

## **ENGLISH LANGUAGE PROGRAMS ATTENDANCE POLICY**

### **1. PURPOSE AND SCOPE**

- 1.1. The Attendance Policy will provide guidance to staff and overseas students regarding The College's policy and procedures in relation to attendance in the English Language Programs.
- 1.2. The College monitors student attendance in accordance with the Education Services for Overseas Students (ESOS) regulations and National Code of Practice for Providers of Education and Training to Overseas Students 2018. The College is legally obliged to impose those requirements, and overseas students must comply with the requirements in order to retain their enrolment and student visa.

### **2. DEFINITIONS**

- 2.1. For the purposes of this policy, the following definitions apply:
  - 2.1.1. DHA - Department of Home Affairs (Immigration)
  - 2.1.2. Director - refers to the Director of the English Language Centre, including courses delivered through English Language Programs.
  - 2.1.3. ELICOS - English Language Intensive Courses for Overseas Students.
  - 2.1.4. Head of Programs – Head of Programs, English Language Programs.
  - 2.1.5. Overseas Student - student studying at The College on a student visa.
  - 2.1.6. PRISMS - Provider Registration and International Student Management System.
  - 2.1.7. The University – Western Sydney University.
  - 2.1.8. The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.

### **3. POLICY STATEMENT**

- 3.1. Under the provisions of the ESOS Act and the National Code, ELICOS students must, as a condition of their student visa, maintain a minimum of 80% attendance over their course of study. If attendance falls below 80%, The College is required to report the student to the DHA unless the student is still attending at least 70% of the course content scheduled hours and there are compelling or compassionate circumstances, which are assessed by the Head of Programs in consultation with the Director, English Language Centre. It is mandatory to report students below 70% regardless of circumstances.

#### **4. PROCEDURES**

- 4.1. On completion of a course, students are given an Attendance Certificate stating the percentage of attendance for the course.
- 4.2. All students are informed of the Attendance Policy and procedures on their first day of study. This is given verbally during orientation and is in the students' English Language Programs Handbook.

#### **4.3. Monitoring Attendance**

- 4.4. The class roll is completed for every class. Lateness and absences are recorded on the roll.
- 4.5. Where a student's absence relates to a medical condition, a medical certificate must be provided.
- 4.6. Student attendance is monitored on a daily basis. All students will be notified of their weekly attendance via email.
- 4.7. The attendance is calculated from the day the student starts at The College and is based on the total number of class hours versus the total number of hours absent.
- 4.8. For students under 18 years of age, attendance is monitored, and appropriate action is taken if a student does not arrive or is absent from class without notice.

#### **4.9. Students at Risk**

- 4.10. Students in week one (1) who have two (2) or more days' absences are sent a Week One warning letter, notifying the student of their attendance requirements.
- 4.11. Before a student's attendance falls below 90% to date, an Attendance Warning Letter 1 is given, sent to the student via email and post and a copy remains on the student's records. The student is then required to meet with the Head of Programs and is counselled as to any issue which may exist.
- 4.12. Where appropriate, The College staff will work with the student, to develop an Action Plan to address the attendance problems.
- 4.13. Records of the meeting are taken and recorded in the student's file. If there are any ongoing well-being related issues, the student is referred to the University Student Welfare Service.
- 4.14. The student's attendance is monitored. If there is improvement, no further action is taken. If there has been further deterioration in student attendance, and before it drops below 80%, Attendance Warning Letter 2 is given, sent to the student via email and post and a copy remains on the student's records. At this stage, the student is also notified they are at risk of being reported to DHA, in PRISMS. The student must attend a second interview with Head of Programs.
- 4.15. If the student does not appear for the second interview or there is no attempt to improve attendance and the student has no chance of reaching the required level of attendance, the

Head of Programs issues Letter 3, an Intention to Report Letter, to the student to inform them that they will be reported to DHA, in PRISMS.

- 4.16. The student has 20 days in which to make a written appeal. Appeals must be made in writing to the Director English Language Centre and must include information in one page or less and evidence provided.
- 4.17. If no appeal is lodged, the student is reported to the DHA for breaching attendance requirements. During the appeals process the student attendance continues to be monitored.

#### **4.18. Missing Students**

- 4.19. Students who do not attend class for five (5) consecutive days and have not notified The College of their absence will be sent a Missing Student Letter.
- 4.20. If students return to class after receiving the Missing Student Letter, no further action is taken.
- 4.21. If the student has not returned to class, two (2) weeks after the Missing Student Letter has been sent and there is no adequate reason given for the absence, the student is reported to DHA, in PRISMS. During this time, attendance continues to be monitored and appropriate correspondence sent.

## **5. GUIDELINES AND REFERENCES**

### **5.1. Related Legislation/Policies/Procedures**

- 5.2. Education Services for Overseas Students (ESOS) Act 2000
- 5.3. National Code of Practice for Providers of Education and Training to Overseas Students 2018

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### STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	6		
<b>Effective Date:</b>	24 July 2020		
<b>Review Date:</b>	24 July 2023		
<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
<b>Endorsed by:</b>	The English Language Committee		
<b>Unit Responsible:</b>	English Language Centre		
<b>Enquiries Contact:</b>	Joan Park E: <a href="mailto:J.Park3@westernsydney.edu.au">J.Park3@westernsydney.edu.au</a>		
<b>Available On:</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

### Summary of Changes from Previous Version

Changes to this policy reflect updates in the National Code of Practice for Providers of Education and Training to Overseas Students, 2018, previously called National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007. Relevant Standards have been re-numbered.