

International Student Attendance Policy

CRICOS Number: 03246J ABN: 96 105 961 135

This policy is a requirement under the National Code 2007, Standard 11. Groves Christian College, as a registered CRICOS provider, must ensure students who are enrolled in its accredited courses are systematically monitored to ensure attendance requirements are met.

Where reference is made to a study period this is recognised as one (1) semester.

1. MONITORING COURSE ATTENDANCE

Satisfactory course attendance is attendance of a minimum of 80% of the scheduled course contact hours.

Student attendance is:

- a. Checked and recorded daily
- b. Assessed regularly
- c. Recorded and calculated over each study period.

All student absences are included in absentee calculations and should be accompanied by a medical certificate, an explanation from the student's carer or evidence that leave has been approved by the Head of School – Secondary or Primary.

Any absences longer than 5 consecutive days without approval will be investigated.

Student attendance will be monitored by the International Student Coordinator every 2 weeks during a study period to assess student attendance using the following method.

- a. Calculating the number of days the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours (6 hours per day) x 20%.
- b. Any period of exclusion from class will not be included in student attendance calculations.

Parents of students at risk of breaching Groves Christian College's attendance requirements will be contacted and students will be counselled and offered any necessary support when they have absences totalling 10% and 15% respectively, during any assessment period.

2. PROCEDURE IF STUDENT HAS FAILED TO MEET SATISFACTORY ATTENDANCE

If calculation of absences indicates the student has passed the attendance threshold for the study period, Groves Christian College will advise the student (in writing) of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the College's internal complaints and appeals process.

The College will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- a. The student does not access the complaints and appeals process within 20 working days
- b. The student withdraws from the complaints and appeals process
- c. The complaints and appeals process results in a decision for the College.

Students will not be reported for failing to meet the 80% threshold where:

- a. The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g. medical illness supported by a medical certificate *and*
- b. The student has not fallen below 70% attendance.

If the student is assessed as having nearly reached the threshold for 70% attendance, the Head of School – Secondary or Primary will assess whether a suspension of studies is in the interests of the student as per Groves Christian College’s Deferment, Suspension and Cancellation Policy.

If the student does not obtain a suspension of studies under the Groves Christian College’s Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined above.

DEFINITIONS

Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents
- Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- A traumatic experience which has impacted on the student (these cases should be where possible supported by policy or psychologists reports)
- Where the school was unable to offer a pre-requisite unit
- Inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

Study period – a discrete period of study within a course which cannot exceed 24 weeks. Groves Christian College defines a ‘study period’ for the purposes of monitoring course attendance and progress as a semester.