



## ATTENDANCE MONITORING

Regulation and Standards	National Code 2018 Standard 8
<p><b>Policy</b></p>	<p>The college recognises its responsibility to adhere to the statutory obligation of Standard 8 of the National Code 2018 to record and monitor student attendance. The College believes that good attendance and punctuality is necessary to maintain professional standards of teaching. ELICOS teaching staff will be informed of this requirement at their induction sessions and trained in correctly recording and monitoring attendance.</p> <p>The robust monitoring of attendance will ensure that students who are at-risk are identified and timely and appropriate intervention can occur.</p> <p>In normal circumstances, the College must notify its intention to report students to DHA via PRISMS if their attendance percentage falls below 80%</p> <ul style="list-style-type: none"> <li>• Where the College believes that compassionate or compelling circumstances exist, it may waive this reporting. However, the student has to produce documentary evidence, clearly demonstrating that compassionate or compelling circumstances applied</li> <li>• The College confirms that the student has attended at least <b>70%</b> of the scheduled course contact hours for the course in which he/she is enrolled</li> <li>• If the student's attendance falls below 70% (regardless of the circumstances), the College must issue a letter of intent to report the student.</li> </ul> <p>Student Visa holders are bound by the conditions of their visa to attend at least 80% of their scheduled classes, namely 20 hours per week for each term of study (National Code Standard 8).</p> <p>Students with poor attendance will be issued warning letters and may be in danger of being reported to the Department of Home Affairs (DHA).</p> <p>The student management system used for recording attendance is AVETMISS compliant.</p> <p>Regular attendance is essential to progress academically and to be seen as a genuine student.</p> <p>Records of all attendance shall be maintained for 5 years in the Student Management System for auditing purposes by the relevant accrediting body.</p>
<p><b>Procedure</b></p>	<p>The student Services Officer (SSO) prints a weekly roll for classes on a Friday afternoon in preparation for the classes on the following Monday.</p>



Attendance is marked 15 minutes after the class commences for each two (2) hour session. If the student is late s/he will be marked absent.

Teachers record attendance of students and submit the weekly roll at the end of the week to the Student Services Officer. Students should be marked as follows: Present = P; Absent = A; Late= L. The attendance rolls are kept in the class folder and are not to be removed from the college premises. Where the information about a student's absence is already known to the teacher, the teacher will note the reason on the roll. But the student will still be marked as being absent from class, even if the absence is for a doctor's visit supported by a medical certificate.

If the student's attendance falls below 80%, it will be important for the Academic Manager (and DHA staff) to know the exact reasons for a student's absence when deciding on an action to be taken.

The Student Services Officer (SSO) enters the data from the submitted rolls into the student management system before the next scheduled class and on a Friday files the hard copy in the *Class Rolls (ELICOS)* folder in the Director of Studies (DOS) office. Only teachers and administrative staff can handle the attendance rolls.

Medical certificates and absences due to compassionate reasons are handed to the SSO who scans it to the student's folder. If a student presents a medical certificate for absence then it is recorded as an absence with a medical certificate.

Teachers will contact students who have been absent for two (2) consecutive days and this communication is recorded in the student's folder.

The SSO will inform the DOS of any student who has been absent for 3 consecutive days. The DOS then contacts the student and records the communication

If the student does not respond and is absent for 5 days without reasonable explanation, the DOS then contacts the education agent or the parents. On the 6<sup>th</sup> consecutive day if there is no reasonable response from the student the DOS contacts the police to report the student as a missing person.

The database (student management system) automatically calculates both the attendance to date as well as possible attendance (i.e. if the student from that point attends 100% of the classes until the end of the course).

The SSO is responsible for checking that attendance has been entered in the system.

When a student's attendance falls to 90% to date, an email warning is initiated through the student management system:

The 1<sup>st</sup> warning is emailed at 90% (the student has already used ½ of the available 20% allowed for illness etc.)

The 2<sup>nd</sup> warning is emailed at 85% (the student has already used ¾ of the available 20% allowed for illness etc.)

The trigger for the Intention to report is attendance at < 80% i.e. the student has used more than the 20 % allowance for illness etc.

The Intention to report email explains to the student that s/he has 20 working days to appeal. The student can bring a support person to the appeal hearing. At the end of the 20 working days, the panel must decide whether to report the student, the decision is by the majority vote of the panel. The student has to be advised that s/he must continue to attend class during the internal appeal. The panel will verify the authenticity of any supporting documents supplied by the student.



	<p>Once the student is informed of the outcome of the appeal s/he is advised of the right to appeal to the Ombudsman within 14 working days of the notification of the outcome of the appeal.</p> <p>If the external appeal to the Ombudsman is upheld then the panel will follow the instructions of the Ombudsman</p> <p>If the appeal is not upheld the student’s enrolment will be cancelled.</p> <p>The decision is conveyed to the student within 5 working days.</p> <p>A student may request a leave of absence due to compassionate or compelling reasons. The request must be in writing and the relevant form completed. The DOS reviews the request and makes the final decision.</p> <p>If the student’s request is approved, their time away is not counted against their attendance. The recording of the student’s attendance is frozen during this period. If the request is declined and the student stays away then the attendance is recorded.</p> <p>If approved the following occurs:</p> <p>The Admissions Officer notifies DHA through PRISMS that it is deferring/suspending a student’s enrolment without affecting the end date of the COE. No change to the COE or the enrolment – the student’s status will be listed as “studying”. However, the notice of deferment or suspension will be noted in PRISMS and DHA will be informed.</p> <p>When the deferment or suspension affects the end date of the COE then PRISMS will cancel the COE and offer the provider the opportunity to create a new COE with a more appropriate end date. If the student does not know when s/he will return then the provider can wait until the intended date of return is confirmed to create a new COE.</p> <p>Compassionate and Compelling Circumstances (circumstances beyond the control of the student which has an impact on their course attendance)</p> <ul style="list-style-type: none"> <li>• Serious illness or injury</li> <li>• Bereavement of close family members</li> <li>• Major political upheaval or natural disaster in the home country requiring emergency travel</li> <li>• Traumatic experience (involved in or witnessing an accident, serious crime)</li> </ul> <p>If these are not clear – other factors include:</p> <ul style="list-style-type: none"> <li>• Student’s current attendance percentage</li> <li>• Student’s course progress to date</li> <li>• Urgency or importance of the reason for the request</li> </ul> <p>The college will report students for non-attendance to the Department of Home Affairs (DHA) via PRISMS as per the College Attendance policy which is aligned to the statutory obligation of Standard 8 of the National Code.</p> <p>If reported the student will have to make an appointment to see an Immigration Officer within 28 days of the date the college informs DHA, to make any submissions about his/her circumstances.</p>
<b>Reviewed</b>	Annually
<b>Version</b>	0.1