

POLICY: Attendance Policy	
Objective	The aim of this policy is to establish clear expectations surrounding students' presence in class, punctuality, and absences.
Policy Name	Attendance Policy
Policy No	STU04A_SDS
Associated Policies and Procedures	INT02A_CRICOS Course Progression Policy LERN11A_SDS_Assessment Submission Policy STU05A_SDS_Deferment Policy STU08A_SDS_Course Progression Policy STU09A_Student Support and Wellbeing Policy STU10A_Child Safety Policy
Associated Documentation	Leave Form Class Study Plans SDS Student Handbook Website Student Support Page eCampus Course Induction
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 2: 2.3 Part 4, Division 2: 4.3 (d)
Authorised by	Nicole Watts
Date and Version	V1 13/08/2008 V2 01/11/2018 V3 03/09/2025

Students are expected to maintain an overall attendance rating of over 80%.

Sydney Design School is proactive in notifying and counselling students who are at risk of failing to meet participation and attendance standards.

Attendance is an essential part of the course and arriving late to class disrupts other students and the Educator. Students are expected to attend all classes, arrive on time, and stay until the end of the day. Educators will present a lesson overview and any theory component of the day at the beginning of class, and this information will not be repeated for students who arrive late.

The Educator will mark a roll at the beginning of the class and will note if a student is late or leaves early. Attendance is recorded in the student management system and is reviewed regularly to identify students whose attendance falls below 80%, who have been absent for 3 consecutive classes without explanation, or who show a pattern of arriving late and/or leaving early.

If a student is identified to have attendance concerns, they will be required to meet with the Operations and Learning Advisor to discuss their situation and their commitment to the course.

Leave Form

Students are required to submit a Leave Form from the Student Hub on the eCampus in advance of any absences. This form is automatically submitted to the Student Enrolment Administrator who will inform the Educator and will email the student to acknowledge receipt of the Leave Form and advise any particular instructions for catching up on the lesson. It is the responsibility of the student to catch up on a missed lesson using resources available on the eCampus and their class Study Plan.

Extended Absences

Sydney Design School terms follow the NSW public school gazetted term dates which are available years in advance. Students are strongly encouraged to plan any extended leave, such as overseas trips, during school holidays to avoid a prolonged absence from class. If a student is required to have an extended absence during term, they may be required to defer their studies. Students are encouraged to discuss any planned extended leave with the Operations and Learning Advisor as far in advance as possible in order to discuss how the absence will be managed.

Course Progression

Poor attendance can result in Sydney Design School issuing an At-Risk Warning or a Notification of Intent to Discontinue Enrolment, which can then lead to a student's enrolment being cancelled. See the Course Progression Policy for further information.

Under-18 Students

Sydney Design School has further responsibility to ensure that students under the age of 18 attend their scheduled classes. Students who wish to arrive late or leave early must have a parent/guardian provide written permission by email to registrar@sydneydesignschool.com.au. Should a student wish to leave campus early, they must speak to staff at reception who will contact their parent/guardian, or school in the case of an eVET student whose guardian cannot be reached. Should a student not have arrived on campus by morning break and no Leave Form or advice otherwise has been received regarding their absence, their parent/guardian will be contacted.

When a student submits a Leave Form, the email response from Sydney Design School staff will be sent also to their parent/guardian, ensuring they are aware of the student's absence.

School students in eVET programs have their attendance sent to their school representative weekly.

International Students

International students should also refer to the CRICOS Course Progression Policy for further information regarding attendance requirements, intervention strategies, and implications of poor attendance on their Student Visa.