Attendance Policy
# ATTENDANCE POLICY

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>UOW College Academic Board</th>
<th>Date:</th>
<th>20 August 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Effective:</td>
<td>01 July 2012</td>
<td>Date of Next Review:</td>
<td>November 2011</td>
</tr>
<tr>
<td>Document No:</td>
<td>POL-UOWC-02</td>
<td>Revision:</td>
<td>10</td>
</tr>
<tr>
<td>Custodian:</td>
<td>Program Managers Academic &amp; ELICOS</td>
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**Supporting Documents, Procedures & Forms:**
- Student Handbook
- Student Grievance Policy & Procedure – Academic
- Course Progress Policy
- ITC Education Ltd Academic Delegations
- Deferment, Suspension and Cancellation Policy
- Critical Incident Policy

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

1. Purpose of Policy ...................................................................................................4
2. Definitions ...............................................................................................................4
3. Application & Scope ..............................................................................................6
4. Policy Principles .....................................................................................................6
5. Expectations for Attendance .................................................................................6
6. Enrolment Requirements .......................................................................................6
7. Monitoring Attendance ..........................................................................................7
8. Specific Requirements for Students on a Student Visa in the English Language Program or FSP .............................................................................................7
9. Roles & Responsibilities ......................................................................................10
10. Version Control and Change History ..................................................................11
1. Purpose of Policy

1.1 The attendance policy establishes:

a. the expectation of acceptable attendance for UOW College students

b. requirements, definitions and procedures for systematically monitoring compliance with student visa conditions for international students

c. the roles and responsibilities of UOW College staff and students with regard to attendance.

1.2 The attendance policy should be read in conjunction with the Attendance section of the UOW College Student Handbook.

2. 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 – refer to the Course Progress Policy for further details</td>
</tr>
<tr>
<td>at risk</td>
<td>any student identified as having an attendance calculation close to the 80% minimum requirement but is still able to achieve satisfactory attendance for the monitoring period</td>
</tr>
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</table>
| compassionate and compelling circumstances | generally are 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:  
  ▪ 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 (death certificates must be provided);  
  ▪ major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student’s studies;  
  ▪ a traumatic experience, such as involvement in or witnessing of a serious accident or witnessing or being the victim of a serious crime, which has impacted on the student (these cases should be supported by police or psychologists' reports where possible);  
  ▪ inability to begin studying on the course commencement date due to delay in receiving a student visa;  
  ▪ financial hardship;  
  ▪ family circumstances requiring the student’s presence. |
<table>
<thead>
<tr>
<th><strong>cycle</strong></th>
<th>defined period of study for English Language students comprising of six weeks of study</th>
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</thead>
<tbody>
<tr>
<td><strong>exclusion</strong></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 – refer to the Course Progress Policy for further details</td>
</tr>
<tr>
<td><strong>leave of absence</strong></td>
<td>a period of approved leave from the College</td>
</tr>
<tr>
<td><strong>monitoring period</strong></td>
<td>a period of time within a course during which attendance will be monitored and calculated</td>
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<tr>
<td><strong>natural justice</strong></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><strong>official notification</strong></td>
<td>written information delivered in hard copy or electronically</td>
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<tr>
<td><strong>referral</strong></td>
<td>course status following active where a student’s course progress has been deemed unsatisfactory - refer to the Course Progress Policy for further details</td>
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<tr>
<td><strong>restricted</strong></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) - refer to the Course Progress Policy for further details</td>
</tr>
<tr>
<td><strong>probation</strong></td>
<td>course status following referral where a student’s course progress has again been deemed unsatisfactory - refer to the Course Progress Policy for further details</td>
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<tr>
<td><strong>session</strong></td>
<td>defined period of study comprising fourteen weeks for academic programs</td>
</tr>
<tr>
<td><strong>student</strong></td>
<td>a person registered for a course</td>
</tr>
<tr>
<td><strong>subject</strong></td>
<td>a self-contained unit of study identified by a unique code</td>
</tr>
<tr>
<td><strong>teaching staff</strong></td>
<td>any person who carries out teaching responsibilities</td>
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</table>
3. **Application & Scope**

3.1 This policy applies to all students enrolled in:

   a. English language programs
   
   b. UOW College Higher Education Programs - (Diplomas)
   
   c. UOW accredited courses – University Access Program (UAP), Foundation Studies Program (FSP) and Special Tertiary Entrance Program (STEP).

4. **Policy Principles**

4.1 The principles guiding this policy are:

   a. all students shall be treated fairly and openly
   
   b. all students are responsible for their own attendance

4.2 Underlying the expectations, requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5. **Expectations for Attendance**

5.1 UOW College (the College) expects students to attend all scheduled classes.

5.2 The College must monitor attendance for international students in the English Language or Foundation Studies Programs studying on a student visa, to ensure compliance with the requirements of section 19 of the ESOS Act.

6. **Enrolment Requirements**

6.1 A student on an active course status, in all courses except English for Tertiary Studies (6 weeks), English for Academic Purposes and General English courses, will normally be required to enrol by close of business Friday of week 2.

6.2 An English for Tertiary Studies (6 weeks) student will normally be required to enrol by start of business Monday of week 2.
6.3 A student on a course status of referral, probation or restricted will normally be required to enrol by close of business of Monday of week 1. Where compassionate or compelling circumstances apply a student can enrol by close of business Friday of week 1 if approved by the Campus Director.

6.4 In accordance with the ITC Education Ltd Academic Delegations, exceptions to the requirements in 6.1-6.3 may be made at the discretion of the Campus Director in cases where the student can provide documentary evidence (such as medical certificates) of compassionate or compelling circumstances to explain the late enrolment. Each case will be assessed on its own merit.

