

Attendance Policy - UTS Foundation Studies / Cambridge International AS and A Levels Program / English Language Program

1. PURPOSE

The purpose of this policy is to ensure that UTS College meets its obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 by establishing clear expectations and requirements for student attendance.

This policy provides a framework for:

- Monitoring and recording student attendance
- Supporting students to maintain satisfactory attendance
- Identifying and managing students at risk of not meeting attendance requirements
- Reporting unsatisfactory attendance where required under legislation

This policy should be read in conjunction with the Attendance Management Procedure- UTS Foundation Studies / Cambridge International AS and A Levels Program / English Language Program.

2. SCOPE

This policy applies to:

- All overseas students on a current student visa enrolled in:
 - UTS Foundation Studies
 - Cambridge International AS & A Levels Program
 - English Language Program
- All UTS College staff involved in teaching, monitoring, managing or reporting student attendance

This policy does **not** apply to:

- Domestic students
- Overseas students studying on non-student visas (e.g. visitor or working holiday visas)

This policy applies to all teaching modes (on-campus, online, blended) and UTS College Sydney campus.

3. PRINCIPLES

Attendance management at UTS College:

- Supports student academic progression and wellbeing
- Ensures compliance with student visa conditions and regulatory requirements
- Is fair, transparent, consistently applied, and communicated clearly
- Includes early identification of risk and timely support for students

4. POLICY STATEMENTS

4.1. Regular class attendance is essential for a student to progress satisfactorily in their course and to be deemed a genuine student.

- Students are expected to attend 100% of scheduled class hours for their course, as outlined in their Confirmation of Enrolment (CoE).
- Students must maintain attendance of at least 80% of scheduled class hours to meet the satisfactory attendance requirement of their student visa.
- UTS College proactively makes students aware of what is expected and required of them in relation to attendance through:
 - Offer letters
 - Orientation/Welcome Week sessions
 - Academic Handbooks
 - Publication of policies and procedures on the UTS College website

4.2. Students are responsible for maintaining satisfactory attendance.

- Students, where possible, advise their teacher before the scheduled class time if they will be absent.
- Where an absence is due to illness, students must provide a valid medical certificate to the Student Centre. Approved medical absences will be recorded as approved absences.
- Where an absence is due to compassionate or compelling circumstances, students must provide appropriate documentary evidence. A **Special Consideration** application may be submitted where applicable.

4.3. UTS College records and monitors students' attendance regularly for the purpose of determining whether they are maintaining satisfactory attendance.

- UTS College records attendance for every scheduled class session.
 - UTS College monitors each student's daily absences and calculates their projected attendance each week.
- 4.4. UTS College proactively contacts, warns and supports students at risk of not maintaining satisfactory attendance.
- The College contacts and counsels students who fail to advise their teacher that they will be absent from class.
 - The College investigates as a matter of urgency, any unapproved student absence longer than 5 consecutive days.
 - The College issues a first warning to students when their projected attendance is calculated at 95% or less and advise them to discuss this matter with their Student Success Adviser.
 - The College issues a second warning to students when their projected attendance is calculated at 87% or less and require them to make an appointment with their Student Success Adviser for assistance and advice.
- 4.5. UTS College notifies students who fail to maintain satisfactory attendance and gives them the opportunity to appeal before reporting them to the Department of Home Affairs.
- When a student's projected attendance falls to 80% or less, we send them an 'Intention to Report letter' (ITR letter) that:
 - informs them of this intention
 - explains their opportunity to appeal this intention
 - a student will not be reported before their appeal period is over, and any appeal process is complete.
- 4.6. UTS College has discretion not to report a student whose attendance falls below 80% of scheduled class hours in limited and defined circumstances.
- The College may decide not to report a student for failing to maintain satisfactory attendance if the student:
 - is attending at least 70% of the scheduled class hours, or
 - has provided documentary evidence that demonstrates compassionate or compelling circumstances for their absences.
 - The College may grant deferral of studies for one study period to an eligible student who has failed to maintain satisfactory attendance if:

- the student has provided documentary evidence that demonstrates compassionate or compelling circumstances for their absences, and
- we consider deferral is in the best interests of the student.

4.7. UTS College reports students who fail to maintain satisfactory attendance to the Department of Home Affairs as soon as practical.

- The College notify the Department of Home Affairs via PRISMS that a student has failed to maintain satisfactory attendance as soon as practical.
- In line with Section 19(1) of the ESOS Act, we will terminate a student's studies when they stop attending a course due to non-attendance and will notify the Department of Home Affairs via PRISMS within 14 days of this event.

