



# ATTENDANCE POLICY

<b>Version:</b>	<b>Approved by:</b>	<b>Approval Date:</b>	<b>Effective Date:</b>	<b>Next Review:</b>		
14	Academic Board	1 Dec 2022	1 Dec 2022	1 Dec 2025		
<b>Policy Custodian:</b>	Deputy General Manager	<b>Document No:</b>	UOWC-ADM-POL-127			
<b>Purpose:</b>	This policy outlines: <ul style="list-style-type: none"><li>a. UOW College Australia's expectations in relation to attendance;</li><li>b. Systems in place to ensure UOW College Australia meets its obligations under the National Code 2018;</li><li>c. The calculations in place to assess attendance; and</li><li>d. The roles and responsibilities of UOW College Australia staff and students in relation to attendance.</li></ul>					
<b>Scope:</b>	UOWGE	UOWCA	✓	UOWD	UOWCHK	UOWMKDU
	In the absence of a determination or condition imposed by the national regulator, this Policy does not apply to Vocational Programs staff or students.					
<b>Related Documents:</b>	Academic Consideration Policy Student Grievance Policy Course Progression Policy					
<b>References &amp; Legislation:</b>	Educational Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018					



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## 1. Definitions

<b>Term:</b>	<b>Definition:</b>
<b>Compassionate and Compelling Circumstances</b>	<p>Are generally any circumstances beyond the control of the student and have had an impact on the student's course progress or wellbeing. These may include but are not limited to:</p> <ul style="list-style-type: none"><li>• Serious illness or injury, where a medical certificate states that the student was unable to attend classes</li><li>• Bereavement of close family members such as parents or grandparents (death certificates must be provided)</li><li>• Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student's studies</li><li>• A traumatic experience, such as involvement in or witnessing a serious accident or witnessing or being the victim of a serious crime, which has impacted on the student (these should be supported by police or psychologists reports where possible)</li><li>• Inability to begin studying on the course commencement date due to delay in receiving a student visa</li><li>• Financial hardship</li><li>• Family circumstances requiring the student's presence</li></ul>
<b>Cycle</b>	A defined period of study in a UOW College English Language course.
<b>Monitoring Period</b>	A period of time within a course during which attendance will be monitored and calculated.
<b>Session</b>	A defined period of study in academic and vocational programs.
<b>Student</b>	Any person who is enrolled in any course or program offered at, or in conjunction with, the College. For vocational, this may be referred to as learner.
<b>Subject</b>	A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College.
<b>Teacher</b>	A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator.

## 2. Principles

- 2.1. Students are responsible for their own attendance
- 2.2. UOW College Australia expects students to attend all scheduled classes.
- 2.3. Consideration for attendance will be granted on medical or other compassionate and compelling grounds. Students should refer to the Academic Consideration Policy.

## 3. Attendance Monitoring and Requirements

- 3.1. Unless otherwise stipulated in a Subject Outline, a minimum attendance of 80% of all scheduled classes is required.
- 3.2. UOW College monitors attendance in Vocational, English Language, Pathway and Higher Education Programs for the purpose of:
  - i. Ensuring student welfare
  - ii. Complying with legislative requirements
  - iii. Identifying students requiring personal support
  - iv. Identifying and monitoring students at risk of not progressing with their studies or not being a Genuine student
- 3.3. UOW College will contact and endeavour to provide appropriate support to any student who fails to meet minimum attendance requirements or has an extended period/s of absence.
- 3.4. For students enrolled in Academic Programs, if attendance is below the 80% minimum attendance requirement or threshold specified in a Subject Outline at the end of an academic session for any subject, a student may be awarded a technical fail for their performance in that subject, irrespective of their total final mark for that subject.

## 4. Calculating Attendance

- 4.1. For students enrolled in ELICOS and Higher Education and Pathway Programs 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:

<b>Absent for:</b>	<b>Attendance recorded:</b>
0 - 15 minutes of an hour of scheduled class time	1 hour
16 - 45 minutes of an hour of scheduled class time	0.5 hour
46 - 60 minutes of an hour of scheduled class time	0 hours

- 4.2. For students enrolled in Vocational Programs attendance is recorded for each timetabled day of class.
- 4.3. For students enrolled in a UOW College English language program, attendance will be:
  - i. Monitored each cycle;
  - ii. Calculated for the duration of the Confirmation of Enrolment (CoE);

- iii. Calculated from the first day of the student's scheduled classes; and
  - iv. Based on actual time in class.
- 4.4. For students enrolled in Higher Education or Pathway Programs, attendance will be:
- i. Monitored and calculated each session;
  - ii. Calculated from the first day of the student's scheduled classes; and
  - iii. Based on actual time in class.
- 4.5. For students enrolled in the Vocational Program, attendance will be:
- i. Monitored and calculated each session;
  - ii. Calculated from the first day of the student's scheduled classes.
- 4.6. If a student applies and is approved for late arrival, attendance will be calculated from their actual commencement date.

