

TAFE NSW ENGLISH CENTRES ATTENDANCE POLICY

National Code Standard 11 - Monitoring attendance

Student visa holders must maintain a minimum of 80% attendance. The TAFE NSW English Language Centre (ELC) is responsible for monitoring attendance every two weeks and reporting ELICOS only students to DIBP if attendance falls below 80%. DEC International is responsible for reporting package students to the Department of Immigration and Border Protection (DIBP).

Note:

A Session is five weeks.

A Reporting Period for calculating attendance is 20 weeks or the period of the eCoE, whichever is the lesser. If the English course is extended, attendance will be calculated over the total period of enrolment, including the extension period.

For students under 18, a copy of all correspondence is sent to the guardian-carer and parents via the agent.

For students over 18, a copy of all correspondence is sent to the agent only if the student has signed an authority at the time of enrolment that the agent may be informed of attendance and progress.

Information provided to students

1. Students are advised of the attendance requirement on their application form.
2. Information is given verbally at orientation and in the orientation package, to advise students of:
 - 2.1. The 80% attendance requirement for student visa holders;
 - 2.2. Guidelines for compelling and compassionate circumstances including the importance of medical certificates for absences and procedures for retaining copies at the ELC;
 - 2.3. Students arriving more than 15 minutes late are marked absent for the class period.
3. Information is repeated by the class teacher on the first day of each session.

Attendance monitoring

1. Teachers record attendance in the roll at least once in every class period.
2. Teachers advise the responsible officer of any student under 18 who has been absent for three consecutive days, or any student over 18 who has been absent for five consecutive days.
3. The responsible officer contacts the student and guardian for under 18s.

4. Attendance is tallied in weeks 1, 3 and 5 of each session.
5. A warning letter is sent in the following circumstances and a copy is placed on the student file and signed by the student if hand delivered:

- 5.1. The student is absent for five consecutive days without evidence of compelling or compassionate circumstances provided

OR

- 5.2. Attendance falls below 80% to date and no evidence of compelling or compassionate circumstances is provided.

6. The student is interviewed and counselled by the responsible officer, and a record kept on the student's file. This may be electronic or hard copy.
7. If attendance problems continue, two further warning letters may be issued over the enrolment period. Copies of all warning letters are placed on the student file, signed by the student if hand delivered.

8. **An Intention to Report letter** giving working 20 days to appeal to the College Director, is issued if:

- Attendance drops below the point where an overall average of 80% can not be achieved within the Reporting Period and
- Documentary evidence of compelling or compassionate circumstances is not provided

OR

- Attendance has dropped below 70%.

- 8.1. If possible the Intention to Report letter is issued to the student at interview, where the process is explained and the copy is signed by the student and retained on file. Students under 18 should be interviewed with their guardian who also signs the file copy letter.
- 8.2. A copy is sent to DEC International
- 8.3. For High School Preparation students the receiving high school is advised and receives a copy.
9. If no appeal is received, the student is advised that as they have not lodged an appeal that the report to DIBP will proceed. If the student is under 18 the guardian and parents are also advised that the report to DIBP will proceed.
 - 9.1. ELICOS only students are reported to DIBP via PRISMS.
 - 9.2. Package program students are referred to DEC International for reporting.
10. If an appeal is rejected, the student is advised in writing of the reasons for rejection and of the external appeals process.