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1   OBJECTIVES

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2   This policy applies to all staff responsible for monitoring and reporting on student attendance and all students studying in the Fh Td[(Fh)-2 gFh m Ac QV5]V POLICY

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Attendance Requirements

3.1 In accordance with the National Code 2018, Trinity College requires all Pathways School students to achieve satisfactory attendance.

3.2 To achieve satisfactory attendance a evidence that compassionate and compelling circumstances apply may b to continue, without report, at the discretion of the Associate Dean (Student Jour

3.4 Students who are identified as being unable to achieve 80% attendance for the semester/study period, (or 70% where the criteria for discretion as per 3.3 applies) will be deemed to have failed to meet the attendance requirement of the course and will be issued with a Notice of Intention to Report for failure to maintain satisfactory attendance.

3.5 The Notice of Intention to Report must include details of the internal and external appeals processes. Students must be allowed 20 working days to lodge an internal appeal, and where the internal appeal is unsuccessful, be advised that they may lodge an external appeal.

3.6 Excepting where the student is deemed to be a risk to others, or themselves, the student's enrolment must be maintained during the internal and external appeal periods. The student is required to attend classes and complete classwork and assessments during this time.

Recording Attendance

3.7 Attendance must be recorded for each scheduled class (lecture, tutorial, lab and study commons) during the semester or study period.

3.8 The teacher is responsible for recording the attendance at each class. Attendance may be recorded using a number of methods including marking a physical roll or requiring students to perform an in-class online quiz.

3.9 It is a breach of the *Student Code of Conduct* for a student to sign in on behalf of another student or request someone to sign on their behalf.

o   3.10 Students are expected t5fd[(t) Tw 1.24.6 4(c)-3.2 pr(t)0.7 ()-3.4 (o)-3 (c)-3.2 n for

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Conduct may be asked to leave the class and may be recorded as absent for the class.

3.15 Trinity College will conduct attendance verification activities such as random visits to classes and checking IP addresses for quizzes submitted. Where it is found that attendance records have been falsified, the absent student will be marked absent for the lecture/class in question. Any student involved in the deception will be in breach of the Code of Conduct and will face disciplinary action under the Student Disciplinary Procedure.

3.16 Student Wellbeing monitors that student attendance has been recorded for each class.

Calculating attendance

3.17 Student attendance must be calculated as a percentage of scheduled hours.

3.18 For the purposes of monitoring and intervention Trinity College must calculate the 'projected attendance'. The projected attendance is the highest attendance percentage achievable if the student were to attend all remaining classes in a study period or semester.

3.19 For each semester, the student projected attendance is calculated by the attendance tracking system using the following formula:

- Number of classes per week (Excluding lab classes)   = X
- Number of weeks per semester (TCFS) or study period (TCAEP)   = Y
- Total number of classes per semester (TCFS) or study period (TCAEP)   = X*Y
  - Total number of absences to date (Excluding lab absences)   = Z
- Projected attendance   = ((X*Y) – Z)/(X*Y) * 100

3.20 The cancellation of a class by Trinity College Pathways School will not impact students' attendance records.

Monitoring Intervention and Support

3.21 Student Wellbeing generates an attendance report twice a week to identify students at risk of failing to meet the attendance requirements.

Failure to meet 80% Attendance

3.25 Student Wellbeing will contact students who are at risk of failing to meet the attendance requirement to advise and support students to meet the attendance requirements.

3.26 As per 3.26 the following notices will be sent to students:

a) **Attendance Reminder** – Week 3 of teaching period for Foundation Studies/Week 1 of teaching period for Academic English Program

b) **First Attendance Warning Notice** - projected attendance below 90%
(**Final Warning Notice** - projected attendance below 85%).

c) **Notice of Intention to Report -** projected attendance below 80%/ below 70% in compassionate or compelling circumstances.

3.27 Student Wellbeing will forward copies of warning notices to the student's mentor, parents and agent, and caregiver (if the student is under 18 years of age).

3.28 Students who receive an attendance warning or a 'Notice of Intention to Report' are expected to contact Student Wellbeing or the Associate Dean as per the directions in the letter.

3.29 Students who receive a 'Notice of Intention to Report' can appeal internally and externally as per the *Trinity College Pathways School Student Complaint Policy.*

3.30 The Associate Dean (Student Journey) may, where appropriate, recommend that the student consider a voluntary suspension of studies or enrolment withdrawal.

4   LEAVE OF ABSENCE (APPROVED LEAVE)

4.1   Students who intend to be away from class for more than two consecutive days during a semester or study period may submit an online Leave of Absence (LoA) application request form together with their supporting document.

4.2   Leave of Absence will only be approved on "compassionate and compelling" grounds.

4.3   The Associate Dean (Student Journey) (or delegate) may require students applying for more than 10 teaching days leave of absence to take a suspension of studies.

4.4   Students unable to resume class after 10 teaching days or more may be required to take a suspension of studies and return to another intake to complete their course.

4.5   An approved leave of absence does not change the attendance calculation; however, it will prevent the student from being deemed missing (as per 3.24) during the approved Leave of Absence period.

Process relevant reports in PRISMS	Registrations Coordinator	
Assess and respond to Leave of Absence Requests	Associate Dean (Student Journey) or delegate	

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- Trinity College Pathways School Academic Integrity Policy and Procedure
- Trinity College Pathways School Extensions & Special Consideration Policy

POLICY OWNER

10.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

REVIEW

11.1 This Policy is to be reviewed by 28 February 2025

VERSION HISTORY

Version	Approved