



Attendance Policy

Name of Policy	Attendance Policy and Procedures
Version	10.1
Comply with	Standard 11 of the National Code 2007
Date created	January 2008
Date last revised	Nov 2016
Department responsible	Student Administration Department
Responsible person to monitor and interpret	Student Admin Manager

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Attendance Policy (International Students)

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Date Implemented: June 2008	Responsibility: Students Admin Manager	Last Review: Nov 2016

Attendance Policy and Procedures (ELICOS Students)

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.

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.

Attendance Policy and Procedures (ELICOS Students)

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:

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