

# Frequently Asked Questions -

## *Late arrival and attendance*

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Department of  
**Education and Training**

### **Question:**

How should a school define an 'absent' day? How late does a student need to arrive before he/she is considered 'away' for the day?

### **Response:**

The National Code doesn't define what a day's absence is. It only requires that overseas students attend a minimum of 80% of their course contact hours. Providers then define how this minimum 80% requirement is calculated in their attendance policy.

If a school is having concerns with overseas student lateness and wants to keep students accountable for the class time they miss, one strategy might be to amend the wording the attendance policy so that instead of calculating the maximum number of 'days' of absence over a semester, calculate instead to the maximum number of 'hours'. In this way, late arrival at school can be accounted for.

If your school would like to amend the wording of its attendance policy, the International Quality (Schools) Unit can assist to ensure that the changes are compliant with the requirements of the National Code.

Due to the potential visa implications, any changes made to your school's attendance policy need to be communicated to staff, students and parents and a revised copy made available.