



Attendance Policy and Procedures

[National Code 2018 Standards 8]

Rosehill College (hereby the College) abides by the the Department of Education attendance and academic progress requirement for international students. As such, the College has introduced internal policies and procedures to monitor the attendance and academic progress of each student in order to meet ASQA requirement for student visa holders.

Purpose and Scope:

The purpose of this procedure is to outline the system used for ensuring students meet the attendance requirements of the College.

“Rosehill College has elected to implement the department of Education/department of immigration and border protection Course Progress Monitoring Policy and Procedure for vocational courses. Therefore, for vocational courses at the College only, attendance is monitored but is not used as a basis for reporting for visa compliance purposes.”

Policy

1. Standard 8 of the National Code 2018 requires the College to systematically monitor students' compliance with student visa conditions relating to attendance.
2. The College is required under section 19 of the ESOS Act to be proactive in notifying and counselling students who are at risk of failing to achieve satisfactory course attendance and to report students who have not achieved satisfactory course attendance.
3. In compliance with the College's obligations under the National Code, student attendance shall be :
 - Checked and recorded daily by use of a class roll by the assigned Trainer
 - Recorded and calculated over each study period, with assistance from the Student Services Manager
4. The College expects students to maintain 100% attendance. Student visa holders are required under the conditions of their visa to attend at least 80% of the scheduled course contact hours (20hrs/week).

Responsibility

The Director of Studies is responsible for the implementation of this procedure in collaboration with Student Services Manager and to ensure that staff and students are aware of its application and implement its requirements.

Definitions

Study period means one term of study (10 weeks = 1 term)



Requirements

1. For vocational and technical education courses attendance is recorded and monitored as part of the course progress requirements and the student behaviour requirements.
2. The attendance of international students enrolled in Rosehill College is monitored closely to meet the requirements of the Education Services for Overseas Students (ESOS) Act 2000, and National Code of Conduct 2018. Students are informed of their requirement to attend a minimum of 80% of the scheduled course contact hours at all times but are encouraged to attend 100% of classes to ensure successful academic outcomes in their studies. Any unattended classes regardless of the reason, reduces the chances for achieving successful learning outcomes and can adversely affect students' results in their enrolled course(s).
3. Rosehill College systematically monitors student's' compliance with student visa conditions relating to attendance. The College is required under the ESOS ACT 2000 and National Code 2018 to report to DHA any students who are unable to meet 80% attendance for unsatisfactory attendance
4. Students are required to adhere to the Rosehill College student attendance requirements applicable to their course at all times. For international students, visa conditions stipulate satisfactory attendance requires students to attend at least 80 per cent of the 20 scheduled face to face course contact hours each week.
5. Students can be reported to DHA if their attendance falls below 80% and cannot be made up to 80% by the end of the course
6. If the student's attendance falls below 70%, the College has to issue a notice of intention to report the student for unsatisfactory attendance, informing the student of his/her right to appeal
7. Students won't be reported for breaching the 80% attendance requirement when
 - a) The student produces appropriate, documented evidence that clearly demonstrate compassionate or compelling circumstances. For example, illness where a doctor certificate states that the student is unable to attend classes for a certain period; and
 - b) The student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled and has satisfactory course progress. Satisfactory course progress at Rosehill College is defined as student has successfully completed at least 50% of the total subjects studied in each study period.
8. If the student's attendance falls below 70%, the College has to issue a notice of intention to report the student for unsatisfactory attendance, informing the student of his/her right to appeal.
9. The following circumstances can fall under the category of Special Consideration, including:
 - Health issues (Serious illness or injury)
 - Death of an immediate family member or spouse
 - Bereavement of close family members such as parent or grandparents;
 - Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies.



- A traumatic experience which could include:
 - i) Involvement in, or witnessing of a serious accident; and,
 - ii) Witnessing or being the victim of a serious crime

Any of these cases which has impacted on the student should be supported by appropriate documentation, which may include medical certificates, police reports, reports of health care practitioners (eg psychologist’s report) and so on.

