

## Attendance Requirement

### Student Details:

Student Name:

Year Level:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

Dear

This letter is to inform you that Name of Student has been identified as being at risk of not meeting satisfactory attendance requirements as outlined in Highlands Christian College's Student progress, attendance and course duration policy, attached.

To assist Name of Student meet these requirements, Highlands Christian College has [Insert details of meetings with student/ counselling sessions / intervention strategy arranged, and any relevant details that might impact on success of the intervention strategy].

Highlands Christian College will monitor Name of Student's progress in meeting requirements over the next study period and will keep you informed of any improvement, or alternatively, lack of improvement.

If these measures are not successful by next semester or if Name of Student is not able to achieve satisfactory course progress, Highlands Christian College will be required to report Name of Student to the Department of Home Affairs (Immigration) for unsatisfactory attendance as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Please contact [Insert name and contact details of staff member] for more details, or to discuss this situation.

Kind Regards

Highlands Christian College