# ATTENDANCE POLICY

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>UOW College Academic Board</th>
<th>Date:</th>
<th>15 September 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Effective:</td>
<td>15 September 2015</td>
<td>Date of Next Review:</td>
<td>September 2016</td>
</tr>
<tr>
<td>Document No:</td>
<td>POL-UOWC-02</td>
<td>Revision:</td>
<td>11</td>
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<tr>
<td>Custodian:</td>
<td>Academic Program Manager, English Language Centre Manager.</td>
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## Supporting Documents, Procedures & Forms:
- Admissions Policy
- Course Progress Policy
- Critical Incident Policy
- Deferment, Suspension, and Cancellation Policy
- Delegations of Authority – Part B – UOWC Ltd Academic Delegations
- Student Grievance Policy
- The Vocational Course Progress Policy
- UOW College Critical Incident Procedure
- UOW College Student Handbook

## References & Legislation:
- **National Code of Practice for Providers of Education and Training to Overseas Students 2007** (the National Code)
- **Education Services for Overseas Students Act 2000** (ESOS Act)
## Contents

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1 Purpose of Policy

1.1 This policy establishes the expectations of acceptable attendance levels for UOW College students.

1.2 The policy provides the requirements, definitions, and actions taken to ensure systematic compliance with student visa conditions and other student attendance requirements.

1.3 This policy outlines specific attendance related roles and responsibilities for UOW College staff and students.

2 Scope of Policy

2.1 This policy applies to all students enrolled in UOW College:

a. English language programs,

b. UOW College Higher Education diplomas, and

c. UOW accredited courses including the University Access Program (UAP), Foundation Studies Program (FSP), University Entrance Certificate (UEC), and Special Tertiary Entrance Program (STEP).

2.2 Attendance of international students enrolled in UOW College vocational courses will not be monitored, in line with the Vocational Course Progress Policy.

3 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Active</td>
<td>Course status where student course progress has been satisfactory.</td>
</tr>
<tr>
<td>At Risk</td>
<td>Any student identified as having an attendance calculation close to the 80% minimum requirement but still able to achieve satisfactory attendance for the monitoring period.</td>
</tr>
<tr>
<td>Compassionate and Compelling Circumstances</td>
<td>Are generally any circumstances beyond the control of the student and have had an impact upon the student’s course progress or wellbeing. These may include but are not limited to:</td>
</tr>
<tr>
<td></td>
<td>- serious illness or injury, where a medical certificate states that the student was unable to attend classes,</td>
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<td></td>
<td>- bereavement of close family members such as parents of grandparents (death certificates must be provided),</td>
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<td>- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student’s studies,</td>
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<tr>
<td></td>
<td>- a traumatic experience, such as involvement in or witnessing a serious</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Cycle</td>
<td>A defined period of study in a UOW College English Language course.</td>
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<tr>
<td>Exclusion/Excluded</td>
<td>Course status following probation where a Student's course progress has again been deemed unsatisfactory and that Student must re-apply for admission to the College.</td>
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<tr>
<td>Leave of Absence</td>
<td>A period of approved leave from the College</td>
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<tr>
<td>Monitoring Period</td>
<td>A period of time within a course during which attendance will be monitored and calculated.</td>
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<tr>
<td>Natural Justice</td>
<td>Principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence.</td>
</tr>
<tr>
<td>Official Notification</td>
<td>Written information delivered in hard copy or electronically to the address(es) provided by the student.</td>
</tr>
<tr>
<td>Probation</td>
<td>Course status following referral where a student’s course progress has again been deemed unsatisfactory.</td>
</tr>
<tr>
<td>Referral</td>
<td>Course status where a student on a course status of active in the previous monitoring period has not achieved satisfactory course progress, or where a student on a course status of probation has achieved satisfactory course progress.</td>
</tr>
<tr>
<td>Restricted</td>
<td>Course status where a student has been excluded and the student is engaged in the grievance process in an appeal against this exclusion (i.e. the outcome of an appeal is pending or the timeframe to submit another appeal has not expired).</td>
</tr>
<tr>
<td>Session</td>
<td>A defined period of study comprising fourteen weeks for academic programs</td>
</tr>
<tr>
<td>Student</td>
<td>Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as learner.</td>
</tr>
<tr>
<td>Subject</td>
<td>A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College.</td>
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</tbody>
</table>
| Teacher             | A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of
4 Policy Principles

