



## COURSE ATTENDANCE POLICY International Students

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### CONTEXT

This policy aims to formalize the procedure used to monitor, record, and report the course attendance of International Students enrolled at Sacred Heart College Senior.

### PRINCIPLES

Attendance in each scheduled class and on a daily basis, is the first step to success within a student's chosen course. Sacred Heart College Senior is proactive in the monitoring of student attendance and monitors students' compliance with student visa conditions relating to attendance.

International students are required to attend at least 80% of the scheduled course contact time as per Standard 11.3 of the National Code. Students will be informed of this policy and its consequences through the Orientation program conducted on the first day of attendance at Sacred Heart College Senior and the International Student Handbook.

### PROCEDURES

Student attendance is checked and recorded on a daily basis by class teachers and the Pastoral Group Teacher.

Sacred Heart College Senior has instigated the use of an electronic messaging system [SMS Messaging] to assist with student lateness and absences.

Two consecutive days absence is followed up by a phone call to the student and/or student's carer to ascertain the reason for absence. Late arrival and early leaving time is recorded at the student office and the attendance time is included in attendance calculations.

All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Pastoral Care Coordinator or Director of Student Welfare.

Student attendance is monitored by the International Student Coordinator every calendar month to assess student attendance using the following method:

The International Student Coordinator will calculate the number of hours the student would have to be absent to fall below the attendance threshold per semester e.g. Number of study days x contact hours x 20%. (For example, July 08 – 11.5 days x 6.5 hours x 20% = 14.95 hours)

The International Student Coordinator analyses monthly (fortnightly) attendance and sends a letter of concern to the student asking them to attend a counselling meeting to discuss the reasons for their absences. Warning letters are sent to the student, the student's agent and the student's parents when projected attendance starts to fall to 80%. A copy is placed on the student's file.

Through the counselling services, the student will be reminded that satisfactory attendance is a student visa requirement and codified in the Sacred Heart College Senior's Attendance Policy. Counselling processes will inform the student that if attendance falls below the required level the student will be reported and the student visa is at risk of being cancelled.

When a student's attendance falls below 80%, an Intention to Report letter is sent to the student, indicating that they will be reported to DEEWR for unsatisfactory attendance in 20 working days from the date of the letter. This letter indicates that the student has 20 working days to access the Complaints and Appeals policy. A copy is placed on the student's file.

If the Appeal is unsuccessful, the student is advised of their right to an external appeal. Students have 5 working days from the date of the outcome of appeal to access the external appeals process if they choose. If a student chooses not to appeal externally or the 5 days have passed then the school will notify DEEWR via PRISM.

If the student chooses not to access the Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision which supports Sacred Heart College Senior then the school will notify DEEWR via PRISMS that the student has not achieved satisfactory attendance as soon as practicable.