

Attendance Policy

1. Purpose

The purpose of this Policy is to ensure that students studying at Highgate International College are managed in accordance with the requirements of the Education Services for Overseas Students (ESOS) Act 2000. Attendance is closely linked to Course Progress. The college has adopted and implemented a course progress policy and procedures for all the students enrolled in CRICOS registered courses.

2. Scope

This Policy applies to all students enrolled in any courses at Highgate International College.
Definitions

3. Definitions

DHA: Department of Home Affairs

PRISMS: Provider Registration and International Students Management System

4. Policy Attendance Requirements

- 4.1. Highgate International College requires all students to attend all classes (100%) of their enrolled course to gain optimum learning.
- 4.2. Students with valid reasons for absence must maintain a minimum attendance of 80% of their course contact hours (a minimum of 20 hours per week)
- 4.3. Maintaining satisfactory attendance is a student visa requirement, and students must contact Highgate International College to report their absence prior to class time by email to sso@hic.edu.au
- 4.4. Regular class attendance is essential for students to progress satisfactorily in their course and to be deemed as genuine students.
- 4.5. Highgate International College will report students to the DHA for unsatisfactory attendance via PRISMS, and the outcome of reporting a student for unsatisfactory attendance can be cancellation of a student visa.
- 4.6. Any absences of more than 5 consecutive days without notice or approval will be investigated as a matter of urgency, and Highgate International College will take appropriate action, which may include contacting the student, informing relevant authorities, or implementing disciplinary measures.
- 4.7. The DHA (Dept of Home Affairs) does not require HIC to report on unsatisfactory attendance for VET courses. However, as a part of HIC academic support and monitoring, HIC internal policy is to monitor attendance for all students. It is expected that students **maintain the minimum 80% attendance**.

4.8 All students are required to arrive in class on time. If a student comes after the required time, the student will be marked absent for the morning session. If student leaves earlier than the required time without trainer's approval, the student will be marked absent for the afternoon session

4.9 If a student loses more than 50% of attendance for a unit, the access for the unit will be blocked and the student will be required to re-enroll the unit with \$250 re-enrolment fee and this applies to each unit