### Policy: Student Attendance

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>AC023</th>
<th>Version:</th>
<th>6.0</th>
</tr>
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<tbody>
<tr>
<td>Date Adopted:</td>
<td>1 January 2012</td>
<td>Date Last Reviewed:</td>
<td>6 January 2016</td>
</tr>
<tr>
<td>Date of Next Review:</td>
<td>6 January 2018</td>
<td>Review Frequency:</td>
<td>Two years</td>
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<td>Authorized by:</td>
<td>Chief Executive Officer</td>
<td>Reviewed by:</td>
<td>Manager International Operations</td>
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<td>Responsible for Review:</td>
<td>Director International, Academic Director</td>
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<td>Review Process:</td>
<td>Director International, Academic Director</td>
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<td>Document Management:</td>
<td>U:/Policies and Procedures</td>
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<tr>
<td>Communication</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized</td>
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**Policy context:** This policy relates to:

- **HE Standards Framework 2011**
- **ESOS 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9**
- **Standards for RTO’s 2015**
- **Legislation or Other Requirements**
  - Tertiary Education Quality and Standards Agency Act 2011
  - The Education Services for Overseas Students (ESOS) Act 2000
  - National Vocational Education and Training Regulator Act 2011
  - Migration Act 1958
- **Other Policies**
  - Course Progress Policy
  - Complaint and Appeals Policy
- **Forms and Other Documents**
  - Student at Risk form
  - Attendance Warning Letter
  - Intention to Report Letter

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<table>
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<tr>
<th><strong>Key Words (Metadata)</strong></th>
<th>Attendance, student at risk,</th>
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<tbody>
<tr>
<td><strong>Definitions</strong></td>
<td>DET – Department of Education and Training, The Australian federal government’s administrative division for policy and program development on education, science, training and administration of the ESOS legislation.</td>
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<td>DIBP: Department of Immigration and Border Protection. The Australian government agency responsible for issuing students with visas.</td>
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<td>ELICOS: English Language Intensive Courses for Overseas Students.</td>
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<td>SMS – Student Management System.</td>
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**Evidence**

**Policy Information:**

**Policy**

IIBT is committed to systematically recording and monitoring student attendance and providing counselling to students at risk of failing to adhere to the specified attendance requirement.

**Scope**

This policy applies to all international students

**Procedures**

Monitoring of attendance for students enrolled in ELICOS or VET programs

- Attendance is entered into the SMS. Teachers may enter attendance directly or use the hard copy attendance sheet provided and then transfer attendance into the SMS.
- Attendance is calculated based on the course contact hours.
- Attendance is reviewed fortnightly by the Course program manager to determine students at risk of not attending 80% of the scheduled course contact hours.
- Attendance reports are able to provide actual attendance percentages based on course hours already completed as well as to show projected attendance percentages based on the total scheduled hours for a course.
- When a student is absent for more than two consecutive days without approval, teachers must inform the Course program manager who will conduct follow-up.
- Students absent from more than 10% of the scheduled course contact hours are issued a written attendance warning letter with no action required.
- Students whose attendance drops to more than 15% of the scheduled course contact hours are sent an attendance warning letter. They are required to make an appointment to see the Course program manager.
and will receive counselling designed to assist them in maintaining satisfactory attendance.

- Students absent from more than 20% of the scheduled course contact hours are required to make an appointment to see the Course Program Manager. An **Intention to Report Letter** will be issued to them with instructions on the appeals process.

- Should a student’s attendance be less than 80%, and there is insufficient time in the course for the student to redeem their attendance, they will be notified in writing that they have failed to meet satisfactory attendance requirements. An **Intention to Report Letter** is issued to them.

- All students who receive an Intention to Report Letter are informed of their right to appeal within 20 working days.
  - Should the student provide sufficient evidence and an appeal succeeds, the student may continue their studies as per the enrolment
  - Should the appeal be unsuccessful, the student may further appeal to the Overseas Students Ombudsman (see Complaints and Appeals Policy)
  - Should this appeal be unsuccessful, the student’s unsatisfactory attendance is reported to PRISMS

- Following an **Intention to Report Letter**, should no evidence be provided within the 20 working days appeals period to change the attendance outcome or the appeal is unsuccessful, reportable students will be flagged for reporting to DIBP for poor attendance.

- If a student with an attendance rate above 70% but less than 80% can produce documentation clearly demonstrating that compassionate or compelling circumstances apply, or if the student has demonstrated satisfactory academic progress, the student will not be reported to DIBP at the discretion of IIBT.

**Monitoring of attendance for students enrolled in Higher Ed programs**

- While not required by legislation, attendance is also recorded for students in the higher ed programs in the interests of equity and support for student academic progress.

- Students approaching less than 80% attendance are issued with a warning letter. If the student continues to maintain an unacceptable attendance rate, a second warning letter is sent requesting the student make an appointment with the Academic Director.

- Students are counselled as to the negative affect of attendance on course progress, may be flagged as a Student at Risk and placed on a Student Intervention Program.