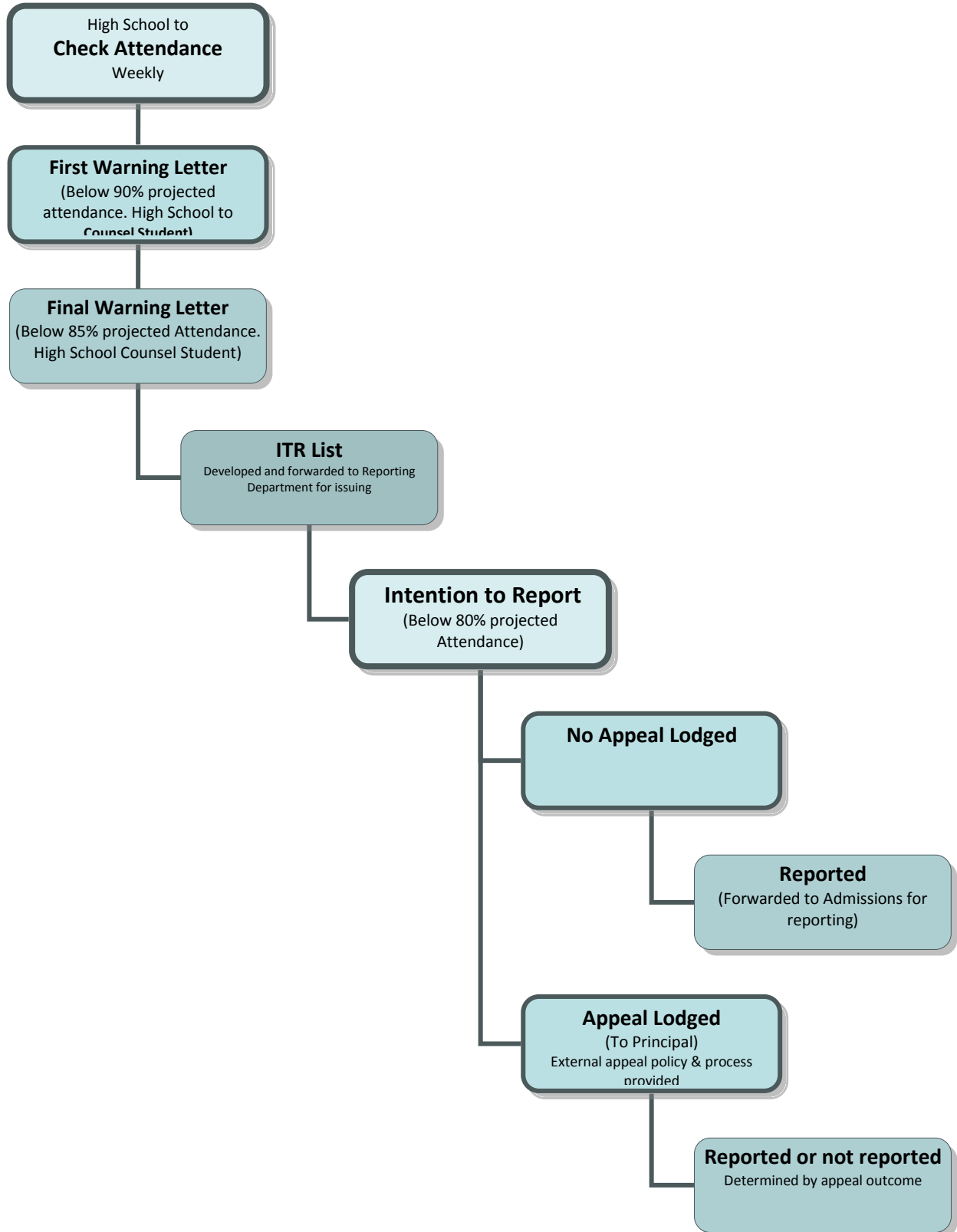


ATTENDANCE REPORTING FLOWCHART



ATTENDANCE REPORTING FLOWCHART

<p><u>Attendance Information</u></p>	<p>All students are informed of the attendance policy of ANC High School and their attendance requirements for visa purposes at student orientation. This information is also provided in the student orientation booklet and student handbook. A copy of attendance requirements is also placed on all school noticeboards and in every classroom.</p> <p>Homeroom teachers remind students daily of the attendance policy which is on the daily homeroom agenda.</p> <p>With the exception of genuine illness and/or urgent private affairs, students are expected to attend all scheduled classes. For an absence of more than 2 days students are required to produce a medical certificate from a registered medical practitioner.</p> <p>Lateness is not acceptable and the student may be marked absent for late arrivals. This is at the discretion of the Principal and/or classroom teacher.</p>
<p><u>STEP 1</u></p>	<p>Check Attendance</p> <p>High School Staff to input attendance weekly.</p>
<p><u>STEP 2</u></p>	<p>Send First Warning Letter</p> <p>First warning letter sent to students with projected attendance below 90%. <i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or Agent.</i> Student asked to make an appointment to see the Principal to discuss their attendance.</p>
<p><u>STEP 3</u></p>	<p>Student Counselling <i>High School staff to counsel student.</i></p> <p>At attendance counselling the student will be reminded of attendance policies, and that satisfactory attendance is a student visa requirement. The student will also be given a copy of the First Warning Letter to sign and this is kept on file.</p> <p>Counselling processes <u>must</u> inform the student that if attendance falls below the required level the student will be reported and the student visa is at risk of being cancelled.</p> <p>Attendance Intervention Strategy Form to be completed, signed by the student and placed on the student file.</p> <p><i>Any questions regarding the student visa conditions and possible outcomes of breaches should be referred to DIAC</i></p> <p><i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or Agent.</i></p>
<p><u>STEP 4</u></p>	<p>Send Second/ Final Warning Letter</p> <p>When a student's projected attendance falls below 85% Second/Final warning letter sent to student.</p> <p><i>If student is under 18 years, a copy of the letter is sent to the Guardian &/or Agent.</i></p>

	<p>High School staff to counsel student. The student will also be given a copy of the Final Warning Letter to sign and this is kept on file.</p> <p>Student asked to make an appointment to see the Principal to discuss their attendance.</p>
<u>STEP 5</u>	<p>ITR List</p> <p>A list is sent to the Reporting Officer of all students who require an ITR to be sent.</p>
<u>STEP 6</u>	<p>Intention to Report (ITR)</p> <p>If a student's attendance falls below 80% of their program they will be informed of the <i>Intention to Report Letter</i> and a <i>Recommendation to Cancel</i> form will be completed.</p> <p>Internal & external appeal policy and process provided to student</p>
<u>STEP 7</u>	<p>No Appeal Lodged</p> <p>Go to <u>Step 9</u></p>
<u>STEP 8</u>	<p>Appeals Lodged</p> <p>All appeals to be forwarded by student to the Principal <i>(Appeals process activated)</i> <i>If internal appeal is denied, the student is reminded of the external appeal process.</i></p>
<u>STEP 9</u>	<p>To be Reported</p> <p>Recommendation to Cancel CoE Form to be completed by Reporting Officer and forward to Admissions</p>
<u>STEP 10</u>	<p>Admissions</p> <p>Complete cancellation process and file paper work in students file</p>