

International Student Attendance Policy & Procedure (ELICOS ONLY)

Policy

The document provides procedures to ensure the attendance of all ELCOS International students is recorded and these attendance records are monitored. This allows for early detection of a student's poor attendance and enables RGIT to provide the student an opportunity to rectify their situation before being reported for breaching attendance requirements.

All ELICOS International students must maintain a minimum of 80% attendance rate for their course duration (total scheduled contact hours). All student attendance records shall be regularly monitored against this requirement as described below.

All staff are made aware of the requirements of this policy and procedure and related attendance requirements through the RGIT Staff Induction process and ongoing professional development activities.

Students are made aware of attendance requirements through a variety of methods:

- Pre-enrolment information provided to students
- Student Induction program undertaken on commencement
- And throughout the program where students are identified as being at risk of not meeting the required attendance requirements

Responsibility

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

Scope

This policy applies to all international students (ELICOS only) enrolled at RGIT Australia

Procedure

Recording Student Attendance

Student attendance is monitored each and every session of scheduled class time using the 'Class Attendance Record. Each trainer will be provided a Record Sheet that will include the names of all students currently enrolled in each class. This Record Sheet will be populated by Student Administration at the beginning of each week. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times.

This record sheet is broken down into sessions (morning and afternoon) and requires an indication of attendance twice per session – once at the start of the session and once at the end of the session. A symbol shall be placed in the box beside each student's name to indicate their attendance. A student who arrives late or misses part of a session shall have their hours of attendance recorded on the 'Class Attendance Record Sheet'.

The following symbols are to be used in recording a student's attendance:

Symbol in session box	Meaning
P	Full Attendance Achieved

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L	Attendance variation (Late arrival, leave early, missed Hours) Student late arrive time / leave early time will be recorded by trainer.
A	Absent (zero attendance)

Student attendance is then tallied for the day and the Trainer / Assessor will be required to sign the attendance record at the end of each session and confirm the accuracy for the recorded attendance of each student.

The Student Attendance Record is to be submitted to Student Administration at the end of each day. Student Administration will ensure these record sheets are maintained securely and collated as required.

All attendance shall be recorded in the Student Data Management System which shall record each student's attendance and shall calculate the projected attendance of each student if they were to attend all remaining classes.

All relevant staff (Student Administration & Trainers / Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the Academic Manager.

Monitoring Student Attendance

The Academic Manager will monitor student attendance each course. The projected attendance will be monitored each week to ensure students are given every opportunity to rectify a poor attendance record and prevent reporting procedures being implemented.

At the beginning of each course the Student Data Management System will be set up with each of the students and their relevant required course hours.

All 'Student Attendance Record Sheet's' are to be submitted to Student Administration who will enter all data into the Student Data Management System. At the end of each week it is the responsibility of Student Administration to ensure all attendance records are up to date and are accurate.

At this time, once per week, the Academic Manger will record the attendance percentage of all students and monitor the individual attendance of each student.

Where an individual student attendance falls into the any of the following categories the associated action shall be taken:

Student Attendance Status	RTO Action
Any student who has missed 5 consecutive days of classes without prior approval	The student will be immediately contacted by phone / email to gain an explanation and inform them of the need to attend classes and the effect on their projected attendance if they do not attend. If contact by phone is not unsuccessful the Academic

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	<p>Manager is to be informed and shall attempt to identify the student's current contact details.</p> <p>Where the student is not able to be contacted by phone / email, a 'Student Attendance 1st Warning Letter' (Appendix B) is to be sent to their address on file.</p> <p><i>It must be noted that students have been informed via the 'Enrolment Agreement' to notify the RTO immediately of changing their address or contact details.</i></p> <p>If a student does not comply and does not attend classes after being contacted, the Academic Manager is to be notified and the student is to be sent a warning letter advising of the consequences of not achieving 80% attendance</p>
When a student's projected attendance falls below 90%	The student is to be sent a 'Student Attendance 1st Warning Letter' informing them of their projected attendance and the need to ensure they maintain a minimum of 80% attendance for the course duration (total contact hours). This letter is to also contain the consequences of not achieving a projected attendance of 80%.
When a student's projected attendance falls below 85%	<p>When a student's projected attendance is below 85% the student shall be sent a 'Student Attendance 2nd Warning Letter'. This communication will indicate the student is required to organise an appointment with the Academic Manager to discuss their poor attendance record and strategies to ensure they stay above 80% for course duration (total scheduled contact hours)..</p> <p>If the student does not respond within 5 business days Student Administration will attempt to contact the student and action the student enrolment status as required.</p>
When a student's projected attendance falls below 80%	The student shall be sent an Intention to Report letter indicating the student has breached the attendance requirements notifying the student of the Institute's intention to report the student. The student will 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, RGIT will report the student. Reporting is through PRISMS.
Reporting 'Breach of Student Attendance'	<p>As identified above, when a student falls below a projected attendance of 80%, and has no supporting reasons, the student must be reported to the Department of Immigration and Border Protection via PRISMS for a breach of their Visa condition.</p> <p>A copy of all letters, details of phone calls made, and reports are to be maintained in the individual student file.</p>

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Exemptions

Students whose attendance falls below 80% will not be reported in the following circumstances:

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

Reporting 'Breach of Student Attendance'

Where a student accesses the appeals process (by following the processes outlined in the Complaints and Appeals Policy and Procedure) and is able to provide evidence of compassionate or compelling circumstances, and they have an attendance record of at least 70% they will not be reported and the attendance records will be adjusted for the period that the student is able to provide a valid reason for non-attendance and the student's projected attendance will account for the time period that has been deemed approved non-attendance.)

Where a student is able to provide evidence that the attendance records are incorrect they will also be adjusted accordingly and action taken to prevent such errors re-occurring.

Where a student's appeal is not successful they will be notified in writing of the outcome and informed that the breach of attendance requirements will be reported.

A copy of all letters, details of phone calls made, any reports from meetings with the student in relation to the appeal are to be maintained in the individual student file.