4.1 This policy’s application to students is guided by the principles that:
   a. all students shall be treated fairly and openly, and
   b. all students are responsible for their own attendance.

4.2 Underlying the policy directives within this policy are the principles of equity, consistency, transparency, and natural justice.

5 Attendance Expectations

5.1 UOW College expects that all students will attend all scheduled classes.

5.2 UOW College is required to monitor the attendance of all international students, enrolled in Foundation Studies or English language programs, studying on a student visa in order to ensure compliance with the requirements of the ESOS Act and also the National Code.

6 Attendance Monitoring

6.1 The monitoring of attendance is required as outlined by the National Code for all Foundation Studies and English language program students.

6.2 Student attendance is not required to be monitored for students enrolled in:
   a. UOW College Higher Education diplomas, and
   b. UOW accredited courses including the University Access Program (UAP), and Special Tertiary Entrance Program (STEP).

However, attendance will be recorded for all students enrolled at UOW College in order to provide any support services and to assist with determinations of course progress, or class participation requirements.

6.3 The College will contact, and endeavour to provide appropriate support to any student who has an extended period/s of absence.

6.4 Student attendance is recorded for each hour of class. Should a student miss a portion of an hour of class the following attendance records will be retained.

6.4.1 A student who is absent for 0-15 minutes of an hour of scheduled class will have 1 hour’s attendance recorded.

6.4.2 A student who is absent for 16-45 minutes of an hour of scheduled class will have 0.5 hour’s attendance recorded.
6.4.3 A student who is absent for 46-60 minutes of an hour of scheduled class will have 0 hour’s attendance recorded.

6.5 Administration staff will also monitor attendance throughout each session or cycle.

7 Australian Immigration Department Requirements

7.1 The Australian Immigration Department requires that international students, enrolled in Foundation Studies or English language programs, studying on a student visa are required to attend at least 80% of their scheduled course contact hours.

7.2 UOW College has discretion to decide not to report a student enrolled in a UOW College English language program who has breached the Australian Immigration Departments student visa 80% attendance requirement where:
   a. The student has a minimum of 70% attendance, and
   b. The student can provide documentary evidence (such as medical certificates) outlining compassionate and compelling circumstances to explain the periods of absence.

7.3 UOW College has discretion to decide not to report a student enrolled in a UOW College Foundation Studies Program who has breached the Australian Immigration Departments student visa 80% attendance requirements where:
   a. the student has a minimum of 70% attendance, and
   b. the student is meeting satisfactory course progress requirements as outlined by the Course Progress Policy.

7.4 Where UOW College decides not to report a student, the student will be counselled and advised of additional student support services.

7.5 Under the National Code UOW College is required to report to the Australian Immigration Department any relevant student who has attended fewer than 70% of scheduled course contact hours in any monitoring period.

8 Communications

8.1 Students whose attendance is in danger of falling below 80% will be sent written correspondence via SOLS requesting that they attend classes more regularly and, where appropriate, to formally explain personal reasons for not attending classes. For this reason it is important that students regularly check their SOLS mail.

8.2 Students may also be requested to make an appointment with a Student Advisor in order to explain their poor attendance. The Student Advisor will counsel them regarding their attendance and any visa compliance issues.
8.3 Students will be contacted regularly throughout the session via SOLS, and possibly telephone, if their attendance is at risk of not meeting student visa requirements, or course specific attendance requirements.

