



English Language International Student Attendance Policy

Policy

Carrick is obliged under The National Code 2007 to monitor attendance records and notify the Department of Education, Employment and Workplace Relations (DEEWR) when any international student's attendance falls below 80% of the scheduled course contact hours.

If a student has been absent for more than **five consecutive days** without approval or s/he is at risk of not attending 80% of the scheduled course contact hours Carrick will endeavour to contact and counsel the student to determine the reason for his/her absences.

1.0 Guidelines

- 1.1. Carrick will calculate a student's attendance based on the contact hours and minutes which a student has actually attended class.
- 1.2. Attendance is reviewed every week by the Head of English Language to determine students at risk of not attending 80% of the scheduled course contact hours.
- 1.3. An international student who has been absent for more than **five consecutive days** without approval will be contacted by the Student Services Department upon request from the Head of English.
- 1.4. Where the course duration is equal to or greater than 12 weeks, the procedures outlined below will be followed.
 - 1.4.1. An international student who has missed 10% of the scheduled course contact hours will receive an **At Risk Attendance Notification Letter (1)**. The letter will outline the student has missed 10% of the scheduled course contact hours and advise the student to attend an appointment with the Student Services Department.
 - 1.4.2. An international student who has missed 15% of the scheduled course contact hours will receive a second **At Risk Attendance Notification Letter (2)**. The letter will outline the student has missed 15% of the scheduled course contact hours and advise the student to attend an appointment with the English Language Coordinator/Head of English Language.

- 1.4.3. An international student who has missed more than 20% of the scheduled course contact hours will receive an **Intention to Report Letter**. The letter will outline the student has missed more than 20% of the scheduled course contact hours and advise the student of Carrick's intention to report the student to the Department of Education, Employment and Workplace Relations (DEEWR) for unsatisfactory attendance.
- 1.5. Where the course duration is less than 12 weeks, the procedures outlined below will be followed.
 - 1.5.1. An international student who has missed 10% of the scheduled course contact hours will receive an **At Risk Attendance Notification Letter**. The letter will outline the student has missed 10% of the scheduled course contact hours and advise the student to attend an appointment with the English Language Coordinator/Head of English Language.
 - 1.5.2. An international student who has missed more than 20% of the scheduled course contact hours will receive an **Intention to Report Letter**. The letter will outline the student has missed more than 20% of the scheduled course contact hours and advise the student of Carrick's intention to report the student to the Department of Education, Employment and Workplace Relations (DEEWR) for unsatisfactory attendance.
- 1.6. An international student has the right to appeal against Carrick's notification of its intention to report the student for unsatisfactory attendance. *SMP 9 Student Complaints & Appeals Procedure* details Carrick's complaints and appeals procedure.
- 1.7. *The National Code 2007* enables Carrick not to report a student, if s/he appeals, for unsatisfactory attendance, if:
 - i. the student provides evidence clearly demonstrating compassionate and compelling reasons (see *SMP 31 Compassionate and Compelling Circumstances*), and
 - ii. the student has not missed more than 30% of the scheduled course contact hours.
- 1.8. Where an appeal has been upheld, and the student's attendance continues to drop, a **second** Intention to Report letter will be issued. The student can access the appeals process again. Each appeal is considered independently, and the outcome of the first appeal will not affect the outcome of the second appeal.

2.0 Recording of Attendance

- 2.1. All students will be required to sign, at the commencement and completion of each class using the *Student Daily Attendance Sheet*.
- 2.2. At the end of each class, teachers will submit the Student Daily Attendance Sheet to the English Language Processing Operator.

- 2.3. The English Language Processing Operator will input the 'sign-in' and 'sign out' data into the Student Management System (Wise.NET) which automatically calculates the contact hours attended.

Once all information is recorded into the Student Management System (Wise.NET) all *Student Daily Attendance Sheets* are stored within the Head of English Language's office.

Related Policy

SMP 9 Complaints & Appeals Procedure

SMP 31 Compassionate and Compelling Circumstances

Policy Locations

P: Drive

Website

MyCarrick