



Attendance monitoring policy and procedures

Cambridge International College (CIC) will record the attendance of each student for the scheduled course contact hours for each **CRICOS registered VET sector or English course** in which the student is enrolled.

Attendance Requirement

Students will be required to attend at least 80% of their timetabled class/course contact hours. CIC will not proceed with the report to DEEWR via PRISMS where a student's attendance falls below 80% if the following conditions are met:

1. The student's potential attendance has not fallen below 70% AND
2. VET & Non-Award Courses - the student is making satisfactory academic progress OR
English courses – the student has compelling or compassionate reasons

Overview - attendance monitoring

- (i) As per student visa regulations and attendance requirements for students who have been granted student visas (overseas students), and as per the *National Code of Practice 2007, Standard 11 – Monitoring Attendance*, CIC will keep attendance records for each CRICOS registered course for which overseas students are enrolled and for each overseas student.
- (ii) These records will be able to reflect in a progressive manner the attendances and absences for each currently enrolled overseas student in each unit of the course for which the overseas student is enrolled into.
- (iii) Individual unit/class attendance records for each overseas student are maintained. These records are maintained on a class and course basis.
- (iv) An overseas student's attendance is calculated over the following period:
 - o VET courses - 18 weeks/semester or 9 weeks/term (where the duration of the course is 1 term only)
 - o English courses - 10 or 12 weeks (study period or course length) or 20 weeks (course length)

Manner in which attendance and absences are recorded

- (i) Attendance records are maintained in both hard-copy (class rolls) and electronic (student data management system) form.
- (ii) Class rolls are marked by the individual class trainers/teachers.
- (iii) Staff Coordinators monitor the accuracy of teacher class roll marking.

Process for assessing satisfactory attendance

- (i) The Attendance Department monitor student attendance to identify students who are at risk of not maintaining satisfactory attendance.
- (ii) Attendance monitoring is undertaken weekly. This will ensure that CIC will be able to make an accurate assessment of whether students are:
 - o maintaining satisfactory attendance
 - o at risk of not maintaining satisfactory attendance
 - o have not maintained satisfactory attendance

Process for calculating students' potential attendance

- (i) Students' attendance data recorded on hard copy class rolls by teachers is entered onto the student data management system on a weekly basis.
- (ii) Potential attendance figures are generated from the student data management system's attendance calculation formula -
 - o The formula takes into account the maximum potential timetabled hours for the period over which attendance is being monitored, attendance monitoring period dates, absences entered for a student and the date at which the potential figure is being generated/date of report generation.
 - o Each report expresses as a percentage the best possible attendance that a student could achieve over the attendance calculation period with regards to absences entered for a student to the data collection entry date.

Process for monitoring attendance

- (i) Potential attendance reports are generated from the student data management system and posted on student notice- boards weekly.
- (ii) The potential attendance reports have the following features:
 - o Date of generation of report
 - o Date to which the attendance data has been collected, entered and used as a basis for the attendance calculation
 - o Dates of the attendance calculation period
 - o Course name and group numbers
 - o Student ID number
 - o Student potential attendance figure
 - o Identification of any student whose attendance is at risk or who have not maintained satisfactory attendance
- (iii) A student whose attendance has fallen to 92% will be sent the *Attendance Warning* communication. This communication advises the student to make an appointment to see a CIC staff member to talk about their attendance. At the attendance session, the staff member will provide the student with information about attendance requirements, determine the reason for absence/s, identify if there is a CIC error in the attendance monitoring or calculation, and where relevant, refer the student to student welfare or support services offered by CIC.
 - *This communication is sent to the student's student ID email account¹.*

(iv) A student whose attendance has fallen to 79% will be sent the *Unsatisfactory Attendance* (NIR) communication. This communication advises the student that their attendance is unsatisfactory and that CIC is required to notify them that they intend to report to DEEWR via PRISMS that their attendance is unsatisfactory. This communication also advises students that they may appeal CIC's intention to report to DEEWR by accessing CIC's Student Complaints & Appeals process within 20 working days of the date of the communication. The communication also advises students to continue attending their classes until an outcome from the complaints & appeals process is reached. Refer to the *Student Complaints & Appeals policies and procedures* document.

- *This communication is sent to the student's student ID email account.*

Notification to DEEWR/DIAC via PRISMS

- (i) CIC will notify DEEWR via PRISMS of any student who has been identified as not maintaining satisfactory attendance as per the following:
- The student did not access CICs internal Student Complaints & Appeals process and the 20 working day period has elapsed.
 - The student accessed CICs internal appeals process, the appeal was not upheld and the student did not proceed to the external appeals process.
 - The student accessed CICs external appeals process and was not upheld.
- (ii) The Attendance/Enrolment Variation department verifies that the student file documentation is consistent with CIC attendance policy, that no errors of attendance entry or calculation have occurred and that no other matter erroneously contributed to a determination that the student did not maintain satisfactory attendance.
- (iii) The Enrolment Variation Department notifies DEEWR via PRISMS (Section 20 Notice) of the breach of student visa condition 8202.

Detail of Procedures related to attendance recording

Attendance recording implemented by class trainers/ teachers

- (i) Trainers/teachers mark individual student attendance on class rolls at the commencement of each class and where necessary at the end of each class.
- (ii) Attendance notations are as follows: Present = X, Absent = 0, Late = L or OL, Early = E or XE
- (iii) Students attendance, absence or part thereof, is marked in the relevant cell of the attendance roll
- (iv) Partial attendance is recorded if a student arrives late to class or leaves class early (15 minutes after the commencement or 15 minutes prior to the conclusion of the class).
- (v) At the discretion of the trainer/teacher, the trainer may deny a student access to a class where they arrive after the mid-class break on the grounds that very late entry to class is disruptive to other students and may be considered under CIC's misbehaviour policy especially where the student is consistently very late to class (or consistently leaves class early).
- (vi) At the conclusion of marking the roll, trainers must initial the roll in the appropriate spot, and return the roll to the staff room, and the appropriate folder.

Attendance recording implemented by the Attendance Officers

VET courses –

- (i) Each term class timetables are entered into the student data management system.
- (ii) Students are allocated to timetables on the student data management system.
- (iii) Class rolls are generated for the commencement of each term.

English courses –

- (i) New students are given an *Allocation to class* form after the intake placement test.
- (ii) New and continuing students are allocated to timetables on the student data management system.
- (iii) Class rolls are generated every Monday.

Recording of Attendance

- (i) Rolls are printed and placed in attendance folders.
- (ii) Attendance/absence is entered into the database each week from the hard-copy rolls.
- (iii) Weekly attendance reports are generated and posted on student notice boards.
- (iv) Weekly attendance reports are retained by the Attendance Department

Alterations to the roll

- (i) Any alterations made to the class roll require the initials of the staff member altering the roll.
- (ii) Alterations will be reviewed by the Attendance Coordinator.
- (iii) The Attendance Coordinator may alter the class roll where an error is detected. The Attendance Coordinator will initial the alteration.



Approved Periods of suspension of studies or deferral of studies

- (i) Attendance/absence is not recorded for students who have been granted an approved period of suspension or deferral of studies.
- (ii) A note is made on the student data management system of the period of approved suspension/deferral.

Refer to the CIC policy document on approved periods suspension or deferral of studies.

Suspension or exclusion from class – misbehavior

- (i) Attendance/absence is not recorded for students whose enrolment has been suspended for misbehavior.
- (ii) Attendance/absence is not recorded for students who have been temporarily excluded from class for misbehavior
- (iii) A note is made on the student data management system of the period or suspension or

Refer to the CIC policy document on provider initiated suspension of studies.

Re-commencement of classes (after term/study break)

- (i) Class rolls are reviewed in week one of study re-commencement to identify students who have not recommenced studies.
- (ii) Students who have not recommenced in week one are contacted by administration and are marked absent.
- (iii) Class rolls are reviewed in week two of study re-commencement to identify students who have not recommenced studies.
- (iv) Students who have not recommenced in week two are contacted by administration and are marked absent.
- (v) CIC notifies DEEWR via PRISMS within 14 days where it is identified that a student has not recommenced studies.

Medical certificates other documentation which establishes compassionate or compelling grounds - ELICOS courses

Medical certificates or other acceptable documentation may be considered to substantiate compelling or compassionate circumstances which may have prevented a student from maintaining the 80% attendance requirement

Public holidays

Attendance is not recorded on Australian and State public holidays.



Who is responsible for recording, monitoring, counseling and reporting on attendance

- Attendance Department
- Enrolment Variation Department
- Course Leaders
- Trainers/trainers

Evidence and documentation to support these procedures

Student data management system records

- Weekly attendance reports
- Electronic attendance records
- Class timetables

Hardcopy records (uploaded to the student data management system)

- Attendance Warning communication & NIR
- Hardcopy rolls
- Section 20 notice generated by PRISMS
- Notification of Breach of Attendance requirements form
- Course progress records (VET students)
- Medical certificates (ELICOS students)
- Attendance review notes/records/email correspondence, e.g. attendance review form

Other documentation:

- Medical documents
- Letters of Support from qualified professionals
- Other documentation to support legitimate assessment of student absences from class
- Applications and outcome to defer or suspend studies form
- SCV

ⁱ Students have been notified that this is the primary method of communication re notices required under 11.6 and 10.6 of the National Code. Students have also signed acceptance to receiving communication from CIC in this form via the Student contact details form.