STAGE 1  
(Interview with SSS)  
• Student identified as at risk of unsatisfactory attendance  
• Interview with Student Support Services  
• Student counselled and informed of consequences of continued poor performance  
• Letter sent to parents/caregiver/sponsor  

Stage 2  
(Interview with Head of Student Support)  
• Interview with Head of Student Support  
• Student counselled and informed of consequences of continued poor attendance  
• Student placed on a Focus Slip for a maximum of 3 weeks and warning is given regarding the final stage of the Attendance Pathway  
• Second letter to parents/caregiver/sponsor  

Stage 3  
(Final Stage)  
• Overseas Student - Notice of Intent to report for unsatisfactory attendance (below 80%)  
• Domestic Student - Future enrolment with the College now at risk  
• VCE only (Overseas /Domestic) - Pending N for any VCE unit where one or more of the outcomes are not achieved because there has been a substantial breach of school attendance rules (attendance below 80%)