

## **STUDENT ATTENDANCE POLICY – INTERNATIONAL STUDENTS**

### **1.0 Purpose**

- 1.1 The purpose of this policy and procedure is to ensure that The Australian International Performing Arts High [AIPAH] international students' abide by the requirements of The National Code 2007 as per Standard 11 – Monitoring Attendance.
- 1.2 This policy applies to all international students enrolled in years 7 to 12 offered by AIPAH

### **2.0 Responsibility**

- 2.1 The Principal is responsible for the implementation of this policy/procedure in relation to the entry of the attendance into the AIPAH system and to ensure that staff and students are aware of its application and that staff implement its requirements.
- 2.2 The Principal is responsible for monitoring attendance and the subsequent notification to students and to ensure that staff and students are aware of its application and that staff implement its requirements.

### **3.0 Requirements**

- 3.1 Procedures and requirements for the taking of rolls, a student's late arrival, early departure or leave application are as per the AIPAH attendance policy for local students. For international students further compliance is expanded on in this specific attendance policy for international students.
- 3.2 Attendance is based on the contact hours attended by a student during a study period being one term.
- 3.3 Attendance is analysed on a weekly basis by projected attendance over the duration of the term.
- 3.4 All students are expected to attend 100% of all scheduled courses and classes. This includes excursions, assemblies, sport, organised speakers and whatever else is deemed to be part of the curriculum.
- 3.5 Students must attend 80% of scheduled course hours to achieve satisfactory attendance for the term
- 3.6 If attendance falls, the student is warned and counselled accordingly via letters, interviews, SMS messages and phone calls. All forms of contact are recorded and retained on the student's file.
- 3.7 Students will be sent a minimum of two warning letters when projected attendance for the term reaches 90%-85%.
- 3.8 Students whose projected attendance falls below 80% will immediately be advised in writing via an *Intention to Report* letter that they will be reported to DIAC and DEEWR for unsatisfactory attendance in 20 working days from the date of the letter, and are offered access to the *Appeals policy and procedure* of the School.
- 3.9 If the student chooses not to access the *Appeals Policy and Procedure* within the 20 day period, withdraws from the process after the date stated on the *Intention to Report* letter, or the process is completed and results in a decision which supports AIPAH then the School will notify the Secretary of DEEWR via PRISMS that the student has not achieved satisfactory attendance as soon as practicable).
- 3.10 If a student is absent from school for a period of 1 week and no contact has been made with or information received about the student during this time, then the process of reporting the student as an "inactive withdrawal /cessation of studies" will begin.
- 3.11 If a student fails to return to school on the specified date after a granted deferment, and no contact has been made with or information received about the student during this time, then the process of reporting the student as an "inactive withdrawal/cessation of studies "will begin.

- 3.12 If a student informs the school that they will not be returning even though they have been counselled to the effect of this decision, is absent from school for a period of 1 week and no contact has been made with or information received about the student during this time, then the process of reporting the student as an “active withdrawal /cessation of studies “will begin.

#### 4.0 **Method**

- 4.1 Teachers take the roll for each class, indicating late arrivals or early departures – as per the attendance policy for local students.
- 4.2 Attendance rolls are submitted by teachers to the attendance administrator to enter the attendance record of each student into the attendance system - as per the attendance policy for local students.
- 4.3 Attendance is calculated in the attendance system by the number of hours attended.
- 4.4 Any absences substantiated by a medical certificate will still be recorded as absent and kept in the student files.
- 4.5 Attendance is analysed weekly and students counselled as/if needed.
- 4.6 At attendance counselling the student will be reminded of the attendance policies, that satisfactory attendance is a student visa requirement. Counselling processes will 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. Any questions regarding the student visa conditions and possible outcomes of breaches should be referred to DIAC.
- 4.7 When a student’s projected attendance falls below 80% an *Intention to Report* letter is sent to the student. A list is maintained by the Principal of those students to whom the letter is sent.
- 4.8 Once a student has been advised of possible reporting via an *Intention to Report* letter and chooses to access the *Appeals policy and procedure*, and subsequently appeals the decision to report, the School may choose not to report a student if:
- 4.8.1.1 The student is attending at least 70% of their scheduled contact hours; and
  - 4.8.1.2 The student can provide documented evidence under *Compassionate and Compelling* (see 5.7), and
  - 4.8.1.3 The decision is consistent with the schools documented attendance policy and procedures
- 4.9 After 20 working days have elapsed from the date of the *Intention to Report* letter if no appeal has been submitted and the student is below 80% projected attendance, the *Recommendation to Cancel* is completed and forwarded to Admissions for reporting on PRISMS.
- 4.10 If the student’s attendance is between 70% and 80% and the Appeal is unsuccessful, the student is advised of their right to an external appeal. Students have 10 working days from the date of the outcome of appeal to access the external appeals process if they choose. If the student chooses not to appeal externally or if the 10 working days have passed then the *Recommendation to Cancel* is forwarded to Admissions for cancellation on PRISMS.
- 4.11 If the student’s attendance is between 70% and 80% and the appeal is successful, details are noted on the spreadsheet maintained by the Principal and all records are kept in the student’s file. The student will not be reported.

#### 5.0 **Student Absent for 5 consecutive days**

- 5.1 The attendance system identifies students who are absent for five consecutive days
- 5.2 When the attendance is analysed and such an absence is discovered the following will occur:

- 5.2.1.1 Attempted contact made by telephone and in writing to the student
  - 5.2.1.2 Attempted contact through classmates, SMS and email
  - 5.2.1.3 Contact guardian and agent if student under 18yo; and agent, if student is over 18yo
  - 5.2.1.4 Contact the student's emergency contact
  - 5.2.1.5 Contact the student's parent(s)/guardian(s) overseas
  - 5.2.1.6 Contact police if required
- 5.3 All contact is documented
- 5.4 For under 18yo students, once all avenues have been exhausted and the student cannot be found, the student will be reported by Student Services to DIAC under a welfare concern
- 5.5 For over 18yo students, if the student's attendance is at risk of falling below 80% due to the absences, 3.7 to 3.11 is implemented above

## 6.0 Inactive and Active Withdrawals – Cessation of studies \*\*

**\*\*This process is only applicable when the student has fulfilled [completed] the 6 month mandatory enrolment of their primary course – Preliminary course/year 11- as prescribed by DIAC regulations.**

- 6.1 If a student is absent from school for a period of 1 week for any reason and/or after failing to return from a deferment Student Services will be notified. Student Services will then attempt to contact the student and/or his/her agent and/or guardian to get information about the whereabouts of the students and reason[s] for their absence.
- 6.2 If contact has been made and a satisfactory reason for the absence is presented with an expected return date to school for the student then no further action will be taken by Student Services
- 6.3 If no contact has been possible over a period of 2 weeks since the student's last attendance was reported to Student Services then the student and his/her agent and /guardian will be informed by letter sent to the last know address, informing the student that after 1 school week from the date of the letter, the student will be reported through PRISMS as an Active/Inactive Withdrawal for Cessation of Studies. Students who are under 18years old will also have their CAAW withdrawn.

## 7.0 Definitions

- 7.1 Satisfactory attendance: attendance at a minimum of 80% scheduled contact hours
- 7.2 Projected attendance: Current actual attendance plus maximum remaining attendance divided by the total scheduled hours for the term
- 7.3 Consecutive days absent: This refers to five consecutive days of classes missed.
- 7.4 DEEWR: Department of Education Employment and Workplace Relations
- 7.5 PRISMS: Provider Registration of International Students Management System
- 7.6 Intention to Report letter: letter advising students that they have breached the 80% attendance requirement and that they have 20 working days from the date of the letter before they will be reported to DIAC for unsatisfactory attendance. Students are offered access to the Appeals Policy and Procedure in this letter.
- 7.7 Compassionate and compelling circumstances: are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. AIPAH will make this determination of assessment at its discretion and evidence for grounds may include:

- A serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (documented evidence required)
- Major political upheaval or natural disaster in the home country requiring emergency travel
- A traumatic experience which may include: involvement in or witnessing of a serious accident or crime and that these cases are supported by a psychologist's report

## **8.0 Records**

8.1 Copies of counselling & warning letters kept in student's file  
Letters for this policy:

**8.1.1** First Warning Letter

**8.1.2** Final Warning Letter

**8.1.3** Intention to report letter

**8.1.3.1** Compassionate or compelling reasons evidence

**8.1.3.2** Copy of Section 20 notice

## **9.0 Records**

9.1 Copies of counselling and warning letters kept in the student's file

9.2 Evidence of compassionate or compelling reasons

9.3 Copy of Section 20 notice