



Attendance Policy & Procedure

Purpose

This policy establishes a process for monitoring student attendance, and the imposition of intervention strategies for students whose attendance levels are unsatisfactory.

Scope

This policy applies to all overseas students.

Policy Statement

Students' attendance will be monitored to ensure that UIC facilitates the highest quality of learning possible with its students, and, at the same time, complies with relevant regulatory requirements. Students are expected to be in class 100% of the time. Students whose attendance falls below acceptable levels will trigger the Attendance Monitoring process, and students may ultimately face exclusion as outlined in the supporting procedures.

Overview of Procedures

Students who have been absent for three consecutive days without approval will be contacted and issued with an Attendance Warning Letter. This attendance warning letter will outline the requirements of Visa condition 8202 which states that satisfactory attendance must be maintained. The letter will also encourage students to discuss any issues with the Compliance Officer or RTO Administrator. All communication between the student and the College must be recorded on a Student Communication Record Form.

Students will be informed of this policy and its consequences through the following means:

1. Inclusion of information about the policy in enrolment application form and student contract as a part of the pre enrolment process
2. Induction during the Orientation program.
3. Thorough training of all teachers in this policy, so it can be reinforced in classes.
4. Inclusion of the policy and procedures in the Student Handbook and Policy & Procedures Manual.
5. Inclusion on the UIC Web site.

Procedures

Student attendance will be closely monitored through the following means:

Class Teacher

1. The class teacher will take the roll seven times throughout the duration of the session using an Attendance Sheet. Each session is divided into seven time segments. One scheduled break is shown on the Attendance Sheet.
2. An "A" will be used to show if a student is absent for the time segment. The Comments column should be used to show the time of arrival. E.g. arrived 8.20am.



3. The student must acknowledge their attendance each day on the Attendance Sheet.
4. The Attendance Sheet is to be handed to the Administration Officer at the end of each session.

Administration

1. The Administration Officer will update the Attendance records at the end of each session.
2. Students whose projected attendance has fallen below 85 per cent will receive a First Attendance Warning Letter either hand delivered or sent by post informing them of the requirement to attend classes. The letter outlines Student Visa Condition 8202. The letter asks the student to contact the College's Compliance Officer or CEO immediately to explain any extenuating circumstances and provide any supporting documents for absences.
3. Students whose projected attendance has fallen below 82 per cent will receive a Final Attendance Warning Letter either delivered by hand or sent by post informing them of the requirement to attend classes. The letter outlines Student Visa Condition 8202. The letter asks the student to contact the College's Compliance Officer or CEO immediately to explain any extenuating circumstances and provide any supporting documents for absences. This letter will also outline UIC's intention to report via PRISMS for breaching the attendance conditions of the student Visa if attendance drops below 80%.
4. If attendance further drops below 80 percent the student will be issued an Intention to Report Letter, either delivered by hand or sent by registered post. This letter will outline UIC's intention to report via PRISMS for breaching the attendance conditions of the student Visa for dropping below 80% attendance. The student will be informed of the appeal process and is given 20 days to make an appeal. During this time the student must attend all classes.
5. Students whose attendance have fallen below 80 percent may not be reported if:
 - The student is making satisfactory progress;
 - The student is attending at least 70% of the scheduled course contact hours; and
 - The decision is consistent with this Policy & Procedure.



Deferring, Suspending or Cancelling Enrolment

See Deferring, Suspending or Cancelling enrolment policy and Procedure for more detail.

Students will be able to defer, temporarily suspend their studies, or be granted leave of absence in certain limited circumstances. UIC can only defer or temporarily suspend the enrolment of the student on grounds of: compassionate or compelling circumstances, or misbehaviour.

Leave of absence can only be granted in compassionate or compelling circumstances such as illness or bereavement. It must be applied for on an *Application for Special Leave of Absence Form* at the time of the event. Leave of Absence can not be applied for retrospectively. Applications for Leave of absence will be judged on a case by case basis. Generally, medical certificates which give no detail of the illness (eg. ".....has a medical condition.") will not be considered.

International students should note that government legislation requires UIC to inform the secretary of DEST via PRISMS as required under section 19 of the ESOS Act where the students enrolment is deferred, temporarily suspended or cancelled.



Appeals Process

International students have 20 working days to access UIC Complaints and Appeals Process regarding their exclusion from the College. UIC's Appeals process will be completed within 10 working days after receipt of an appeal. Students whose appeal has been successful will be notified via the Appeals Outcome Letter. A copy of all documentation will be kept in the student file.

Students who have not lodged an internal appeal against exclusion will be reported via PRISMS. Students whose appeal has been rejected will be notified via an Appeals Outcome Letter. This letter will outline the student's right to make an external appeal to an independent external body within 10 days. If this external independent body rejects the student's appeal, then the student will be advised in writing that UIC will be lodging a report on PRISMS. This will lead to an automatic cancellation of the student visa, and PRISMS will generate a Section 20 Notice. UIC will forward this Section 20 Notice to the student. Section 20 requires the student to attend the nearest DIAC office within 28 days of the notice. Following cancellation of the student visa from DIAC, the student will be encouraged to meet with the College CEO or delegate for an exit interview.

UIC's external independent body is:

Australian Council for Private Education and Training (ACPET)

Suite 12, Level 14, 329 Pitt Street, Sydney NSW Australia
Box Q1076, QVB PO, Sydney NSW 1230
Ph: (02) 9264 4490 Fax: (02) 9264 4550
E-mail acpet@acpet.edu.au www.acpet.edu.au

Or

Commonwealth and State or Territory Offices of the Ombudsman

PO Box K825, Haymarket NSW 1240

Level 7, North Wing

Sydney Central, 477 Pitt Street

Sydney NSW 2000

Phone: 1300 362 072 Fax: (02) 9211 4402

Web: www.comb.gov.au E-mail: ombudsman@ombudsman.gov.au

For more detailed information about Complaints and Appeals process please refer to our Complaints and Appeals Policy and Procedure located at www.uniquecollege.com.au