ATTENDANCE POLICY AND PROCEDURE – INTERNATIONAL STUDENT VISA HOLDERS

1 PURPOSE
This policy relates to how Study Group Australia Pty Limited (CRICOS Provider 01682E) will systematically monitor international students’ compliance with the student visa condition applicable to attendance.

2 SCOPE
This policy applies to International Student Visa Holders enrolled within all vocational education and training programmes offered by Study Group Australia Pty Limited (SGA), trading as the ACPE Academy (‘the Academy’).

3 GENERAL POLICY
The Academy will systematically monitor students’ compliance with the student visa mandatory condition relating to attendance. It will be proactive in notifying and counselling students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course. It will report students under Section 19 of the ESOS Act who have breached the applicable attendance requirements as stated in Section 4 below.

If a student has questions about the student visa condition relating to attendance, and the possible outcome of breaching the condition, he or she should contact the Department of Immigration and Border Protection (DIBP).

3.1 ABSENCE DUE TO ILLNESS
It is advisable for a student who is ill to obtain a medical certificate. This certificate is to be produced for recording, and then retained by the student. (A medical certificate does not cancel an absence; it only provides an explanation and must be submitted within one month of its date of issue.)

A student who is too ill to immediately continue his/her studies may apply for Special Leave and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. (Refer to the Student Application to Defer or Temporarily Suspend Studies Policy for further information.)

Medical and dental appointments should be made after college hours when they will not conflict with scheduled classes.

4 ATTENDANCE MONITORING
Lessons commence promptly - please do not be late.

Each student’s attendance is recorded on the classroom roll for every class for which he/she is scheduled. This data is collated, stored electronically, and used to calculate the individual student’s attendance for every week for the duration of the course.

The Academy will review attendance records weekly, and will contact any student identified as having unsatisfactory attendance (i.e. less than 80%) within any one ten-week study period or who at any time is absent for more than 5 consecutive scheduled days without prior approval. The contact will be in the form of a written warning, reminding the student of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

Should the student’s overall attendance level continue to fall until it is between 80% to 85%, a further written warning will be issued to the student, again reminding him/her of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

The student will be required to sign a Provisional Enrolment contract, which sets out the Academy’s conditions in relation to attendance for a specified period. If these conditions are not met, and the student’s attendance level continues to fall and he/she is unable to achieve at least 80% through total attendance for the remainder of the course, then the Academy will
notify the student in writing of its intention to report the student for not maintaining satisfactory attendance. The written notice of the Academy’s decision will inform the student that he/she is able to lodge an appeal through the Academy’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so.

A copy of the written notification will be placed on the student’s file along with records of all contact with and counselling given in relation to attendance.

4.1 SPECIAL CONSIDERATION

The Academy appreciates that from time to time, a student may not be able to attend classes due to circumstances beyond his/her control. In such circumstances, the Course Convenor will use his/her professional judgement to assess each case on its individual merits. He/she may decide not to report a student for breaching the 80% requirement if:

a. there is documentary evidence demonstrating that compassionate or compelling circumstances apply; and
b. the student is maintaining satisfactory course progress; and
c. the student has attended at least 70% of the scheduled course contact hours.

A copy of the evidence will be retained in the student’s file.

4.2 REPORTING OF INTERNATIONAL STUDENTS

If a student visa holder who has not met the mandatory attendance condition, accesses and activates the Complaints and Appeals process within the nominated 20 days, and the process results in a decision that supports the Academy, the Academy will notify the Secretary of the Commonwealth Department of Education (DET) through PRISMS, as soon as practicable that the student is not achieving satisfactory attendance. A copy of the written notification provided to the student will be retained in the student’s file, along with evidence of the appeals process.

Where an international student who has not met the mandatory attendance condition, chooses not to access the Complaints and Appeals process within the nominated 20 days, the Academy will notify the Secretary of DET through PRISMS, as soon as practicable that the student is not achieving satisfactory attendance. A copy of the written notification provided to the student will be retained in the student’s file.