

## **International Student Attendance Policy & Procedure – ELICOS Students**

### **1. Policy**

The document provides procedures to ensure the attendance of all ELICOS International students is recorded and these attendance records are monitored. This allows for early detection of a student's poor attendance and enables SHIC to provide support to students with low attendance.

All staff are made aware of the requirements of this policy and procedure and related attendance requirements through the SHIC Staff Induction process and ongoing professional development activities.

### **2. Procedure**

#### ***2.1 Recording Student Attendance***

Student attendance is monitored each and every session of scheduled class time using the Attendance Record. Each trainer will be provided a Record Sheet that will include the names of all students currently enrolled in each class. This Record Sheet will be populated by Student Administration. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times.

The trainer will be required to sign the attendance record at the end of each session and confirm the accuracy for the recorded attendance of each student.

The Student Attendance Record is to be submitted to Student Administration at the end of each day. Student Administration will ensure these record sheets are maintained securely and collated as required.

All relevant staff (Student Administration & Trainers / Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the Course Coordinator.

#### ***2.2 Monitoring Student Attendance***

The Course Coordinator will monitor student attendance each course. The projected attendance will be monitored each week to ensure students are given every opportunity to rectify a poor attendance record.

All Attendance Record Sheets are to be submitted to Student Administration who will enter all data into the Student Data Management System. At the end of each week it is the responsibility of Student Administration to ensure all attendance records are up to date and are accurate.

At this time, once per week, the Academic Manager will record the attendance percentage of all students and monitor the individual attendance of each student.



When a student is absent for 3 consecutive days without prior approval, the student will be immediately contacted by phone/email to gain to advise the student of the need to attend classes and the effect on their projected attendance if they do not attend.

Where a student's projected attendance falls below 90% the student will be sent a 'Student Attendance - First Warning Letter' informing them of their projected attendance and the need to ensure they maintain a minimum of 80% attendance for the course duration (total contact hours). This letter will also contain the consequences of not achieving a projected attendance of 80% at any time.

Where a student's projected attendance falls below 85% the student shall be sent a 'Student Attendance 2nd Warning Letter'. This letter will indicate the student is required to organise an appointment with the ELICOS Coordinator to discuss their poor attendance record and strategies to ensure they stay above 80% requirement.

Where a student's projected attendance falls below 80% the student shall be sent an Intention to Report letter indicating the student has breached the attendance requirements notifying the student of SHIC's intention to report the student.

Students with projected course attendance below 80% who are unable to provide evidence of compassionate or compelling circumstances for not maintaining an 80% attendance rate will be reported to Department of Home Affairs via PRISMS. There are limited circumstances where the College may decide not to report a student for falling below 80% attendance, including:

- the student is still attending at least 70% of the scheduled course contact hours; and
- the student has provided genuine evidence of compassionate or compelling circumstances for failing to maintain an 80% attendance rate.

Where SHIC has decided to report a student for unsatisfactory attendance, the student will be informed of this decision and advised that they have 20 working days to lodge an appeal against this decision.

If the student chooses not to access the complaints and appeals process within 20 working days or withdraws from the appeals process, SHIC will notify the Department of Home Affairs via PRISMS that the student is in breach of their attendance requirements.

If the appeals process is completed and results in a decision supporting SHIC's intention to report, SHIC will notify the Department of Home Affairs via PRISMS that the student is in breach of their attendance requirements.