

ELICOS ATTENDANCE POLICY

Version 1.0 | June 2020



TABLE OF CONTENTS

PURPOSE	3
SCOPE	3
OWNER	3
DEFINITIONS.....	3
POLICY	3
VERSION CONTROL TABLE	5



ELICOS ATTENDANCE POLICY

PURPOSE

The purpose of this policy is to ensure that Focus Language School systematically monitors students' compliance with student visa conditions relating to attendance and notifies and counsels students who are at risk of failing to meet attendance requirements.

The intention of this policy is to provide all students with the best opportunity to meet the learning outcomes of their chosen course.

SCOPE

The policy applies to all international students currently enrolled at Focus Language School in the ELICOS program.

OWNER

Academic Manager is the owner of the policy and Student support officer/s is responsible for implementation of the policy.

DEFINITIONS

- **Satisfactory attendance** – a minimum of 80% of scheduled contact hours (with or without medical certificates)
- **Compassionate or compelling circumstances** – those beyond the control of the student and which have had an impact upon the student's course progress or wellbeing. Focus Language School may choose to tolerate an attendance of 70% under such circumstances.

POLICY

Each student's attendance will be regularly monitored and recorded every day. Students are required to attend at least 80% of the scheduled course contact hours for the course in which they are enrolled.

Focus Language School provides all students with clear expectations on the attendance requirements during the induction. Information on attendance is included in the Student Handbook and the induction slides used during the orientation sessions. It includes: (1) the 80% attendance requirements; (2) class attendance is calculated regularly; (3) the consequences of not maintaining satisfactory attendance; (4) the requirement to notify Focus Language School if the student is sick; (5) provision of a doctor's certificate due to illness; (6) the information that a student's attendance may be affected if a student is late for a class; (7) the information that attendance is taken by the minute; and (8) if a student leaves a class during class time it will be recorded in the attendance roll.

Teachers are obliged to mark the attendance according to the requirements of the attendance sheets provided. A late arrival and early departure should be recorded in the attendance roll. All the students aged under 18 must be clearly identified in class roll with the annotation "<18". If a student aged under 18 is late for more than 30 minutes, the student support office needs to be notified of the delay.



The coding used in marking the attendance is as follows:

A: Absent

P: Present

A-<time> (A-9:15): Arrived at <time>

L-<time> (L- 4:45): Left at <time>

Class rolls are legal documents and must not be left inside the classrooms unattended. Once the session is over and the attendance is recorded, rolls must be returned to the Academic Manager's room.

Teachers are required to sign the attendance records before handing them back to the administration department for processing at the end of the week.

Teachers are obliged to inform student support officers if a student has been absent for three consecutive days. This will be followed up with student support officers via phone, email or text message and the communication will be recorded in the Student Management System used by Focus Language School.

Teachers are required to record any special circumstances regarding the attendance in the comment section on the attendance list. More detailed instructions are included in "General English Teacher Guidelines-02".

Students who are at risk of not meeting attendance requirements will be contacted by student support officers. Focus Language School will assist students to meet attendance requirements by providing support services as required. If it is understood by the student administration/support officers that a student is developing a pattern of absence and/or the attendance has dropped to 90% and/or the student has been absent for 5 consecutive days, the student will be issued with a first warning letter.

If a student has received a first warning letter, they are required to attend a counselling session with the student support officer. The student support officers are obliged to help students in resolving any issues that may affect their attendance and academic progress.

The second Warning Letter is issued to the student if the same trend is observed to be repeating by the student and where the attendance is dropped to 85% despite Focus Language School trying to help with the situation.

A third and last warning letter is issued to the student whose attendance is at risk of falling below 80% as a notice of intention to report. Focus Language School will then be required to report the student to Department of Education, Skills and Employment and the student will receive a written notice informing them of the intention to report for non-satisfactory attendance.

In some instances, a student may not be reported if their attendance falls below 80%. This is where the student's attendance is at least 70% and they are maintaining satisfactory academic performance.

A student may also not be reported in the case of compassionate or compelling circumstance i.e. those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. Focus Language School will always use its professional judgment in making decisions and each case will be judged on its individual merits. These circumstances could include (but are not limited to):

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;



- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies;
- a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists’ reports); or
- where the registered provider was unable to offer a pre-requisite unit.

In such cases as described above, Focus Language School may approve a temporary suspension of the student’s studies as per the Deferral, Suspension and Cancellation Policy.

When a student returns from absence, the class teacher should remind him/her to take any evidence/medical certificates to the reception to be photocopied. The receptionist officer then photocopies any such certificates and keeps it in the student file while the original is returned to the student.

If a student does not provide documentary evidence of compelling or compassionate circumstances, then Focus Language School immediately reports the student via PRISMS.

The written notice of the intention to report will also indicate to the student that he or she can appeal against the decision internally and externally in accordance with P&P-002 COMPLAINTS AND APPEAL POLICY AND PROCEDURE. If the student chooses to access this process, the student will not be reported until the process is complete.

All records will be kept on the student’s file including a copy of the Section 20 breach generated by PRISMS and which is sent to the student.

VERSION CONTROL TABLE

The following table is NOT a part of the policy and can be updated from time to time without affecting the version of the document.

Related Documents				Version Control	
<ul style="list-style-type: none"> • P&P-002 COMPLAINTS AND APPEAL POLICY AND PROCEDURE • General English Teacher Guidelines-02 				<ul style="list-style-type: none"> • V1.0 June 2020 	
Teamwork PM Task List					
Task#	Task Name	Task List	Project	Frequency	Task Description
Document Location					

