

# Attendance Policy 2025

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## Part 1 Purpose and application

### 1.1 Purpose

- (1) This policy requires attendance monitoring of all students enrolled in University of Sydney Preparation Programs (USPPs), including compliance with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code).

### 1.2 Start date

- (1) This policy commences the day after the day on which it is registered.

### 1.3 Application

- (1) This policy applies to students enrolled in the University of Sydney Preparation Program delivered on behalf of the University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff of the College.

### 1.4 Policy is binding

- (1) Except to the extent that a contrary intention is expressed, this policy binds the University of Sydney Foundation Programs Pty Limited (CRICOS Provider Code: 00026A), staff, students and affiliates.

## Part 2 General Principles

- (1) The College monitors students' attendance to ensure compliance with student visa conditions. This applies throughout the study period. Students at risk of missing the requirement of 80% attendance for course contact hours are notified and supported.
- (2) The College starts notification and counselling before a student's attendance drops below 80%. Students are informed that if their attendance stays below 80% and there are no compassionate or compelling circumstances, they are reported to DHA for breaching visa conditions. Students with questions about visa conditions or the consequences of breaching them are referred to DHA.
- (3) Attendance records are reviewed by the College and reported to DHA based on Standard 8 of the National Code. The College uses intervention strategies for students at risk of falling under 80% attendance.
- (4) The College values high attendance as key to active learning and engagement.

## Part 3 Records Management

Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

## Part 4 Definitions

<b>Affiliates</b>	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.
<b>Appeal</b>	means the request by a student for a review of a decision made by the College: <ul style="list-style-type: none"> <li>• about an outcome of a complaint by a student or about a student</li> <li>• to cancel an enrolment</li> <li>• in response to a Notice of Intention to Report (NIR)</li> <li>• in response to a request by a student to suspend their enrolment</li> <li>• on a grade outcome</li> <li>• in response to a student's application for special consideration</li> <li>• as a result of a misconduct finding and/or penalty.</li> </ul>
<b>Attendance mode or attendance pattern</b>	means the attendance pattern for a course is full-time or external, depending on the student attendance requirements and the student load.
<b>The College</b>	means Taylors College Sydney, including its staff, affiliates and contractors.
<b>College Director</b>	means the most senior staff member for the College (or their delegate).
<b>Compassionate or compelling circumstances</b>	means circumstances generally beyond a student's control which have a significant impact upon a student's course progress or wellbeing.
<b>Course</b>	means a sequence of academic subjects to achieve stated learning outcomes.
<b>CRICOS</b>	means Commonwealth Register of Institutions and Courses for Overseas Students.
<b>Attendance to Date</b>	means the current attendance percentage. The current attendance percentage is calculated by the total number of lessons to date minus the total number of lessons missed to date, including approved absences; divided by the total number of lessons to date; multiplied by 100.
<b>Delegate</b>	means a person who has been authorised to perform a specific responsibility.

<b>Delivery mode</b>	means an indication of how students receive the instruction for a unit of study. The delivery mode must be identified for each unit as distinct from the attendance mode of the student, i.e. attendance at scheduled lectures, tutorials etc. at a campus of the College.
<b>Department of Home Affairs (DHA)</b>	means the Australian Government department responsible for issuance of student visa and provision of student visa services ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ).
<b>eCoE</b>	means the electronic Confirmation of Enrolment (eCoE) issued by the University of Sydney to verify a student's enrolment in a course.
<b>International student/overseas student</b>	means a person (whether physically located within or outside Australia) who holds or needs a student visa with rights to study in Australia, and who has the right to enrol at the College.
<b>(The) National Code</b>	means the <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> made under subsection 33(1) of the <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a> . It outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
<b>Notice of Enrolment Cancellation (NEC)</b>	means the notification from the College to a student, stating the College's intention to cancel the student's enrolment for one of the following reasons: <ul style="list-style-type: none"> <li>• unsatisfactory attendance</li> <li>• unsatisfactory course progress</li> <li>• misconduct (academic or non-academic)</li> <li>• non-payment of USPP course fees.</li> </ul>
<b>Notice of Intention to Report (NIR)</b>	means the notification from the College to a student, stating the College's intention to report the student to the DHA for not meeting enrolment conditions associated with their student visa.
<b>Maximum Possible Attendance</b>	means the maximum percentage attendance reached by a student if the student attends all classes for the rest of the study period.
<b>Principal Course of study</b>	means the highest qualification covered by the student's visa, normally the last course where the visa has been issued for multiple courses of study.
<b>Student</b>	means a person who is currently an enrolled student in a University of Sydney Preparation Program (This does not include former students and/or student graduates).
<b>Student Management System (SMS)</b>	means the system used to record student personal information and grades.

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**Study period**

means a discrete period of study within a course, namely term, semester, short course of similar or lesser duration, or as otherwise defined by the College, as long as that period does not exceed six months.

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**University of Sydney  
Preparation Programs  
(USPP)**

means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program and the High Achievers Preparation Program (HAPP).

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## Part 5 Notes

### Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

ATTENDANCE POLICY AND PROCEDURES 2021

#### USPP Attendance Policy 2025

Date adopted	30 June 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	ATTENDANCE POLICY AND PROCEDURES 2021
Related documents	<p>Competition and Consumer Act 2010 (Cth)</p> <p>Education Services for Overseas Students (ESOS) Act 2000</p> <p>Education Services for Overseas Students Regulations 2019</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)</p> <p>National Standards for Foundation Programs</p> <p>Privacy Act 1988 (Cth)</p> <p>Enrolment Cancellation Appeal Form (Phase 3)</p> <p>Student Formal Complaint Form (Phase 2)</p> <p>Cancellation and Refund Policy and Procedures</p> <p>Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures</p> <p>Monitoring Course Progress Policy and Procedures</p> <p>Records Management Policy and Procedures</p> <p>Student Complaints and Appeals Policy and Procedures</p> <p>Student Enrolment Terms and Conditions</p> <p>Student Privacy Policy</p> <p>Student Progression and Exclusion Policy and Procedures</p>

## Part 6 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced