# Attendance

## Purpose
This policy sets out the procedures used by the Macquarie University English Language Centre (ELC) to meet the requirements of Standards 10 and 11 of the National Code 2007. As well as Part 3, Division 1-19 to 1-21 of the Education Services for Overseas Students Act 2000.

## Scope
Students on a student visa and ELC teachers staff to advise them of the above regulations

## Policy Statement
The holders of student visas are required to have an attendance of 80% or above throughout their study time as per their student visa condition 8202 (see [https://www.immi.gov.au/students/visa-conditions-students.htm](https://www.immi.gov.au/students/visa-conditions-students.htm)).

Standard 11 of the National Code 2007 requires the ELC to record attendance and require a minimum attendance of 80 per cent, but may decide not to report a student for breaching 80 per cent if:

- there is documentary evidence demonstrating that compassionate or compelling circumstances apply
- the student is attending at least 70 per cent of the course contact hours for which he or she is enrolled; and
- this is consistent with the provider’s documented attendance policies and procedures.

A student has the right to appeal against any decision made by ELC staff members in accordance with the ELC Complaint and Appeals policy.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the ELC, the ELC will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

## Procedures
**Teachers**

1. Teachers take attendance using the student management system for each session they are teaching.
2. A student who is 20 minutes late is marked as 1 hour absent.
3. Class attendance is calculated weekly.
4. Teachers advise a Student Advisor of students who are habitually late or regularly absent.
5. Teachers inform Student Advisors when any student leaves for religious observances.
6. Teachers inform the student advisors once a student has been absent for 3 consecutive days.
Student Services

1. Student services will run an attendance report at the beginning of every week
2. Student services will send a letter to the student requesting an interview when:
   - attendance is at least 90% during an enrolment of 5 weeks or less
   - attendance is at least 85% in an enrolment longer than 5 weeks.
   The letter is hand delivered to the student in class or posted if student is absent, a copy of the letters and notification are sent via email and SMS.
3. At interview the student will be counselled regarding the
   - need to provide satisfactory reasons for any absence.
   - speed with which the attendance percentage can drop, particularly with a short enrolment period.
   - effect of their absences on their overall attendance and the implications of this for their visa.
   - need to take personal responsibility for attendance
   - way to check attendance at Student Services
   It will be clearly stated that if attendance continues to fall, and drops below 80 %, the next correspondence the student receives will be an Intention to Report to notice.
   Students will sign a letter to acknowledge that these things have been discussed. Translations of this letter or an interpreting service will be available.
   A copy of this letter will be filed and the original returned to the student.
4. If attendance continues to drop below 80% and no evidence has been provided of compelling or compassionate circumstances the reporting process will begin.
5. The student will receive an intention to report letter in accordance with National Code 2007.
6. If attendance drops below 70% the student will be reported regardless of any evidence provided.
7. If a student is absent for more than 3 consecutive days a Student Advisor will attempt to make contact with the student in order to counsel them regarding the reason for their absence.

If a Student Advisor is unable to make contact with the student, emergency contact or the next of kin the student will be reported for cessation of studies after 14 days.

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| Contact Officer         | ELC Operations Manager                          |
| Date Approved           |                                                  |
| Approval Authority      | ELC Head of Centre                              |
| Date of Commencement    | 01/07/2014                                      |
| Amendment Dates         |                                                  |
| Date for Next Review    | 9/02/2015                                       |
| Related Documents       | Complaints and Appeals policy                   |
| Keywords                | Attendance, Reporting                           |