



ACADEMIC PATHWAYS PROGRAM ATTENDANCE POLICY

SECTION 1 - PURPOSE AND SCOPE

- (1) The Attendance Policy will provide guidance to staff and students in regard to The College's policy and procedures in relation to monitoring student attendance in the Academic Pathways Program.
- (2) Under the regulations of the Education Services for Overseas Students (ESOS) and provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code), a registered provider must "systematically monitor students' compliance with student visa conditions relating to attendance".
- (3) The objective of this policy is to set out The College's Academic Pathways Program policy and procedures in relation to the recording of attendance, the requirements for achieving satisfactory attendance, the notifying and counselling of students who are at risk of failing to meet attendance requirements and the procedures for notifying students who have failed to meet these requirements.

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. "Domestic Student" - means a student who does not hold a student visa.
 - b. "International Student" - means a student studying in Australia on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.
 - c. "Registered Provider" - means a provider approved to deliver a course to overseas students under the Education Services for Overseas Students Act and Education Services for Overseas Students Regulations.
 - d. "Study Session" - refers to one term or one quarter of study.
 - e. "Attendance" - refers to actual physical attendance at classes and excludes all absences regardless of the reason for such absence.
 - f. "Engagement" - refers to the active involvement of the student in course activities.
 - g. "TRIM" - refers to the Western Sydney University electronic document storage facility.
 - h. "The College Appeal Committee" - consists of at least two (2) members of The College Senior Management Team.
 - i. "Satisfactory Course Progress" - for Diploma students: have passed 50% or more of credit points studied. For Foundation students: have a GPA of 4.0 or above.

- j. “The University” - Western Sydney University.
- k. “The College” - Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

SECTION 3 - POLICY STATEMENT

- (5) The College believes that attendance and active engagement with learning activities is an essential part of the learning process. Engaging in academic discourse with other students and with staff can provide a greater connection to learning, garner a range of opinions and knowledge in addition to providing the opportunity for greater clarity and assistance in achieving course outcomes. The College expects students to maintain a minimum overall attendance level of 80% or above every teaching session.
- (6) Under the provisions of the ESOS Act and the National Code, international students enrolled in University Foundation Courses must, as a condition of their visa, maintain a minimum attendance rate of 80% in each session of study. Such a requirement does not exist for students studying in Diploma and Associate Degree courses or for domestic students.
- (7) Under the provisions of the National Code, a provider may accept attendance rates of 70% or above if the student is making satisfactory academic progress. The College applies this clause in determining the minimum attendance rate required by international students enrolled in Foundation Studies. If a student’s attendance falls below 80% and it is clear that the student will not be able to reach 80% by the end of the teaching session The College is required to report the student to the Department of Immigration and Border Protection unless their attendance is 70% or above and they are making satisfactory academic progress.
- (8) Attendance records must be maintained for all International Foundation Studies students.

SECTION 4 - PROCEDURES

- (9) Students are informed of this attendance requirement at orientation and in writing.

Monitoring of Attendance

- (10) Where student attendance records are maintained, Academic Program teachers will record student attendance with the exception of lectures via class rolls at all scheduled classes.

Category	Attendance Parameters	Attendance Calculations
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Partially Absent	Student attended at least 50% of the class, but were absent for some of the class time	50% of scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations

- (11) Where student attendance records are maintained, attendance records will be stored electronically.
- (12) Cumulative attendance will be made available to students at a minimum of once per fortnight commencing week four (4) of each teaching session. In order to maintain student privacy, student ID numbers will be used. This cumulative attendance is a percentage which represents the total number of hours of classes attended out of the total scheduled thus far.
- (13) If a student is absent from class due to illness evidenced by an original medical certificate, this certificate is TRIMMED to the student file. If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will not be altered.

Students at Risk

- (14) Students, whose attendance records are being monitored, may be identified as being at risk if the student's attendance is below 80%. From week four (4) Attendance Warning Letters will be sent to these students.
- (15) Referrals will be made to see the Welfare Officer if the student appears to have personal or health issues which are affecting their ability to attend classes.

International Students

- (16) If an international Foundation Studies student reaches a point where they cannot reach 80% attendance by the end of the teaching session they will be sent a letter advising them of this and the need for them to achieve and maintain satisfactory attendance until the end of the teaching session.
- (17) If for any reason an International Foundation Studies student is absent for five (5) consecutive days, the student will be sent a letter requesting them to make contact with The College to attend a formal interview.
- (18) International students in the Foundation Studies courses who fail to meet the 70% attendance level by the end of the teaching session, or for whom it is obvious during the course that they will not meet the requirement, will be notified via email by The College that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period students must continue to attend classes.
- (19) Where an international Foundation Studies student has attendance between 70% and 79% by the end of the teaching session and they are not making satisfactory course progress and are subject to exclusion, they will be notified in writing by the College that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period students must continue to attend classes.
 - a. The grounds for appeal in the case of reporting for attendance may only be against miscalculation of the attendance or against the application of The College processes.

- b. The appeal must be made in writing to The College within 20 working days of the receipt of the notification.
- c. Appeals against Determinations made in relation to the [Student Misconduct Rule](#).
- d. If the appeal is dismissed the student may then choose to have the decision reviewed by an external body. In this situation they must inform the Western Sydney University ESOS Compliance Officer that they are seeking external review.
- e. If the student does not choose to use the appeal mechanism, withdraws from the appeal process or if the appeal process results in a decision supporting The College, the Western Sydney University Executive Governance Officer - ESOS and GIPA will activate the notification process required by Federal Government legislation.

SECTION 5 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. Education Services to Overseas Students (ESOS) Act
- b. Education Services to Overseas Students Regulations
- c. National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students (National Code)
- d. Academic Pathways Program [University Foundation Studies Progression and Unsatisfactory Academic Progress Policy](#)

ACADEMIC PATHWAYS PROGRAM ATTENDANCE POLICY

STATUS AND DETAILS

Status:	Current		
Version:	9		
Effective Date:	15 November 2018		
Review Date:	15 November 2021		
Approval Authority Policy:	The College Academic Committee		
Endorsed by:	Western Sydney University Enterprises Board		
Approval Date:	15 November 2018		
Expired Date:	N/A		
Unit Responsible:	Academic Pathways Program		
Enquiries Contact:	Theresa Wyborn P: 0437 278 315 E: t.wyborn@westernsydney.edu.au		
Available On:	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Item 4c and Section 5: Removed reference to years of Acts

Item 15: Changed reference from Student Advisor to Welfare Officer

Item 18: Changed notified in writing to notified by email

Item 19d: Updated position title