



ATTENDANCE PROCEDURE

PURPOSE

The purpose of this procedure is to ensure international students' attendance is monitored as per the requirements of their visa for entry and temporary stay in Australia.

SCOPE

This procedure covers all international students enrolled with The Academy of International Education (Australia). All references to attendance rates are on a semester basis unless advised otherwise.

RESPONSIBILITIES

The Principal Executive Officer has overall responsibility for the implementation of this procedure.

Educators will be responsible for ensuring the accurate recording and monitoring of student attendance onto class rolls.

The Administration Manager is responsible for managing the process of notifying students in relation to their non-attendance, and reporting breaches to the Principal Executive Officer.

The Student Support Officer is responsible for preparing an intervention strategy for any student found to be at risk of breaching attendance requirements if applicable.

The Administration Manager is responsible for notifying the PEO of students at risk of failing to meet TAIE and DIAC attendance requirement, the input of details into the TAIE student database. The PEO will notify DIAC via PRISMS on breaches of attendance by student.

ACTION / METHOD

Daily Basis

A class roll sign in will be taken upon each class commencement. Absence due to illness that is supported by a medical certificate will still be recorded as non-attendance. A copy of the medical certificate will be kept on the student's file by

the Administration Manager; however, the student will retain the original certificates for their records.

Weekly Basis

One afternoon per week the class rolls will be collected and the data entered into the student's computer attendance records by the Administration Manager, which in turn will calculate the projected percentage of student attendance.

UNSATISFACTORY ATTENDANCE

1. Where a student:
 - a) Is absent for more than five consecutive days without approval; or
 - b) Is intermittently attending class; or
 - c) Falls to below 85% projected attendance;

The Administration Manager/ or Student Support Officer will contact the student by telephone to advise them that further absenteeism could result in them falling beneath TAIE's required 80% attendance. A note will be placed on the student's file outlining the discussions held.

2. Should the student's attendance continue to be unsatisfactory, and their attendance falls to below 80% projected attendance for the Semester, the Administration Manager will prepare a warning letter to be sent to the student advising them of their current unsatisfactory attendance, and the need to address this matter immediately. The student will be given the balance of semester to maintain their attendance to above TAIE's required 80% per semester.
3. At this time the Administration Manager will refer the student to the Student Support Officer if the Administration Manager deems an intervention strategy is required.
4. The Student Support Officer will discuss attendance issues with the student and put in place an intervention strategy, negotiated with the student, to bring their attendance to satisfactory requirements.
5. Where a student's attendance falls to below the 70% required by DIAC, and the student cannot reach the minimum attendance requirements of 70% prior to end of Semester, the Administration Manager will advise the student, in writing, that TAIE intends to report them for non-attendance, and that they have 28 days to appeal the decision. TAIE has two

semesters each calendar year, with semester 1 representing term 1 and 2, and semester 2 representing term 3 and 4.

6. If the student has expressed a genuine reason (eg: illness) for absence, and has documented support, then the Administration Manager may withdraw its intention to report.

The student should keep documented evidence of such reason and where necessary supply these to DIAC upon request.

7. The PEO will notify DIAC on the student's failure to meet attendance requirements, following the student's right of appeal, by entering the information on the PRISMS database.
8. The Administration Manager will then forward the breach notice to the student, which is generated by PRISMS:
 - State the particulars of the breach
 - State that the student is required to attend before an officer within 28 days in order to explain the breach
 - State that photographic identification is required at the meeting
 - Set out the effect of Sections 137J and 137K of the Migration Act 1958
9. Where a student's attendance falls to below 70% by virtue of the student taking holidays, the student will be deemed as a non-attendance and point 5 will apply

CERTIFICATE OF ATTENDANCE

Certificates of Attendance will be issued by the Administration Manager where:

- A written letter requesting a Certificate of Attendance is received from DIAC for visa renewal or other matters concerning a student's visa.

REFERENCES

- National Code – 11 (8, 10, 13)
- ESOS Act Section 19