

Attendance Policy and Procedure

Overview

Aligned with SRTO 2025 & National Code 2018 – Standard 8

Global Institute of Education is committed to ensuring compliance with National Code 2018, Standard 8, which outlines the requirements for monitoring and recording the attendance of international students. We will maintain accurate attendance records and implement systems to identify and manage student attendance, ensuring students meet the minimum attendance requirements.

Students will be regularly informed of attendance expectations, and any concerns regarding attendance will be promptly addressed. We aim to ensure that all students receive the necessary support to maintain compliance and succeed in their studies.

1. Objective

This policy outlines Global Institute of Education's approach to monitoring and managing student attendance, ensuring compliance with the National Code of Practice (2018), Standard 8. International students are required to maintain full-time enrolment in VET courses, which include attending at least 20 scheduled course contact hours per week. Attendance is crucial to support academic progress and timely course completion.

2. Legislative Compliance

- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 8)
- ESOS Act 2000
- Standards for RTOs 2025

3. Scope

This policy applies to:

- All international students enrolled in VET courses at Global Institute of Education
- Trainers, assessors, and administrative staff
- Third parties acting on behalf of Global Institute of Education

4. Policy Statement

Global Institute of Education expects students to maintain high attendance to maximise their learning outcomes. A minimum of 80% attendance is required unless otherwise permitted due to exceptional circumstances. Students

who fall below this threshold risk being reported to the Department of Home Affairs (DHA) via PRISMS, which may result in visa cancellation.

5. Student Responsibilities

- Notify the college prior to class if they will be absent (via email, phone, or SMS)
- Provide a medical certificate for absences due to illness
- Respond to attendance concerns and attend required intervention meetings
- Maintain communication during extended absences

6. Monitoring Attendance

Attendance is marked daily by trainers and monitored weekly. Student support staff and trainers review attendance to identify students at risk.

Triggers for intervention:

- Absence exceeding 5 consecutive days without notice
- Attendance falling below 90%, 85%, or 80%

7. Intervention Process

Attendance Level	Action	Responsible	Communication
< 90%	First Warning	Student Support Team	Email/SMS + Meeting
< 85%	Second Warning	Student Support Team	Email/SMS + Meeting
< 80%	Intention to Report	Student Services Manager	Email + 20-day appeal window
No Intervention Attendance	Intention to Cancel	Student Services Manager	Notification & PRISMS report

Students are given 20 working days to access the complaints and appeals process. If no appeal is made, or the appeal is unsuccessful, the student is reported to DESE/DHA.

Note: Students may not be reported if:

- Compassionate or compelling circumstances are evidenced
- Attendance is not below 70%

- Academic performance remains satisfactory

If attendance drops below 70%, reporting to PRISMS will proceed regardless of circumstances.

8. Additional Reporting Scenarios

If a student:

- Ceases attendance entirely
- Fails to return from approved leave
- Cannot be contacted

Global Institute of Education will report termination of enrolment via PRISMS within 14 days under Section 19(1) of the ESOS Act.

9. Procedures

Role	Responsibilities
Endorses the policy and fosters a culture of attendance	CEO
Oversees attendance monitoring systems	RTO Manager
Communication with students and documents absences	Student Support Officer
Oversees interventions and final decisions	Student Services Manager
Monitor and record attendance daily	Trainers & Assessors
Ensures ongoing compliance and reporting accuracy	Compliance Officer
Adhere to Global Institute of Education's attendance management procedures	Third Parties

10. Supporting Documentation

- Attendance Register
- Monitoring Tool
- Warning Letters
- Student Handbook

- Complaints & Appeals Policy