CRICOS
Policy Number: MITP41
Policy Name: English Attendance Recording, Monitoring and Reporting Policy

Relevant State / Federal Govt. Legislation
National Code 2007 – Standard 11
Section 19 of the ESOS Act

Contact Officer:
Student Services Coordinator
Administration Officer - Student Records

Date Approved: 1st June 2014
Date of Next Review: 1st June 2016

Related Policies:
MITP07 - Complaints and Appeals Policy

<table>
<thead>
<tr>
<th>Version Control and Change History</th>
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<tbody>
<tr>
<td>Version Number</td>
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1.0 PURPOSE

The purpose of the policy is to ensure students studying at Menzies Institute of Technology maintain an acceptable class attendance record. The National Code 2007 lays out the guidelines for the monitoring of student attendance of overseas students under Standard 11. The Institute will adopt a proactive approach in monitoring attendance and notifying and counseling students who are at risk of failing to meet the accepted attendance requirements. Students who persist in failing to meet attendance requirements, even after attempts by the Institute to notify and counsel them, shall be reported to DIBP in accordance to section 19 or the ESOS Act.

This policy only applies for International Student Visa holders.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.
2.3 “DIBP” refers to Department of Immigration and Border Protection
2.4 “ESOS” refers to the Education Services for Overseas Students Act 2000.

3.0 PROCEDURE

3.1 Recording Attendance

Students are marked present if they are absent for less than 15 minutes of their scheduled session. If a student is absent or late for 16 minutes or more, time will be deducted from their attendance according to the table below:

<table>
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<tr>
<th>Time Range</th>
<th>Deduction</th>
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<td>5 – 15 minutes late</td>
<td>15 minutes deducted</td>
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<tr>
<td>16 – 45 minutes late</td>
<td>30 minutes deducted</td>
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<tr>
<td>46 – 75 minutes late</td>
<td>60 minutes deducted</td>
</tr>
<tr>
<td>76 – 105 minutes late</td>
<td>90 minutes deducted</td>
</tr>
<tr>
<td>Henceforth…</td>
<td>Henceforth…..</td>
</tr>
</tbody>
</table>

VET Students who are attending the classes for additional English language support must also be recorded on the attendance roll and their attendance recorded in the same manner as above. The maximum number of students allowed on the class roll including additional English language support students is 18.
3.2 Monitoring Attendance

- The teacher records the attendance of each student for the scheduled course contact hours on the Class Attendance Roll.

- At the end of class, the student is required to sign on the “Student Signature” column on the attendance sheet. If the student’s signature is not present then the attendance is recorded as 0 hours.

- By the end of each week, each teacher is to date and sign the completed Class Attendance Roll. This is then to be submitted to the Administration Officer - Student Records for entry into the main student attendance record database.

- The Student Services Coordinator shall maintain the overall attendance record database.

- Students are free to request to see a detailed breakdown of their attendance record.

3.3 Reporting Unsatisfactory Attendance

- Teachers will report any student who, without notice, misses two consecutive lessons.

- Any student with a current attendance rate of 85% or below will receive a First Warning on Attendance Record (Poor Attendance Record). This letter is to caution the student of his/her failure to maintain the required attendance level.

- Any student who has been absent for 5 consecutive scheduled class days will receive a First Warning on Attendance Record (5 consecutive absent days). This letter is to caution the student of his/her failure to maintain the required attendance level.

- The Institute will also make an effort to counsel the students who have received the first warning letter under the situations as stated above. Written notifications to students and notes on any counseling session with the student are to be kept in the student’s personnel file by the Student Services Coordinator.

- Any student who is unable to achieve 80% attendance by the end of their course will receive an Intention to Report for Unsatisfactory Attendance. This letter shall inform the student of the Institute’s intention to report the student to DEEWR and DIAC. The letter will also notify the student that he / she will have
20 days from the date of issue of the final warning letter to appeal the Institute’s decision through the Complaints and Appeals process.

- The Institute may decide not to report a student to DIBP as long as the student in question has a **current attendance rate of least 80% AND** the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend class).

- Should a student who has received an **Intention to Report for Unsatisfactory Attendance**, fail to launch an appeal within the required time of 20 days of issue of the warning, or if the student launches an appeal that is unsuccessful, the Institute will notify the DIBP through PRISMS that the student is not achieving satisfactory attendance.

### 4.0 RESPONSIBILITIES

- Recording and submission of classroom attendance is the responsibility of each teacher.
- Monitoring and maintaining attendance records and statistics is the responsibility of the Student Services Coordinator.
- Issuing of student warning letters is the responsibility of the Student Services Coordinator, with approval from the PEO.
- Student counseling is primarily conducted by the Student Services Coordinator or appropriate staff members.
- Reporting students’ non-compliance on attendance to the DIBP is the responsibility of the Administrative Officer with prior approval from the PEO.