8.4 Student Advisors may contact a student’s agent and, if relevant, sponsors regarding poor attendance.

8.5 Where a student does not respond to warning correspondence, a student’s guardian/parent, or agent may be advised.

8.6 Student attendance will be finalised at the end of each cycle or session.

8.7 Students who do not maintain the required attendance levels will be officially notified and advised of their rights and responsibilities.

9 Calculating Attendance

9.1 For students enrolled in a UOW College English language program, attendance will be:
   a. monitored each cycle,
   b. calculated for the duration of the Confirmation of Enrolment (CoE),
   c. calculated from the first day of the students scheduled classes,
   d. based on actual time in class.

9.2 For students enrolled in Foundation Studies Programs, attendance will be:
   a. monitored and calculated each session,
   b. calculated from the first day of the students scheduled classes,
   c. based on actual time in class.

9.3 For both English language program and Foundation Studies program students, medical certificates or other documentation to explain periods of absence will not be included in attendance calculations.

9.4 If student applies for late arrival and reasons for late arrival are approved, attendance will be calculated from their actual commencement date.

9.5 Student enrolment deadlines are provided in the Admissions Policy. Failure to meet the enrolment requirements as outlined by the Admissions Policy may result in poor final attendance for the monitoring period and/or reporting to the Australian Immigration Department for the poor attendance.
10 Reporting Students to the Australian Immigration Department

10.1 Where a student studying on a student visa is enrolled in a Foundation Studies Program, or an English language program and has not met the minimum attendance requirements, UOW College is required to report the student to the Australian Immigration Department as outlined by 7.1-7.5 of this policy. This reporting is a requirement of the ESOS Act.

10.2 Where a student has not met the minimum attendance requirements UOW College will notify the student in writing of the intention to report the student to the Australian Immigration Department.

11 Right to Appeal Reporting to the Australian Immigration Department

11.1 Students who are notified of UOW College’s intention to report them to the Australian Immigration Department are entitled to an internal appeal the decision in accordance with the Student Grievance Policy.

11.2 Students who are dissatisfied with the outcome of their appeal are able to appeal to the relevant external authority as provided for in the Student Grievance Policy. Students also have the right to make a complaint where they feel there is evidence of maladministration or misconduct.

11.3 Students who choose to appeal to an external authority must notify UOW College of this decision and provide details of the external agency within 10 business days of being notified of the outcome of their appeal. If the student does not provide this information to UOW College within 10 business days, UOW College will report the student to the Australian Immigration Department for breaching student visa attendance requirement.

12 Roles and Responsibilities

Students

12.1 It is the responsibility of all UOW College students to:
   a. attend all scheduled classes,
   b. engage in, and follow up with recommended support services, and
   c. provide accurate and original supporting documentation where required.
12.2 English language program and Foundation Studies program students studying at UOW College on a student visa have the additional responsibility to:

a. meet student visa attendance requirements, and

b. advise the College, as appropriate, of any matters referred to in 10.3 within 10 business days.

Staff

12.3 It is the responsibility of relevant teachers to monitor class attendance for scheduled course classes.

12.4 It is the responsibility of the Student Advisors to:

a. identify and recommend appropriate students support services, and

b. keep records of recommendations for support.

12.5 It is the responsibility of the Program Support Staff to:

12.5.1 Monitor attendance throughout the relevant monitoring period, and

12.5.2 Contact students regularly when student attendance is at risk of not meeting attendance or progression requirements. Contact to students should include at a minimum:

a. period for which attendance has been monitored,

b. attendance percentage for that period,

c. reminder to student of any student visa attendance requirements,

d. outline, for students enrolled in Foundation Studies Programs, or English language programs studying on student visas, that the College is obliged to report student visa holders with attendance below 80% to the Australian Immigration Department.

e. request the student make an appointment with a Student Advisor to discuss attendance or any special circumstances.

