

Unsatisfactory Attendance Notification

This form must be printed on school letterhead and issued to the student. A copy must be sent to agent/parent, IES and homestay.

Unsatisfactory Attendance Notification

Date:	School:
Student Surname	Given Name:
<p>You are at risk of failing to meet attendance requirements. Failure to comply with attendance requirements could result in a report being made to Department of Home Affairs (DHA) and subsequent action to cancel your visa.</p>	<p>Copy to</p> <p><input type="checkbox"/> Agent / parents (please assist by counselling this student)</p> <p><input type="checkbox"/> International Education Services (IES)</p> <p><input type="checkbox"/> Homestay family</p>

Student Visa Condition 8202:

National Code 2018 Standard 8 – Overseas Student visa Requirements, requires you to maintain a high level of attendance. If you are absent from school without valid certified medical certificate/s for 5 days (consecutive or otherwise) or more than 20% of scheduled days in the term, International Education Services (IES) is required to notify you of their intention to report your unsatisfactory attendance to the Department of Home Affairs (DHA).

Schools will provide 2 warnings to you prior to IES notifying you of their intention to report your unsatisfactory attendance. Agent/parents, IES and homestay family will be notified at each warning stage using the Unsatisfactory Attendance Notification form.

Warning 1: You will be counselled and identified as being 'at risk' after 5 days unapproved absence (consecutive or otherwise). Intervention strategies may be implemented and your agent/parents/homestay and IES notified.

Warning 2: If you fail to consistently show improvement, your agent/parents will again be notified.

After 20% or more of unapproved absences you will be issued an Intention to Report, informed **of the visa implications and counselled regarding your options.**

After the Intention to Report is issued, the signed copy will be forwarded to your agent/family together with official attendance reports.

For school use:

Warning 1 – 5 days or more unapproved absence.

This student has had unapproved absences approved absences

Warning 2 – 8 days or more unapproved absence.

This student has had unapproved absences approved absences

The following has occurred:

Total absences:.....

reminder of visa conditions

identified as student at risk

personal counselling

attendance contract

personal tutoring

study program/regime

homework assistance

modified program

subject counselling

other (please specify)

The student has study problems: Yes/No

The student has behaviour problems: Yes/No

Comments (optional):

Completed by: Signed:

Approved on: 23.01.18

Authorised by: Director International Education