



Attendance Policy

Pivot Point Academy has the expectation that your attendance will be 95% - 100% of your contracted class times.

The Academy monitors attendance on a regular basis in accordance with Australian Government standards and will record non-attendance due to illness or for any other circumstances in your file. Student files may be made available to the Department of Immigration and Citizenship (DIAC) for international students, or Centrelink for Domestic students.

Pivot Point Academy is committed to ensuring that our students maintain an industry-standard level of learning and attendance. Failing to maintain regular attendance will result in delayed progression through the curriculum and may interfere with scheduled course completion date. For student visa holders, timely training completion is a requirement for compliance with DIAC standards.

What happens if there are issues with my attendance?

Should attendance become an issue, students will be issued a formal warning letter and will be required to meet with the Student Services Officer. The Student Services Officer will work closely with classroom educators to implement an intervention strategy and counsel the student, ensuring that he or she is receiving full support.

Random attendance checks are also conducted by Centrelink. The Academy has a responsibility to provide all requested information including attendance. If a student has not maintained the required percentage of attendance levels, Centrelink may revoke Austudy payments.

Ongoing attendance issues for student visa holders will result in termination of the student's enrolment. The Academy will report the student to DIAC and advise him or her to attend an interview with DIAC with photographic identification within 28 days of the report being sent to the student's last known address in Australia. The student visa may be cancelled as a result.

Apprentice employers will be notified of any apprentice's absence, late arrival or early departure. Any unexcused absences will need to be made up.

**For more information on
academic performance, please
contact the Academy.**