5. RESPONSIBILITIES

5.1. Students

- Attend scheduled classes
- Monitor and manage their own attendance
- Notify staff of absences where possible
- Provide required documentation to support absences

5.2. Teachers

- Accurately record attendance for each class
- Record the attendance of students who are U18 within 15 minutes of class starting
- Refer attendance concerns in accordance with procedures

5.3. Student Success Advisers/Compliance Reporting Officers

- Monitor attendance trends
- Contact and support students at risk
- Manage warnings, interventions and reporting

5.4. UTS College Executives

- Communicate attendance requirements clearly
- Maintain compliant attendance monitoring systems

- Ensure staff are trained in attendance management obligations

5.5. Academic Board

- Setting and approving attendance policy and procedure.
- Monitoring the implementation of attendance policy and procedure.

6. RELATED DOCUMENTS

UTS College Policies and Procedures

- Attendance Management Procedure - UTS Foundation Studies / Cambridge International AS and A Levels Program / English Language Program
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Deferral, Leave of Absence and Withdrawal Policy
- Deferral, Leave of Absence and Withdrawal Procedure

Legislation

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018

DEFINITIONS

Compassionate or compelling circumstances	<p>Circumstances beyond the control of the student that affected their course attendance or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury (supported by a medical certificate that states that the student was unable to attend classes); • death of close family members, such as parents or grandparents. • a major political upheaval or natural disaster in the student's home country that has required the student to return home. • a traumatic experience (such as involvement in, or witnessing of a serious accident, or witnessing or being the victim of a serious crime) that has
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	<p>affected the student's ability to attend classes (supported by police or psychologist reports)</p> <ul style="list-style-type: none"> • any other circumstance considered as compassionate or compelling that prevented the student from attending class (supported by documentary evidence).
Confirmation of enrolment (CoE)	A document we provide electronically to intending overseas students that must accompany their application for a student visa. The CoE confirms the overseas student's eligibility to enrol in a particular course at UTS College.
Deferral	Temporary suspension of studies for one semester for overseas students studying academic programs with the deferral approved by UTS College on compassionate or compelling grounds.
ESOS Act	Education Services for Overseas Students Act 2000
Genuine student	A student who regularly attends and participates in their scheduled classes and makes regular progress in their course.
Intention to Report (ITR) letter	A letter from UTS College to a student to notify them that we intend to report them to the Department of Home Affairs for failing to maintain satisfactory attendance which is in breach of student visa conditions.
Medical certificate	A certificate issued by a registered medical provider including doctors, dentists (Emergency appointments only), psychiatrists and psychologists. UTS College does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics, etc. The medical certificate must be original and must state the provider number. Medical Certificates bought online are not acceptable.
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018, legislative instrument under the ESOS Act.
PRISMS	Provider Registration and International Student Management System.
Projected attendance	A student is given a 100% attendance at the beginning of the study period, then the attendance will be calculated using Already Attended hours (Total hours – Absent hours) + Remaining future hours / Total hours = % Attended.
Satisfactory attendance	Attendance of at least 80% of scheduled class hours for the study period.

Scheduled class hours	Timetabled classes for a study period.
Special consideration	The term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
Student	In this policy, a student means an overseas student on a current student visa enrolled in UTS Foundation Studies, Cambridge International AS and A Levels Program, or English Language Program.
Student Success Adviser	Student Success Advisers are responsible for liaising with teaching staff to identify students at risk, offering learning support and other relevant support to students.
Study period	4 weeks- summer semester (Cambridge International AS and A Levels Program) 13 weeks - one semester (UTS Foundation Studies, Cambridge International AS and A Levels Program) 10 weeks-one term/block (English Language Program)
Teacher	Includes any UTS Foundation Studies / Cambridge International AS and A Levels Program and English Language Program class teacher, academic coordinator and academic English coordinator.
UTS College	UTS College Limited, its representative offices and its controlled entities.

APPROVAL		
Policy Title	Attendance Policy- UTS Foundation Studies / Cambridge International AS and A Levels Program / English Language Program	
Policy ID	PO/EDUC/4/26	
Policy Category	Academic	
Policy Audience	Staff, Students	
Policy Owner	Student Support Manager	
Approval Authority	Academic Board	
Endorsed by	ASC	Date: 30 April 2026
Approved by	Academic Board	Date: 21 May 2026
Next Review Date	20 May 2029	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Student Support Manager	New combined policy replacing separate attendance policies for different programs with the new policy template	April 2026