



## POLICY: STUDENT ATTENDANCE POLICY

<b>POLICY NUMBER:</b>	AC023	<b>VERSION:</b>	7.1
<b>DATE ADOPTED:</b>	1 January 2012	<b>DATE LAST REVIEWED:</b>	21 March 2021
<b>DATE OF NEXT REVIEW:</b>	21 March 2023	<b>REVIEW FREQUENCY:</b>	Two years
<b>AUTHORISED BY:</b>	Principal Executive Officer	<b>REVIEWED BY:</b>	Principal Executive Officer Academic Dean/Deputy Principal
<b>RESPONSIBLE FOR REVIEW:</b>	Principal Executive Officer, Academic Dean/Deputy Principal		
<b>APPROVED BY:</b>	Academic Board		
<b>DOCUMENT MANAGEMENT:</b>	U:/Policies and Procedures		
<b>AIM:</b>	This policy deals with the roles and responsibilities of the Academic team in relation to international students' attendance and provides guidance in relation to academic progression of students within higher education courses.		

### 1. REGULATIONS:

- a. National Code 2018: Standard 8

### 2. POLICY INFORMATION:

#### 2.1 Introduction:

IIBT is committed to systematically recording and monitoring student attendance and providing counselling to students at risk of failing to adhere to the specified attendance requirements.

#### 2.2 Policy Scope:

This policy applies to all international students.

#### 2.3 Definitions:

- a. **DESE:** Department of Education, Skills and Employment – The Australian federal government's administrative division that "works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provide".
- b. **ELICOS:** English Language Intensive Courses for Overseas Students.
- c. **SMS:** Student Management System.
- d. **The Department of Home Affairs:** previously DIBP (Department of Immigration and Border Protection). The Australian government agency responsible for issuing students with visas.



### 3. PROCEDURES:

#### 3.1 Monitoring of Attendance for Students Enrolled in ELICOS or VET Programs:

- a. Attendance is entered into the SMS. Teachers enter attendance directly or use the hard copy attendance sheet provided and then transfer attendance into the SMS.
- b. Attendance is calculated based on the course contact hours.
- c. Attendance is reviewed fortnightly by the Academic Dean/Deputy Principal to determine students at risk of not attending 80% of the scheduled course contact hours.
- d. Attendance reports are able to provide actual attendance percentages based on course hours already completed as well as to show projected attendance percentages based on the total scheduled hours for a course.
- e. When a student is absent for more than two consecutive days without approval, teachers must inform the Academic Dean/Deputy Principal who will conduct follow-up.
- f. Students absent from more than 10% of the scheduled course contact hours are issued a written attendance warning letter with no action required.
- g. Students whose attendance drops to more than 15% of the scheduled course contact hours are sent an attendance warning letter. They are required to make an appointment to see the Academic Dean/Deputy Principal and will receive counselling designed to assist them in maintaining satisfactory attendance.
- h. Students absent from more than 20% of the scheduled course contact hours are required to make an appointment to see the Academic Dean/Deputy Principal. An **Intention to Report Letter** will be issued to them with instructions on the appeals process.
- i. Should a student's attendance be less than 80%, and there is insufficient time in the course for the student to redeem their attendance, they will be notified in writing that they have failed to meet satisfactory attendance requirements. An **Intention to Report Letter** is issued to them.
- j. All students who receive an Intention to Report Letter are informed of their right to appeal within 20 working days.
  - (i) Should the student provide sufficient evidence and an appeal succeeds, the student may continue their studies as per the enrolment.
  - (ii) Should the appeal be unsuccessful, the student may further appeal to the Overseas Students Ombudsman (see Complaints and Appeals Policy).
  - (iii) Should this appeal be unsuccessful, the student's unsatisfactory attendance is reported to PRISMS.



- k. Following an **Intention to Report Letter**, should no evidence be provided within the 20 working days of appeal's period to change the attendance outcome or the appeal is unsuccessful, reportable students will be flagged for reporting to the Department of Home Affairs (previously DIBP) for poor attendance.
- l. If a student with an attendance rate above 70% but less than 80% can produce documentation clearly demonstrating that compassionate or compelling circumstances apply, or if the student has demonstrated satisfactory academic progress, the student will not be reported to the Department of Home Affairs at the discretion of IIBT.

### **3.2 Monitoring of Attendance for Students Enrolled in Higher Education programs:**

- a. While not required by legislation, attendance is also recorded for students in the higher education programs in the interests of equity and support for student academic progress.
- b. Students approaching less than 80% attendance are issued with a warning letter. If the student continues to maintain an unacceptable attendance rate, a second warning letter is sent requesting the student make an appointment with the Academic Dean/Deputy Principal.

Students are counselled as to the negative effect of attendance on course progress and may be flagged as a Student at Risk and placed on a Student Intervention Program.

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**END OF DOCUMENT**

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