6.5 Failure to meet the enrolment requirements outlined in 6.1-6.4 above may result in the cancellation of a student’s enrolment, in accordance with the Deferment, Suspension and Cancellation Policy.

7. Monitoring Attendance

7.1 Both domestic and international student attendance for all programs will be monitored throughout each session or cycle. The College will endeavour to contact and provide appropriate support to any student who has extended periods of absence.

7.2 The UOW College Critical Incident Policy will be implemented for any student that the College is unable to contact.

8. Specific Requirements for Students on a Student Visa in the English Language Program or FSP

8.1 DIAC Requirements

8.1.1 The requirement of the Department of Immigration and Citizenship (DIAC) for international students studying on a student visa is to attend at least 80% of the scheduled course contact hours. Refer to the Attendance section of the UOW College Student Handbook for further details of DIAC student visa requirements. Refer to the DIAC website www.immi.gov.au for current visa information.
8.1.2 All students who have attended fewer than 70% of scheduled contact hours in any monitoring period must be reported to the Immigration Department.

8.1.3 For English language program students the College may decide not to report a student for breaching the 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) of compassionate or compelling circumstances to explain the periods of absence.

8.1.4 For FSP students the College may decide not to report a student for breaching the 80% attendance requirement where the student has a minimum of 70% attendance, and the student is meeting satisfactory course progress.

Compassionate and compelling circumstances may be considered in determining satisfactory course progress in relation to attendance requirements only.

8.1.5 Where the College decides not to report, students will be counselled and advised of support services. The College may require the student to comply with additional provisions, e.g. attend extra classes or sessions.

8.2 Calculating Attendance

8.2.1 For English language program students, attendance will be

- monitored each cycle,

- calculated for the duration of the confirmation of enrolment (CoE),

- calculated from the first day of classes

- based on actual time in class – medical certificates or other documentation to explain periods of absences will not be included in attendance calculations
8.2.2 For FSP students, attendance will be:

- monitored and calculated each session
- calculated from the first day of classes
- based on actual time in class – medical certificates or other documentation to explain periods of absences will not be included in attendance calculations

8.2.3 Students unable to start on the first day of a session or cycle, due to circumstances beyond their control, must provide evidence explaining the reasons for their late arrival. If reasons for late arrival are approved, attendance will be calculated from their actual commencement date.

8.3 Communication

8.3.1 Students at risk of not maintaining the required attendance level shall be sent warning correspondence and notified of the support available to them.

8.3.2 Student’s agents or guardian/parents (where applicable) may be advised when students do not respond to warning correspondence.

8.3.3 Students will be required to meet with a Student Advisor to explain their reasons for not attending classes when they are:

- absent for more than five consecutive days, or
- at risk of not maintaining the required attendance level.

8.3.4 Where a student meets with a Student Advisor to discuss reasons for poor attendance the Student Advisor shall record the date and the details of the discussion.

8.3.5 Records of meetings with Student Advisors shall be noted on student files by the College.

8.3.6 Students who do not maintain the required attendance level shall be officially notified and advised of their rights and responsibilities.
8.4 Reporting Students to the Immigration Department

8.4.1 Students who have not met minimum attendance requirements will be reported to the Immigration Department. This is a requirement of the ESOS Act.

8.4.2 The College will notify students in writing of the intention to report to the Immigration Department when the student has not met or is unable to meet the attendance requirements outlined in 7.1.

8.5 Appealing Reporting to the Immigration Department

8.5.1 Students who are to be reported to the Immigration Department may appeal the decision. Refer to section 7 in the Student Grievance Policy & Procedure – Academic for information on the appeal procedure. The Student Grievance Policy & Procedure – Academic can be accessed at www.uowcollege.edu.au/policies

8.5.2 Students who are dissatisfied with the outcome or conduct of an appeal within the College, may appeal to an external agency. Students have the right to make a complaint where there is evidence of maladministration or misconduct.

8.5.3 Students who choose to appeal to an external agency must notify the College of this decision and provide details of the external agency within 10 days of being notified of the outcome of the last stage of their internal appeal. If the student does not provide this information to the College within 10 days, the College will report the student to the Immigration Department for breaching attendance requirements.

9. Roles & Responsibilities

9.1 It is the responsibility of the Student Advisor to:

a. identify and recommend appropriate support

b. keep records of recommendations for support.
9.2 It is the responsibility of all College students to:
   a. attend all scheduled classes, and
   b. engage and follow up with recommended support,

9.3 English language program and FSP students on a student visa have the additional responsibility to:
   a. meet visa attendance requirements, and
   b. advise the College as appropriate of the matters referred to in section 8.5.3 (where applicable) within 10 working days.

10. Version Control and Change History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>8/11/07</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>20/10/08</td>
<td>WCA Academic Board</td>
<td>Attendance calculation details added, defined compassionate &amp; compelling circumstances and included for FSP, details of external appeals to be provided by students added</td>
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<td>3</td>
<td>27/11/08</td>
<td>09/02/09</td>
<td>WCA Academic Board</td>
<td>• Overarching statement on attendance for all WCA students • Section for specific attendance requirements for ELP and FSP students studying on a student visa</td>
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<td>4</td>
<td>10/08/10</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>31/01/11</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>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>15/07/11</td>
<td>Ian Tobin</td>
<td>Definitions of cycle, session &amp; study period added, 8.1.4 reworded</td>
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<td>8</td>
<td>17/04/12</td>
<td>17/04/12</td>
<td>Lynette Harris</td>
<td>Custodian changed from Administration Manager</td>
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<td>9</td>
<td>28/06/12</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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<td>10</td>
<td>20/08/12</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>
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