



International Attendance Policy and Procedure

I. 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) A student is notified and interviewed if :
 - i) they have 3 or more consecutive days off.
 - ii) their attendance is over the pro-rata percentage of absence
 - iii) Any absences longer than 3 consecutive days without approval will be investigated.
- g) An intervention strategy will be implemented if appropriate upon completion of the interview.
- h) 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.
- i) 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.
- j) If the calculation at I.f, 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 3.k.

- k) The school will notify DET via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i) the student does not access the complaints and appeals process within 20 days
 - ii) withdraws from the complaints and appeals process
 - iii) the complaints and appeals process results in a decision for the school.
- l) Students will not be reported for failing to meet the 80% threshold where:
 - i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
 - ii) has not fallen below 80% attendance.
- m) The method for calculating 80% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- n) 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.
- o) 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 3.j. – 3.l.
- p) 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 visa

For 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