12.6 It is the responsibility of the UOW College General Manager to:

12.6.1 Approve intention to report notifications for students who have not met the relevant attendance requirements.

12.6.2 Approve student late enrolment on a case by case basis on compassionate or compelling circumstances.

12.7 It is the responsibility of UOW College Administration to:
12.7.1 Formally notify students studying on a student visa, who have not met attendance requirements, of UOW College’s intention to report them to the Australian Immigration Department. This notification is to include, at a minimum:

a. the attendance monitoring period for which the student is being reported,
b. final attendance for the relevant attendance monitoring period,
c. students right to appeal within 20 business days, and
d. the relevant sections of UOW College policy and the National Code.

12.7.2 Report students who have received an intention to report notification, and do not appeal the decision within 20 business days to the Australia Immigration Department.

12.8 It is the responsibility of the Policy Officer and Law Clerk to:

12.8.1 Formally notify students studying on a student visa, who have not met attendance requirements, and have appealed UOW College’s intention to report them to the Australian Immigration Department, of the outcome of their appeal. This notification is to include, at a minimum:

a. the attendance monitoring period for which the student is being reported,
b. final attendance for the relevant attendance monitoring period,
c. outcome of the appeal, and
d. the relevant sections of UOW College policy and the National Code.

12.8.2 Should the internal appeal be unsuccessful the formal notification must also include:

a. the student’s right to external appeal, with notification of the decision to external appeal being provided to UOW College within 10 business days,
b. option for the student to contact the College for counselling.

12.8.3 Report students to the Australian Immigration Department who have; appealed an intention to report notification and that appeal has been unsuccessful, and have not appealed to an external authority.

12.8.4 Formally notify those students who they have reported to the Australian Immigration Department of the reporting and outline the consequences of being reported to the Australian Immigration Department.
## 13 Version Control and Change History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>16/11/07</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>14/08/08</td>
<td>WCA Academic Board</td>
<td>Attendance Calculation details added, defined compassionate and compelling circumstances and included for FSP, details of external appeals to be provided by students added</td>
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<tr>
<td>3</td>
<td>09/02/09</td>
<td>WCA Academic Board</td>
<td>- overarching statement on attendance for all WCA students</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- section for specific attendance requirements for ELP and FSP students studying on a student visa</td>
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<tr>
<td>4</td>
<td>10/08/10</td>
<td>ITC Quality Manager</td>
<td>Migrated to new template</td>
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<tr>
<td>5</td>
<td>21/02/11</td>
<td>WCA Academic Board</td>
<td>Enrolment requirements (section 6) added</td>
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<tr>
<td>6</td>
<td>20/06/11</td>
<td>Ian Tobin</td>
<td>Updated for name change, link to DIAC added 8.1.1, amended 6.3.</td>
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<td>7</td>
<td>15/07/11</td>
<td>Ian Tobin</td>
<td>Definition of cycle, session and study period added, 8.1.4 reworded</td>
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<tr>
<td>8</td>
<td>17/04/12</td>
<td>Lynette Harris</td>
<td>Custodian changed from administration manager</td>
</tr>
<tr>
<td>9</td>
<td>01/07/12</td>
<td>Ian Tobin</td>
<td>Definition of study period deleted, References to study period throughout policy removed and updated to session or cycle.</td>
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<tr>
<td>10</td>
<td>20/08/12</td>
<td>ITC Quality Manager</td>
<td>Reference to section 8.5.3 in dot point 9.3b corrected (previously stated 7.5.3).</td>
</tr>
<tr>
<td>11</td>
<td>15/09/15</td>
<td>UOW College Academic Board</td>
<td>Transfer to new template. Structural changes to document for chronological approach. Information from Student Handbook merged into policy regarding attendance calculations and notifications. Inclusion of detailed roles and responsibilities for both staff and students.</td>
</tr>
</tbody>
</table>
Update references to documents, regulation, and other College Policy.