10. Please note that special consideration cannot be given where the Australian Government has cancelled a visa as a result of a breach of visa conditions or rejected a renewal of a visa.
11. Please note that the above mentioned are some examples of what Rosehill College may consider compassionate or compelling circumstances. The College will use professional judgement and to assess each case on its individual merit. When determining whether compassionate or compelling.
12. Special Consideration Fee may be applicable under some circumstances and depends on student’s individual cases.
13. To inform the students about their attendance, warning letters will be sent to the contact details given by the students. The warning letters will outline the student’s unsatisfactory attendance and give instructions on when and where to meet with the Director of Studies to discuss their concern.
14. Reporting is the last option after the student has been counselled and has been given 20 working days for internal appeal to Rosehill College and 5 working days to lodge an external appeal (For more details, please refer to Student Complaints and Appeals policy).

Calculating Attendance

Student attendance will be monitored by the Student Services Manager every fortnight on the Friday during a study period to assess each student’s “overall attendance”. The overall attendance is the student’s attendance as at the relevant Friday for the study period

Student Hints	Staff information
<p>If you have difficulty keeping attendance above 80% please seek help from Student Services as early as possible. If your attendance falls below 80% you risk being reported to the Department of Education via PRISMS which may affect your visa</p> <p>If you are sick you should always see a doctor and obtain a medical certificate. Speak to our student services for any counselling service you may require to</p>	<p>The warnings may only be sent when the student’s overall attendance falls below 90% but is 80% and above (Discussions with students should be recorded in our database).</p> <p>The email warning is to notify students that they are at risk of failing to meet attendance requirements and subsequently to provide</p>



discuss your personal issues affecting your studies or attendance Remember that our Student Services can help you keep your attendance above 80%.	support and counselling to these students to ensure that their attendance does not fall below 80%
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Method

1. Trainers must use the Student Daily Attendance Record to record student attendance at each scheduled class and note early departures and late arrivals.
2. The Student Services will use the attendance roll to collate and review each student's attendance on a fortnightly basis based on the trainer attendance records.
3. If a student presents a medical certificate for absences, it will be recorded it as an absence with medical certificate counted as an absence. The medical certificate will be copied into the student's file.
4. Trainers must report in writing to the Director of Studies the details of any student who has missed 5 consecutive days.
5. If a student is absent for 5 consecutive days, or in any other way has an attendance record that may be detrimentally affecting the student's capacity to complete the assessment requirements for a unit, or complete the qualification within the expected duration of study, then the provisions of the Completion Within the Expected Duration of Study and the Course Progress and Intervention Strategy procedures must be implemented by Rosehill College.
6. Students must have an approved leave granted from DOS during the academic term unless they produce evidence of compassionate and compelling reasons or medical grounds. Failure to do so may result being marked as absent
7. The process for dealing with attendance problems is as follows:
 - a) Students will be given first warning letter if:
 - A student has been absent for five consecutive days; or
 - A student's actual attendance to date has fallen below 90% at the end of the fortnight; or
 - A student has inconsistent attendance in the previous fortnight: or
 - A student is identified by the trainer as not progressing satisfactorily through the course material.

Action taken:

- a letter warning students that it is a requirement of their VISA that 80% attendance must be achieved each term and semester; and
 - a counselling interview with the student in accordance with the attendance procedure.
- b) Students will be given a second warning letter if:
 - A student's projected attendance has fallen below 80% for the study period



Action taken:

- a letter warning students that it is a requirement of their VISA that 80% attendance must be achieved each term and semester; and
- a counselling interview with the student in accordance with the attendance procedure; and
- an intervention strategy in accordance with the Attendance Procedure.

c) Students will be given an Intention to Report letter if:

- A student's projected attendance has fallen below 80% for the study period and their academic progress is unsatisfactory; or
- The College has determined that the student is not meeting the requirements of the intervention strategy; or
- A student's projected attendance has fallen below 70%.

Action taken:

The College will notify the student in writing of its intention to report the student for not achieving satisfactory attendance in accordance with the Attendance Procedure.

If the student responds to the intention to report (ITR) letter within the 20 working days, but the Rosehill College internal appeal is unsuccessful, the student can lodge external appeal within 5 working days. If the external appeal is successful, the student will be given a chance to maintain 80% attendance. If the external appeal is unsuccessful, or the student does not access the external appeal within 5 working days, the Director of Studies will advise the Student Services Manager to report the student to DHA via PRISMS for non-compliance



Stages of counselling and support for attendance monitoring

