

Attendance Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that student attendance is monitored and reviewed, as per the requirements of Standard 11 of the National Code 2007.

2. Scope

This policy applies to all international ELICOS students enrolled at RGIT Australia.

3. Responsibility

The Student Administration Manager will be responsible for the implementation of this policy and for ensuring that staff and students are aware of its application and procedures.

4. Policy

1. To ensure compliance with their visa conditions and with the National Code Standard 11, ELICOS students must attend at least 80 percent of classes in each study period.
2. The institute will maintain records of student attendance for each scheduled study session.
3. Students are able to access their attendance records by contacting student services.
4. Student Services will contact students absent for 5 or more consecutive days and, if needed, counselling sessions arranged to discuss reasons for the absence.
5. Students will be provided with written warnings if the students are at risk of not meeting their attendance requirements.
6. Students may appeal, both internally and externally, the institute's intention to report the student for breach of their student visa conditions.
7. International students studying VET courses are expected to attend all classes. However, VET students will not be monitored for the purpose of reporting the student for unsatisfactory attendance.
8. Students who present documented evidence that compassionate or compelling circumstances led to the student not attending classes, will not have their attendance monitored for the period covered by the documented evidence. For example, a student with a medical certificate stating they were unfit to attend classes, will not have their attendance monitored for the period covered by the medical certificate.

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5. Attendance Monitoring Procedure

Trainers/Teachers will use the Student Daily Attendance Record to record student attendance at each scheduled class.

Attendance is calculated on the basis of projected maximum possible attendance for a given study period.

Students are expected to attend at least 80 percent of scheduled classes.

If an ELICOS student's attendance falls between 85% and 90%, Student Services will send the student a warning letter advising the student that they are at risk of breaching their visa conditions and to contact the school immediately to discuss reasons for their falling attendance.

A student absent for 5 consecutive days will be contacted by Student Services via SMS, telephone, email and/or in writing and requested to attend classes. An appointment with a student counsellor may also be arranged.

Reporting

A student will be reported to the government department issuing the student's visa, if the student's attendance falls below 80% in a study period. Reporting a student will result in the cancellation of the student's Confirmation of Enrolment (CoE).

Where a student's attendance falls below 80%, Student Services will issue an intention to report (ITR) letter, either in hardcopy or via email, notifying the student of the institute's intention to report the student. The student will also be informed that they can access RGIT's Complaints and Appeals Process and that they have 20 working days to lodge an appeal with the Institute. If the student does not appeal, withdraws from the appeal process, or the appeal results in a decision supporting the Institute, the Institute will report the student. Reporting is through PRISMS.

Reporting the student results in automatic cancellation of the student's enrolment with the institute.

When RGIT reports a student, RGIT will notify the student via letter and/or email.

Exemptions

Students whose attendance falls below 80% will not be reported:

- When the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) apply; and
- RGIT confirms that the student is attending at least 70% of the scheduled course contact hours.

The following documents will be maintained in student files:

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- warning letters
- medical certificates
- appeal documents
- PRISMS breach letters
- any other relevant documents

Successful appeals and ongoing non-attendance

Students who have been successful in their internal appeal will be sent a letter notifying them of the appeal outcome. The letter will state:

- a. the reasons for the successful outcome
- b. that if the student's attendance falls below 70 percent, they will be sent an additional intention to report (ITR) letter. The letter will state that the student has 20 days to appeal.

Students whose attendance falls below 70 percent will be reported to the DIBP, unless the student, during their appeal, can demonstrate that their attendance needs to be recalculated raising their attendance to at least 70 percent.

For example, if a student with 65 percent attendance can demonstrate, during an appeal meeting, that compassionate or compelling circumstances such as hospitalisation stopped the student from attending, the student will have their attendance suspended retrospectively to cover the hospitalisation period. If the retrospective suspension of studies results in attendance increasing to at least 70 percent, the student will not be reported for unsatisfactory attendance.