

ATTENDANCE POLICY AND PROCEDURE

Definitions

- a. 'The College' means Australian Pacific College (APC), English Unlimited (EU) and Australian Pacific Travel & Tourism (APTT).
- b. 'Compassionate or compelling circumstances' - circumstances are generally those beyond the control of the student that are having an impact on the student's progress through a course. These could include, but are not limited to:
 - i. serious illness,
 - ii. bereavement of close family members such as parents or grandparents,
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies,
 - iv. an experience or circumstances which has or will impact on the student's ability to study,
 - v. where the College was unable to offer a pre-requisite unit,
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

The above examples serve as a guide only. For circumstances to be considered as compassionate or compelling, evidence would usually need to be provided. For further information please see a Student Care Officer.

- c. 'ELICOS teachers': Teachers employed by the College to teach English Language Intensive Courses for Overseas Students at APC or EU.
- d. 'National Code' means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
- e. 'Satisfactory course attendance' means attendance of at least 80% of scheduled course contact hours for the study period.
- f. 'Study period' for attendance purposes is defined as:
 - i. for ELICOS courses, the **lesser** of 6 months (26 weeks) **or** the length of the Confirmation of Enrolment for the course,
 - ii. for vocational courses, 1 term, or where the course is 1 term in length or shorter, 2 consecutive subjects
- g. 'Vocational trainers': Trainers engaged by the College to teach vocational courses at APC or APTT.

1. Policy

- a. Standard 11 of the National Code requires the College *to systematically monitor students' compliance with student visa conditions relating to attendance.*
- b. The College is required under section 19 of the ESOS Act to be *proactive in notifying and counselling students who are at risk of failing to achieve satisfactory course attendance and to report students who have not achieved satisfactory course attendance.*



- c. In compliance with the College's obligations under the National Code, student attendance shall be:
 - i. checked and recorded daily by use of a class roll,
 - ii.ii) assessed every 2 weeks,
 - iii.iii) recorded and calculated over each study period.
- d. The College expects students to maintain 100% attendance. Student visa holders are required under the conditions of their visa to attend at least 80% of the scheduled course contact hours.

2. Procedure for marking rolls

- a. ELICOS teachers are required to mark and sign off on daily class rolls for each lesson and update information in the college's student management system. Rolls shall be printed from the student database for each class. Teachers shall use the following codes when marking class rolls:

APC and APTT

- / = present
- a/ = arrived late, after the first 15 minutes of class (lose half lesson, i.e. 1hr/0.5hr)
- /a = left early (lose half lesson, i.e. 1hr/0.5hr)
- a = arrived in second half or absent (lose whole lesson, i.e. 2hrs/1hr)
- x = first day at the college

English Unlimited

- / = Present for 1 hour
- X = Present for 2 hours
- A = Zero attendance

Class rolls are to be scanned at the end of each week.

- b. Vocational trainers are required to mark and sign off on class rolls for each lesson and update information in the college's student management system. Trainers shall use the following codes when marking class rolls:

- P = present
- P1 = arrived late, after the first 15 minutes of class (lose half lesson)
- P2 = arrived in second half or absent (lose whole lesson)
- P3 = left early (lose half lesson)
- A = absent from class
- B = asked to leave class for behavioural reasons

- c. Class rolls are to be scanned at the end of each term.

3. Procedure for monitoring attendance (ELICOS only)

- a. All absences due to illness should be accompanied by a medical certificate and a sick leave form.

For Under 18 year old students (APC Sydney and APTT only)

- b. All absences due to illness should be accompanied by a medical certificate or an explanatory communication from the student's carer.
- c. Parents/guardians of students will be contacted each time the student has an unexplained absence. This means that the College contacts them after the morning roll-call session.

Absences of 5 consecutive days

- d. Any absences longer than 5 consecutive days without the approval of the College will be investigated as a matter of urgency after the 5 days have passed (i.e. on the 6th day) as follows:



(i) The Student Care staff will attempt to contact the student by phone or

