

ATTENDANCE POLICY – ENGLISH PROGRAM

SECTION 1 – PURPOSE AND SCOPE

- (1) The Attendance Policy will provide guidance to staff and international students in regard to the College’s policy and procedures in relation to attendance.
- (2) The College monitors student attendance in accordance with the Education Services for Overseas Students (ESOS) regulations and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. The College is legally obliged to impose those requirements, and international students must comply with the requirements in order to retain their enrolment and student visa.

SECTION 2 - DEFINITIONS

- (2) For the purposes of this policy, the following definitions apply:
 - a. “ELICOS” means English Language Intensive Courses for Overseas Students;
 - b. “International student” – student studying at UWS College on a student visa

SECTION 3 – POLICY STATEMENT

- (3) Under the provisions of the ESOS Act and the National Code, ELICOS students must, as a condition of their Student Visa, maintain a minimum rate of 80% attendance over their course of study. If attendance falls below 80% and it is clear that the student will not be able to reach 80% by the end of the course, the College is required to report the student to DIAC unless there are compelling or compassionate circumstances. It is mandatory to report students below 70% regardless of circumstances.

SECTION 4 – PROCEDURES

- (4) On completion of a course, students are given an Attendance Certificate stating the percentage of attendance for the course.
- (5) All students are informed of UWS College’s attendance policy on their first day of study. This is given verbally during orientation and it is printed in the students’ handbook.

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Monitoring Attendance

- (6) The class roll is completed for every session. Lateness and absences are recorded on the roll.
- (7) Where a student's absence relates to a medical condition, a medical certificate must be provided
- (8) Student attendance is monitored on a weekly basis. The attendance is calculated from the day the student starts at UWS College and is based on the total number of class hours versus the total number of hours absent as at the Friday of that week.
- (9) Attendance records are posted on the student notice board for students to monitor their own attendance.
- (10) Where appropriate the College will work with the student, in consultation with other parts of the College and/or University as required, to develop an Action Plan to address the attendance problems.

Students at Risk

- (11) Students in week 1 who have 2 or more days' absences are sent a warning letter on attendance policy and seen by the appropriate Coordinator.
- (12) When a student's attendance drops below 90%, Attendance Warning letter 1 is given/sent to the student and a copy is placed on the students records. The student then is required to meet with the Coordinator of the program and is counselled as to any problems which may exist.
- (13) Records of the meeting are taken and recorded in the interview book. An action plan is put in place, which may involve the student, the Student Adviser and the Coordinator of the program.
- (14) The student's attendance is monitored. If there is improvement, no further action is taken. If there has been further deterioration in attendance after two weeks, Attendance Warning Letter 2 is given and sent to the student. At this stage, the student is also notified that the student is at risk of being reported to the Department of Immigration and Citizenship (DIAC). A second interview is organised with the student to discuss the problem.
- (15) Letter 2 may be repeated if the student is still at risk but has not reached mandatory reporting.
- (16) If the student does not appear for the second interview or there is no attempt at improvement in the student's attendance and the student has no chance of reaching the required level of attendance, the English Programs Manager issues Letter 3, an Intention to Report Letter, to the student to inform them that they will be reported to DIAC. The student has 20 days in which to make a written appeal to the college against this decision. If no appeal is lodged, then the Student Services Coordinator reports the student to DIAC for poor attendance.
- (17) When a student receives an Intention to Report letter in relation to unsatisfactory attendance, the student is informed that he/she has 20 working

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days to appeal against this decision. During the appeals process the student should continue to attend classes.

- (18) Appeals must be made in writing to the Manager, English Programs and must be one page or less. At this stage, appeals can only be made against College processes.

SECTION 5 – GUIDELINES AND REFERENCES

- a. Education Services for Overseas Students (ESOS) Act 2000
- b. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

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