



## **International Student Attendance Policy and Procedure CRICOS Provider No. 00553M**

### **Purpose**

To ensure that all St Philip's Christian Education international students meet the attendance requirements of Standard 8 of the Education Services for Overseas Students (ESOS) Act, National Code 2018.

The ESOS Act includes specific requirements for monitoring student's compliance with student visa conditions relating to attendance.

### **Attendance**

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Students are advised of the conditions of their visa relating to attendance and satisfactory progress:
  - i) at the time of application through the application form
  - ii) at enrolment through the Written Student Agreement.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) Student attendance is monitored through TassWeb on a daily basis to comply with the College Attendance Policy. Attendance is Checked and recorded daily and a text message goes home if the attendance is unexplained.
- e) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- f) For VET students, the international student advisor will be sent a weekly summary of attendance and VET hours for monitoring.
- g) A student is notified and interviewed if:
  - i) they have 5 or more consecutive days off.
  - ii) their attendance is over the pro-rata percentage of absence
  - iii) Any absences longer than 5 consecutive days without approval will be investigated.

- h) An intervention strategy will be implemented if appropriate upon completion of the interview. Intervention strategies can cover, but are not limited to:
- **transition support** Students requiring transition support may be directed to the International Student Advisor for assistance with: - accommodation problems, cultural shock, home sickness, local customs and etiquette, balancing work commitments and studies.
  - **study skills support** Students requiring assistance with study skills may be directed to the International Student Advisor or Director of Studies (or equivalent). Students can receive assistance in: time management, assessment expectation, class attendance and participation, reading and note taking skills, academic referencing and plagiarism, research, web searching, and library skills and more.\
  - **welfare support** International Student Advisor to receive assistance with personal issues influencing progress.
  - **reduction in course load** Students may reduce their load under an intervention strategy however this should be done in conjunction with one or more of the above listed interventions.
- i) Student attendance will be monitored by the International Student Adviser (ISA) every 14 days/2 weeks over a semester to assess student attendance using the following method.
- i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. [For example, an eight week semester with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]
  - ii) Any period of exclusion from class will not be included in student attendance calculations.
- j) Students at risk of breaching St Philip's Christian College's attendance requirements will be counselled and offered any necessary support when they have absences totalling more than 20% during any assessment period.
- k) If the calculation at 1.h, indicates that the student has passed the attendance threshold for the study period, St Philip's Christian College will advise the student of its intention to report the student for breach of visa condition 500, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 1.i.
- l) The school will notify DESE via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
- i) the internal and external complaints and appeals process results in a decision for the school.
  - ii) the student does not access the internal complaints and appeals process within 20 working days.
  - iii) the student does not access the external complaints and appeals process.
  - iv) The student withdraws from the internal and external complaints and appeals process in writing.

- m) Students may not be reported for failing to meet 80% threshold if the student is still attending at least 70% of the scheduled course contact hours and:
  - i) the student produces genuine documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
  - ii) for VET courses, the student is maintaining satisfactory course progress.
- n) The method for calculating 70% attendance is the same as that outlined in 1.h. with the following change; number of study days x contact hours x 30%.
- o) If a student is assessed as having nearly reached the threshold for 80% attendance, the International Student Adviser will assess whether a suspension of studies is in the interests of the student as per St Philip's Christian College's Deferment, Suspension and Cancellation Policy.
- p) If the student does not obtain a suspension of studies under the College's Deferment, Suspension and Cancellation Policy, and falls below the 80% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 500) will occur as outlined in 1.j. – 1.l.
- q) If absences have been recorded incorrectly, either through student or administrative error then the student will be supplied with a copy of the absence report so that they can take corrective action i.e. by proving that they were at College on the day in question.

## 2. Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
  - i) serious illness, where a medical certificate states that the student was unable to attend classes
  - ii) bereavement of close family members such as parents or grandparents
  - iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
  - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
  - v) where the school was unable to offer a pre-requisite unit
  - vi) inability to begin studying on the course commencement date due to delay in receiving a student visaFor other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.
- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours

*Appendix 1:*

Intervention Strategy Individual Plan

Student Name:

Year:

Term:

Week:

**Course Progress**

- a) The school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period [or any other measure of satisfactory course progress as required by the College].
- e) If a student does not achieve competency in at least 50% of units studied in an assessment period, the Director of Studies or equivalent will meet with the student to develop an intervention strategy for academic improvement. This may include;
  - i) Work Recovery Plan (See below)
  - ii) additional supervised study periods
  - iii) literacy and tutorial support
  - iv) other intervention strategies as deemed necessary such as psychological assessment and counseling.
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Studies/ International Student Adviser, and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the Principal or his representative will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify DESE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
  - i) the student does not access the complaints and appeals process within 20 days, or

- ii) withdraws from the complaints and appeals process, or
- iii) the complaints and appeals process results in favour of the school

Strategy	Person	Timeframe	Comment/Follow up
Work Recovery Plan			
Additional supervised study periods			
Literacy and tutorial support			
Other intervention strategies - counseling.			

*Appendix 2:*

## **Letter of Intention to report for Unsatisfactory Attendance**

XX ADDRESS XX

Dear xxx,

### **RE: Letter of Intention to Report for Unsatisfactory Attendance**

I am writing to advise you that (student name) of Year x (DOB: xxx) is not meeting his/her visa requirements in relation to his/her attendance.

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), St Philip's Christian College xx intends to report XXX to the Department of Home Affairs for unsatisfactory attendance.

### **Criteria for satisfactory completion of a course**

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- attend classes, and
- achieve a satisfactory academic result

According to our records, xxx has not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and/or the College's Course Progress and Attendance Policy available on the College website <https://www.spcc.nsw.edu.au/foundation/our-story/policies>.

The required attendance rate is 80% which is documented in the enrolment forms. xxx currently has an attendance rate of X% and is in breach of the terms of his/her visa. You and XXX have been notified through emails of the concern that the College has in relation to his/her attendance. XXX has also been spoken to about his/her attendance in previous meeting with his/her Year Advisor and the International Student Advisor. There has also been a letter sent home previously.

### **Opportunity to correct the problem**

You have 20 days in which to appeal the College's decision in accordance with St Philip's Christian College's Complaints and Appeals Policy which you can find attached.

If you would like to discuss this matter further please contact me on the details below.

Yours in Christ,

Principal