

Attendance Procedures 2026

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Part 1 Purpose and application

1.1 Purpose

- (1) These Procedures outline Taylor College's process of monitoring the students' attendance.

1.2 Start date

- (1) These Procedures commences the day after the day on which it is registered.

1.3 Application

- (1) These Procedures apply to all students currently enrolled in USPP.

Part 2 Attendance Procedures

- (1) Teachers mark the class roll during or immediately after each class or excursion. On excursions, teachers use a paper roll. The excursion teacher in charge must report any under-18 student absences to Student Support Services at the start and end of the trip.
- (2) From the second week of term, the College creates a Student Attendance List every Monday. This report includes each student's total possible attendance and current attendance to help track progress.
- (3) Students can view their latest attendance records on Axis, the Learning Management Platform.
- (4) If a student's predicted attendance falls below 90%, they will receive a First Warning Letter. The letter explains the predicted attendance and reminds student visa holders of their visa requirements. It also provides contact details for further support.
- (5) If a student's predicted attendance falls below 85%, they will receive a Second Warning Letter. This explains the risk to their enrolment and eCoE if attendance keeps falling. The student is invited to a meeting and placed on an attendance contract.
- (6) Students with less than 80% maximum possible attendance or who are away for more than five days without approval will receive a Notice of Enrolment Cancellation due to unsatisfactory attendance.

Part 3 Absence from classes

- (1) A student may apply for up to 5 days leave of absence due to illness, extenuating, compassionate or compelling circumstances. If approved, the absent hours will be recognised as an Approved Absence and will not count toward any non-attendance percentage. Any other unapproved absences will be included in the calculation of the student's non-attendance percentage.
 - Applications for leave must be submitted prior to the requested leave period. Approval of leave in arrears will only be granted in exceptional circumstances.
 - A leave of absence in excess of 5 days is not permitted unless approved on a case-by-case basis due to exceptional circumstances.
 - A leave of absence in excess of 5 days, unless approved on a case-by-case basis due to exceptional circumstances, may result in the student being advised to apply for suspension or withdrawal from the program.

Compassionate or compelling circumstances are generally circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Part 4 Appeals

- (1) The student has the right to make an internal appeal (Phase 3) against the cancellation of enrolment decision, within 20 working days of receipt. Refer to the Complaints and Appeals Policy and Procedures for further information.
- (2) The student is expected to attend classes during the appeal process.
- (3) If the appeal is successful, the student will continue on an intervention plan. Their enrolment may include extra conditions.
- (4) If the appeal is not successful, or no appeal is made within 20 working days, the student's enrolment will be cancelled. Visa holders who appeal will get the outcome within 5 working days. They can then choose to appeal externally (Phase 4) within 10 working days. Visa holders who withdraw from the process in writing will be reported to DHA. Non-visa holders will receive a final cancellation notice.
- (5) If an internal appeal process is unsuccessful, a student visa holder may be entitled to access a relevant external appeal process with the National Student Ombudsman. Whilst an external appeal process is underway, the College will maintain the eCoE but is not compelled to continue teaching a student.
- (6) Student visa holders whose external appeal is unsuccessful, or who do not provide evidence to the College that they have submitted or intend to submit an external appeal within 10 working days of receiving their NIR, or who have withdrawn from the external appeal process, will have their eCoE cancelled and will be sent a final notice of cancellation of eCoE.
- (7) If a student's external appeal is successful, the College will decide whether or not to reinstate enrolment based on the recommendation from the relevant Ombudsman. If the student's enrolment is not reinstated, their eCoE will be cancelled and they will be sent a final notice of cancellation of eCoE.
- (8) Where applicable, student visa holders reported to DHA with a cancellation of their eCoE will break their subsequent package of study with the University of Sydney. The University of Sydney will be advised accordingly and will take any necessary action in respect of an eCoE for their University of Sydney course.
- (9) All actions are noted in the College's SMS.
- (10) Former students may reapply after one year with approval from the College Director or delegate. They must show they are more likely to succeed in the USPP course. Readmission is not guaranteed.

Part 5 Notes

Revisions 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 Procedures 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:	Not applicable
Related documents:	Competition and Consumer Act 2010 (Cth) Education Services for Overseas Students (ESOS) Act 2000 Education Services for Overseas Students Regulations 2019 Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) National Standards for Foundation Programs Privacy Act 1988 (Cth) Enrolment Cancellation Appeal Form (Phase 3) Student Formal Complaint Form (Phase 2) Cancellation and Refund Policy and Procedures Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures Monitoring Course Progress Policy and Procedures Records Management Policy and Procedures Student Complaints and Appeals Policy and Procedures Student Enrolment Terms and Conditions Student Privacy Policy Student Progression and Exclusion Policy and Procedures

Part 6 Amendment History

Register Version	Approved by	Clause	Amendment	Commenced
1.1	BoS	Part 3	Added 'Part 3 Absence from classes' section	20260319