letter from home must be brought prior to their absence and shown to a staff member who will then fill out an 'early departure slip'. Before leaving school for the appointment, they must leave the early departure slip at the Senior College Reception in the relevant box and sign out. They must sign in if they return before the end of the school day. **Families are strongly urged to make appointments outside scheduled class time.**

## 9. Punctuality

Punctuality is as important as attendance. Lateness to roll call, assembly and lessons will be noted and followed up by your Pastoral Mentor or subject teacher. References and course applications often require staff to comment on punctuality, attendance and overall reliability.

### 1. Early Departure at Term Break

If an Overseas Student needs to leave Tintern and return home prior to term break holidays

they must provide the Principal with notice in writing from their parents at least six weeks prior to the anticipated departure date and only in exceptional circumstances.

Overseas Students will be expected to attend school up until the last day of the school term, unless an earlier departure is approved by the International Student Co-ordinator. An Overseas Student not complying with the early departure rules will be deemed as absent for that day.

## **10. Late Return after Term Break**

Overseas Student must be in attendance on day one of each term commencement.

It is unacceptable for the Overseas Student to return late from a Term Break unless this has been requested in writing by parents/guardians and approved by International Student Co-ordinator in the previous term.

Overseas Students not complying with above early departure or late arrival requests will be deemed as in default. Tintern is under obligation to report a student default to Department of Home Affairs on the fifth day of non-approved late commencement at the start of each term.

## **11. Progression through course**

In addition to achieving attendance requirements, Overseas Student must meet the course performance requirements in order to progress through their studies and be promoted to next year level.

When considering whether an Overseas Student has completed the requirements in order to be eligible for promotion, Tintern may consider the following factors:

- Work habits developed during that year.
- Attendance at classes.
- Behaviour in and out of classes as reported upon by teachers and Mentors.
- Compliance with the Academic Honesty and Plagiarism Policy.
- Punctuality of submission of assessment tasks during that year.
- Academic marks obtained on Unit Examinations.
- Suitable background knowledge for the subjects under consideration for the next year level / stage.
- A willingness to seek assistance and take advice from subject teachers is shown by the Overseas Student.
- Illness and/or other special circumstances that occurred during the year.
- An Overseas Student's engagement in Tintern's co-curricular and pastoral programs.

## **12. Allowable extensions**

Tintern will not extend the duration of the Overseas Student's enrolment if the Overseas Student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by Tintern on the basis of demonstrable evidence, or
- Tintern has implemented, or is in the process of implementing, an intervention strategy

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for the Overseas Student because the Overseas Student is at risk of not meeting course progress requirements, or

- an approved deferral or suspension of the Overseas Student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment) in accordance with Tintern's Policy and procedures for deferring, suspending or cancelling a student's enrolment.

If Tintern does extend the duration of the Overseas Student's enrolment, Tintern will advise the Overseas Student in writing to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

### **13. Failure to meet standards**

If Tintern has assessed the Overseas Student as not meeting course progress or attendance requirements, Tintern will give the Overseas Student a written notice as soon as practicable which:

- notifies the Overseas Student that Tintern intends to report the Overseas Student for unsatisfactory course progress or unsatisfactory course attendance;
- informs the Overseas Student of the reasons for the intention to report; and
- advises the Overseas Student of their right to access the Tintern's Complaints and Appeals Policy process within 20 working days.

Tintern will only report unsatisfactory course progress or attendance in PRISMS if:

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

Tintern may decide not to report the Overseas Student for breaching the attendance requirements if the Overseas Student is still attending at least 70 per cent of the scheduled course contact hours and the Overseas Student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

### **Related Policies and Procedures:**

- Tintern Absences and Attendances Procedure

### **APPROVAL**

Policy Approved By: Tintern Grammar Executive  
Responsibility: Vice Principal  
Version: 2.0  
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