

Attendance Policy and Procedure

Policy Category	Academic		
Document Owner	EL SIS Principal Executive Officer		
Responsible Officer	Director of Studies		
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References and Legislation	Education Services for Overseas Students Act 2000 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) The Privacy Act 1988 (Cth)		
Related Documents	Monitoring Student Course Progress and Course Duration Policy and Procedures Student Code of Conduct		
Version	Change description	Approved	Effective Date
3.0	Reviewed and updated 27/10/2020	Principal Executive Officer 28/10/2020	28/10/2020

1. Purpose

The purpose of this policy and procedure is to assist English Language School in Sydney (EL SIS) staff and students with legislative attendance requirements relating to overseas Student Visas in Australia.

2. Scope

This Policy applies to students enrolled in and studying at, ELSIS under Student Visa Conditions. This Policy articulates the monitoring and recording of overseas students' course attendance practices as they apply to international students in compliance with the ESOS National Code Standard 8.

3. Course attendance

Satisfactory Course Attendance for ELSIS students enrolled on a Student Visa is defined as attending at least 80% of scheduled course contact hours per study period.

4. Actions

4.1 Daily Attendance Monitoring and Recording Procedure by Teachers

- The teacher must mark the Attendance Roll at the beginning and end of every session (class day).
- All students arriving from 20 to 30 minutes late must be recorded as a Late Arrival (L), and all students arriving more than 30 minutes late must be recorded as Absent (A) for that hour.

- All students leaving from 20 to 30 minutes early must be recorded as Early Leaving (EL), and students leaving more than 30 minutes early must be recorded as Absent (A) for that hour.
- These entries must be included in attendance calculations, with three (3) “L” and/or “EL” entries in a week amounting to one hour Absent (A).
- All Absences (A) are marked hourly, with four (4) hours Absent considered as one session (day) Absent.
- At the end of each day, teachers must enter all absences into the student management system RTO
- *The Attendance Roll must be locked nightly in the Teacher’s Room for security purposes.*

4.1.1 Teachers must advise Student Services if students have been absent for 2 consecutive timetable days without approval.

4.1.2 Student Services will attempt to contact the student to query the absenteeism.

- Student Services will brief the Course Coordinator should issues relating to the student’s personal well-being, accommodation, transport, study progress, or similar issues be identified. If welfare issues are identified, the Course Coordinator will contact the student and refer him/her to welfare support services (Converge International).

5.1 Student Services procedure for notifying students who have failed to meet satisfactory attendance requirements

- Student Services review student attendance percentages on a weekly basis. Students at risk are identified and warning letters are generated electronically via RTOM.

Students receive a:

- *Student Attendance: ‘At Risk’ Warning Letter* for class attendance below 90% of their course contact hours.
 - *Student Attendance Below 85%: Notice to Report to Course Coordinator* for class attendance below 85% of their course contact hours.
 - A telephone call and/or email to query the absenteeism of two (2) consecutive days without notification or known reason, as the student is deemed to be ‘at risk’ of falling below 80% attendance.
 - *Student Attendance: Letter of Intention to Report to DHA* for class attendance below 80% of their course contact hours.
 - *Notification of Cancellation of Enrolment* and the student is reported to DHA.
- A student file note is created in the ‘Diary’ section in RTO Manager by Student Services to document the issued ‘At Risk’ Warning Letter.

5.2 Teachers and Course Coordinators procedure for managing students who have failed to meet satisfactory attendance requirements

- The teacher must:
 - ask the student to explain the reasons for their absences.
 - remind the student of the Student Visa condition which requires them to attend at least 80% of the contact hours scheduled for each study period of their course.
 - warn students that unsatisfactory attendance will be reported to DHA (Department of Home Affairs) which may result in the cancellation of their Student Visa.
- The Course Coordinator must be informed if issues relating to the student's personal well-being, accommodation, transport, study progress, or similar issues are identified.
- The Course Coordinator will decide if welfare is required.
- The course coordinator documents meetings with students in the Diary section of the student's profile and includes any welfare arrangements.

5.3 Course Coordinators procedure for managing students with attendance below 85%

- All students sent a *Below 85% 'At Risk' Notice to Report to Course Coordinator* are required to make an appointment with their Course Coordinator who will:
 - ask the student to explain the reasons for their absences.
 - remind the student of the Student Visa condition which requires them to attend at least 80% of the contact hours scheduled for each study period of their course
 - warn students that unsatisfactory attendance will be reported to DHA (Department of Home Affairs) which may result in the cancellation of their Student Visa.
 - decide on the intervention strategy required, which may include placing the student on a Learning Contract.
- To place a student on a Learning Contract the Coordinator will consider if the student's:
 - level of academic progress is sufficient for them to complete the course within the expected duration specified on their CoE
 - assessment tasks, participation in-class activities, or other indicators of academic progress meet the requirements of ELSIS Progress Policy
- Documentation
 - A student file note must be entered in RTO Manager to document the outcome of the meeting and/or content of the Learning Contract which is to be scanned

and uploaded into RTO Manager by the Course Coordinator at the end of each class week.

5.3.1 Students placed on a Student Learning Contract will be required to:

- Maintain their attendance at the current level.
- Sign a Learning Contract with their Course Coordinator in cooperation with the class teacher at the end of each week.

6. Satisfactory/Unsatisfactory Attendance Procedures

6.1 ELSIS may decide not to report a student for breaching 80% Satisfactory Course Attendance if the student:

- produces documentary evidence demonstrating compassionate and compelling circumstances
- adheres to an Intervention Strategy
- has an attendance of at least 70% of scheduled course contact hours per study period

6.2 Intervention Strategy

- When an ELSIS student is considered to be 'at risk' of not successfully completing their studies within the registered course duration, the School shall make available and activate an intervention strategy for the student.
- The intervention type and strategy depends on a student's level of absenteeism and reasons for the absences.
- All stages of the Intervention Strategy will be recorded in the 'Diary' section of the Student's records in RTO Manager.