



## **ATTENDANCE POLICY ENGLISH PROGRAMS**

### **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 2018. 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**

- (3) For the purposes of this policy, the following definitions apply:
  - a. "ELICOS" - English Language Intensive Courses for Overseas Students.
  - b. "International Student" - student studying at The College on a student visa.
  - c. "PRISMS" - Provider Registration and International Student Management System.
  - d. "The University" – Western Sydney University.
  - e. "The College" – Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

### **SECTION 3 - POLICY STATEMENT**

- (4) 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%. The College is required to report the student to The Dep of Home Affairs unless the student is still attending at least 70% of the course content scheduled hours and there are compelling or compassionate circumstances, which are assessed by the Head of Program, English in consultation with the Director, English Programs. It is mandatory to report students below 70% regardless of circumstances.

## **SECTION 4 - PROCEDURES**

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

### **Monitoring Attendance**

- (7) The class roll is completed for every session. Lateness and absences are recorded on the roll.
- (8) Where a student's absence relates to a medical condition, a medical certificate must be provided.
- (9) Student attendance is monitored on a weekly basis. The attendance is calculated from the day the student starts at The 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.
- (10) Attendance records are posted on the student notice board for students to monitor their own attendance.
- (11) 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**

- (12) Students in week one who have two or more days' absences are sent a warning letter on attendance policy and seen by the appropriate Coordinator.
- (13) When a student's attendance drops below 80% current, Attendance Warning Letter 1 is given/ sent to the student via email and post and a copy remains on the student's records. The student is then required to meet with the Head of Program English and is counselled as to any problems which may exist.
- (14) Records of the meeting are taken and recorded in the student's file notes. If there are any ongoing issues the student is referred to the Student Adviser or Counsellor.
- (15) The student's attendance is monitored. If there is improvement, no further action is taken. If there has been further deterioration in attendance and the student has dropped to 80% overall, Attendance Warning Letter 2 is given and/or sent to the student via email and post. At this stage, the student is also notified that the student is at risk of being reported to the Department of Home Affairs. A second interview is organised with the student to discuss the problem.
- (16) Attendance is continually monitored.

- (17) 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 Head of Program, English issues Letter 3, an Intention to Report Letter to the student to inform them that they will be reported to Department of Home Affairs. 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 College reports the student to the Department of Home Affairs for poor attendance.
- (18) When a student receives an Intention to Report letter in relation to unsatisfactory attendance, the student is informed that he/she has 20 working days to appeal against this decision. During the appeals process the student should continue to attend classes.
- (19) Appeals must be made in writing to the Director, English Programs and must include information in one page or less.
- (20) Students who do not attend class for a full week and have not notified The College of their absence will be sent the Missing Student Letter.
- (21) If students return to class after receiving the letter, no further action is taken.
- (22) If the student has not returned to class, two weeks after the Missing Student Letter has been sent and there is no adequate reason given for absence, the student's name and ID number are emailed to Enrolments by the English Program Senior Administration Assistant. Enrolments reports the student on PRISMS as a disappeared student.
- (23) During this time, attendance is still monitored and appropriate correspondence sent.

## **SECTION 5 - GUIDELINES AND REFERENCES**

### **Related Legislation/Policies/Procedures**

- 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 2018.

# ATTENDANCE POLICY ENGLISH PROGRAM

## STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	5		
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<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
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<b>Available On:</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

### Summary of Changes from Previous Version

Section 1 - update name change and year update for the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

Section 2 - update name change

Section 3 - update name change from DIBP to the Department of Home Affairs and wording clarity on 70% of student attendance course content hours.

Section 4 (15) - update name change from DIBP to the Department of Home Affairs

Section 4 (16) - update name change from DIBP to the Department of Home Affairs and reporting line change

Section 4 (22) - reporting line change

Section 5 b. - year update from 2007 to 2018 for the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.