

Recording, Monitoring and Reporting of Student Attendance Policy

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Issue Date:	Issue History:
April 2015	Policy approved (V1.0)
April 2015	Updated information on the attendance warnings (V1.1)
August 2015	Re-enrolment conditions added (V1.2)
September 2016	Updated attendance notification letters (V1.3)
November 2016	Unit Repeat Form process implemented in 3.b (V1.4)
August 2017	Reviewed and revised (V1.5) Elicos removed

Policy Title	Recording, Monitoring and Reporting of Student Attendance Policy
1. Purpose	<p>This policy establishes principles and processes to monitor the attendance of international students studying VET courses. It allows CIC as the registered provider to meet its obligations under Standard 11 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 which requires registered providers to:</p> <ol style="list-style-type: none"> a. Systematically monitor students' compliance with visa conditions relating to attendance; b. Be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements; and c. Report students (under section 19 of the Education Services for Overseas Student Act 2000 (ESOS) who have breached attendance requirements.
2. Scope	<p>All students enrolled in CIC who hold a current Student Visa granted by Department of Immigration and Border Protection (DIBP) or equivalent, and who use that visa to gain enrolment into those Programs. All staff with responsibilities for teaching and supporting students enrolled in CIC.</p>
3. Policy Statement	<p>While the College expectation is that students maintain full attendance for each enrolled unit/subject/class, International students enrolled in courses at CIC must maintain a minimum attendance rate of 80% for each study period in which they are enrolled.</p> <ol style="list-style-type: none"> a. Where a student does not meet the 80% attendance threshold for a study period, CIC will notify the student in writing of its intention to report the student to the DIBP through PRISMS. The written notice will inform the student <ol style="list-style-type: none"> i. of a right to appeal, and provide details of how to access the appeals process; and ii. that the student has 20 working days from the date of notification in which to register an internal appeal b. CIC <u>may decide not to report</u> a student for breaching the 80% attendance rate if <ol style="list-style-type: none"> i. there is documentary evidence demonstrating that 'Compassionate or Compelling' circumstances apply; and ii. the student is making satisfactory progress within the course; and iii. the student is attending at least 70% of the course contact hours for which he or she is enrolled. iv. If the student presents with documentation and/or valid reason for his attendance, the Director of Studies will allow the student to apply to repeat the unit using the Unit Repeat Form. <p>CIC has created and adheres to this policy based on the following items:</p> <ol style="list-style-type: none"> I. Attendance in class includes minimum expectations in conduct for a student in a learning environment. II. CIC will regularly monitor students' compliance with student visa conditions relating to attendance III. Attendance is calculated for each class/session on a term by term basis

	<p>IV. Students who have been absent for more than <u>20 consecutive hours</u>, without approval, will be sent a courtesy email warning and counselled</p> <p>V. Calculations of students' attendance are based on projected maximum possible percentages according to the enrolment period (each term) of each student</p> <p>VI. Students are identified for intervention, in the form of a Low Attendance reminder, at least <u>twice</u> prior to attendance falling to unsatisfactory levels. This happens when attendance falls <u>below 90%</u>, <u>below 85%</u>. Once attendance is <u>at 80%</u> students receive a final warning letter which is the NIR (Notification of Intention to Report). These students are considered '<u>at risk</u>' of having unsatisfactory attendance, and are offered time and counselling to manage their attendance issues through the said reminders. Once a student's attendance has fallen below 80% of their timetabled course contact hours (20 hours per week) for their current enrolment, it is considered unsatisfactory. A 'Notice of Intention to Report (NIR)' is then issued to the student.</p> <p>VII. Students whose attendance has fallen to unsatisfactory levels are afforded the opportunity to internally appeal against being reported to DIBP within 20 days</p> <p>VIII. If the appeal is successful [upheld], then the student will return to their studies and monitoring of attendance will recommence.</p> <p>IX. If the appeal is unsuccessful, the student has the option to seek an external appeal within 5 working days of the date of notification of the unsuccessful internal appeal, and must inform the College of this external appeal lodgement. The student enrolment continues during this time and the student is expected to maintain all conditions of study until the outcome of the external appeal is reached.</p> <p>X. If the external appeal is upheld, then the student will continue with their studies as per VII.</p> <p>XI. If the external appeal is unsuccessful reporting will continue.</p> <p>XII. A student who is reported to the DIBP for unsatisfactory attendance is no longer an enrolled student of the College and may not be re-enrolled into the same or any other course of the College for a minimum 2 year period.</p> <p>XIII. Re-enrolment into the College after being reported for unsatisfactory attendance may only be allowed at the discretion of the DOS and/or VET Education Director after consideration of exceptional evidence which supports compassionate and compelling circumstances.</p>
<p>4. Related Policy:</p>	<p>Completion Within Expected Duration.</p> <p>Student support Policy and Procedure</p> <p>Student Engagement Before Enrolment Policy and Procedure</p> <p>Complaints and Appeals Policy and Procedure</p>
<p>5. Related Forms</p>	<p>Unit Repeat Form</p>
<p>6. Policy Owner and Delegated Authority:</p>	<p>Director of Studies – Melbourne, Perth Director of VET Education</p>
<p>7. Approved by:</p>	<p>CEO</p>

8. Approved Date:	August 2015
9. Definition (if any)	