



SV500-18 ATTENDANCE POLICY

1. RATIONALE

Bunbury Cathedral Grammar School's ('the School') *POL-104 Attendance Policy* addresses the attendance expectations of all students and the management of absences. *SV500-18 Attendance Policy* outlines the additional expectations and requirements specific to International Students and students studying on a Student Visa 500 (SV500), in keeping with the National Code 2018.

2. SCOPE

This policy includes the following:

- 1.1. Head of School
- 1.2. Chief Financial Officer
- 1.3. Head of Secondary
- 1.4. Head of Primary
- 1.5. Deputy Head of Secondary (Wellbeing)
- 1.6. Deputy Head of Primary
- 1.7. Marketing and Community Relations Manager
- 1.8. Head of Boarding
- 1.9. All staff
- 1.10. Students studying on SV500
- 1.11. Parents of SV500 students
- 1.12. Homestay Host Parents
- 1.13. Education Agents

3. POLICY

3.1. Attendance and Absence Procedures

POL-104 Attendance Policy details the procedure undertaken by teaching and Administration staff to record and follow up any unexplained absences.

3.2. SV500 Attendance Requirements

- 3.2.1 Maintaining 'satisfactory attendance' is a condition of a SV500.
- 3.2.2 Students studying on an SV500 must comply with *POL-104 Attendance Policy*. All international students are expected to complete each school term in full.
- 3.2.3 The School defines 'satisfactory attendance' as the student attending 80% of all School calendar days and/or units of study for any given academic school year (4 terms/ 3 terms for Year 12 students).
- 3.2.4 The 80% attendance expectation will be monitored on a termly basis, with the School intervening at any time within the given school term, where the student's attendance requirement is at risk of not meeting 80% for that school term.
- 3.2.5 The School will publish term dates 12 months prior to the next school year to enable parents to plan and book travel arrangements well in advance, enabling students to meet full attendance requirements.

3.3. Term Commencement and Departure

3.3.1 Arrival

All international students are required to arrive in Bunbury and be in residence at their School approved accommodation, at least one day prior to the commencement of each new school term or school week following a long weekend.

3.3.2 Planned Late Arrival



In the case of planned late arrivals, parents must request permission in writing from the Head of School for a late arrival, at least one week prior to the term or long weekend commencement date. If late arrival is due to illness, the Head of School must be notified in writing by parents by 12 noon on the day prior to the commencement of the new school term or school week following the long weekend, and the student will be required to provide certified medical certificates to validate their late arrival, when they return to School. Late arrivals will be recorded as absences.

3.3.3 **End of term Departure**

On occasions, the most suitable end of term travel arrangements for SV500 students who are travelling overseas, interstate or using the School Bus Service, will necessitate the students commencing their travel within 24 hours prior to the end of term dismissal. In such cases the parents must **request permission** in writing from the Head of School for the early departure, at least 14 days prior to the end of school term in question and this request must be accompanied by detailed travel plans and copies of the associated travel tickets. Students are not permitted to leave School grounds earlier than 3.30pm, 24 hours prior to end of term dismissal. Early departures will be recorded as absences.

3.3.4 **Long Weekend Departure**

On occasions, the most suitable travel arrangements enabling SV500 students to travel home or to other parent or School approved accommodation, may necessitate the students commencing their travel within 24 hours prior to the dismissal for the long weekend. In such cases the Head of Boarding, Head of Primary and/or Head of Secondary must receive notification of travel plans at least 14 days prior to the long weekend in question. Students are not permitted to leave School grounds earlier than 3.30pm, 24 hours prior to School dismissal for the long weekend in question. Early departures will be recorded as absences.

3.3.5 **Exceptional or Compassionate Reasons**

Parents are required to notify the Head of School if, for exceptional or compassionate reasons, a student will return late for the commencement of any new school term or needs to leave early at the end of any given school term. Any such absences will be recorded against the student's attendance record.

3.4. **Reasons for Absences**

As outlined in *POL-104 Attendance Policy* all absences must be reported to the appropriate Student Services (Primary or Secondary) on the day of the absence. This can be submitted via email, telephone, or completion of the online absence form. This applies to all students on a SV500.

3.5. **Managing SV500 Student Absences**

3.5.1 SV500 students' absences will be monitored by Student Services as outlined in *POL 104- Attendance Policy*.

3.5.2 Should a student be absent from day school for three or more consecutive days or five non-consecutive days within any given school term, the Head of Primary, Head of Secondary and Head of Boarding will initiate contact with the student's parents, (and host family where applicable), detailing:

- the student's absences,
- the School's attendance expectations
- SV500 attendance requirements,
- concerns for the students' ability to attain satisfactory academic achievement if their attendance does not improve,



- risk to the student's enrolment if they do not meet attendance requirements, and
 - the intervention and support strategy to be offered going forward.
- 3.5.3 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 SV500 Visa requirements if:
- At the point that 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.
- 3.5.4 If a student's attendance does not improve, the Head of School will advise the student and parents in writing, 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.
- 3.5.5 Should a student's absences 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 in the case of extenuating and/or compassionate circumstances, and the student is making a genuine effort to meet course requirements despite their absences, the Head of School may decide to:
- Give the student a probationary period of one more semester to meet attendance requirements of 80%.
 - Not report the student for unsatisfactory attendance, unless their attendance drops below 70% in the given semester.
- 3.5.6 In the case where a student does not meet 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 Head of School will notify the student and parents of the decision to report the student for unsatisfactory attendance.
- 3.5.7 Should the School decide to report a student for unsatisfactory attendance, the School will simultaneously advise the student and their parents:
- of School's *SV500-19 Complaints and Internal Appeals Policy* and the process for lodging an appeal.
 - to contact Australian Immigration authorities to check on the implications for their SV500.
- 3.5.8 In the case that the School's decision to report the student for unsatisfactory attendance is upheld by the Complaints and Internal Appeals Process, the students and their parents will be advised of the student's rights to access the External Appeals Process.
- 3.5.9 The School will not formally Report the student for unsatisfactory attendance 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).
- 3.5.10 The student will be expected to maintain full attendance and meet all academic, accommodation and welfare requirements until the appeals process is completed.



- 3.5.11 If the Appeals Process upholds the School's decision the student's enrolment and CoE will be cancelled, the School will notify the student and parent of this decision in writing. In the case of a student where the School has approved the CAAW, the School will cancel the student's CAAW, require the student's parent to immediately travel to Bunbury to collect the students, and/or put in place an *Emergency Accommodation and Welfare Plan*.

3.6. SV500 Student Missing

In the case of any single day (or part there-of) absence where the School is unable to verify the whereabouts of a student with a Parent, Homestay Host of the student, or with a third party, then the School will implement the *POL-060 Critical and Emergency Incident Management and Response Plan*, which includes notifying the Police.

4. DEFINITIONS

See SV500-4 CRICOS Registration Policy

5. LEGAL AND OTHER REQUIREMENTS

See SV500-4 CRICOS Registration Policy

Version Control				
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1	November.2021		CMU	2026