## **5. International Students - Visa Attendance Requirements**

- 5.1. International Students studying on a student visa are required to comply with the attendance requirements of that visa.
- 5.2. In accordance with the National Code 2018, UOW College Australia is required to report international students enrolled in Higher Education, ELICOS and non-award Pathway Programs who fail to attend at least 80% of scheduled class time. Where UOW College Australia identifies a student as failing to meet this requirement, the College will notify the student of their intention to report their attendance to the Department of Home Affairs.
- 5.3. UOW College Australia, in its sole and absolute discretion, may not report a student enrolled on a student visa who has breached their visa's attendance requirement where:
- i. The student has a minimum of 70% attendance
  - ii. The student can provide documentary evidence (such as medical certificates) outlining compassionate and compelling circumstances to explain the periods of absence.
- 5.4. Where an international student's attendance is less than 70%, UOW College Australia must proceed to report a student to the Immigration Department for breaching student visa attendance requirements.

## **6. International Students – Right to appeal intention to report**

- 6.1. Students who are notified of UOW College Australia's intention to report them to the Immigration Department are entitled to internally appeal the decision in accordance with the Student Grievance Policy.
- 6.2. Where the student's appeal has been unsuccessful, UOW College Australia will:
- i. Advise the student of their right to appeal the decision to an external body within 10 working days
  - ii. Not report the student during this timeframe.
- 6.3. In the absence of notification by the student that they are accessing an external appeal mechanism, UOW College Australia will report the student after 10 business days of the notification of the appeal outcome.



## 7. Roles and Responsibilities

Officer:	Responsibility:
Teachers	<ul style="list-style-type: none"><li>Monitoring student attendance at their classes</li></ul>
Program Support Staff	<ul style="list-style-type: none"><li>Monitoring attendance throughout the relevant monitoring period, and</li><li>Contacting students regularly when student attendance is at risk of not meeting attendance or progression requirements. At a minimum, contact to students should include the following:<ol style="list-style-type: none"><li>The period for which attendance has been monitored,</li><li>The student's attendance percentage for that period,</li><li>A reminder of any student visa attendance requirements,</li><li>An outline of the College's obligation to report student visa holders with attendance below 80% to the Australian Immigration Department, for students enrolled in Foundation Studies Programs or English language programs studying on student visas,</li><li>A request that the student make an appointment with a Student Advisor to discuss their attendance or any special circumstances.</li></ol></li></ul>
Student Advisors	<ul style="list-style-type: none"><li>Identifying and recommending appropriate student support services</li><li>Keeping records of recommendations for support</li></ul>
General Manager	<ul style="list-style-type: none"><li>Approving reporting to the Department of Home Affairs for not meeting attendance requirements (failure to meet student visa conditions)</li></ul>
Administration Staff	<ul style="list-style-type: none"><li>Formally notifying students studying on a student visa, who have not met attendance requirements, of the College's intention to report them. This notification is to include, at a minimum:<ol style="list-style-type: none"><li>the attendance monitoring period for which the student is being reported</li><li>the final attendance for the relevant attendance monitoring period</li><li>the student's right to appeal the decision within 20 business days</li><li>the relevant sections of the UOW College policy and the National Code</li></ol></li><li>Reporting students to the Australian Immigration Department who have received an intention to report notification, and do not appeal the decision within 20 business days, once the appeal period has been served.</li></ul>



## 8. Change History

Version	Approved By	Date Effective	Amendment
1.0	WCA Academic Board	16/11/07	New Policy
2.0	WCA Academic Board	14/08/08	Attendance Calculation details added, defined compassionate and compelling circumstances and included for FSP, details of external appeals to be provided by students added
3.0	WCA Academic Board	09/02/09	<ul style="list-style-type: none"><li>Overarching statement on attendance for all WCA students</li><li>Section for specific attendance requirements for ELP and FSP students studying on a student visa</li></ul>
4.0	ITC Quality Manager	10/08/10	Migrated to new template
5.0	WCA Academic Board	21/02/11	Enrolment requirements (section 6) added
6.0	Ian Tobin	20/06/11	Updated for name change, link to DIAC added 8.1.1, amended 6.3.
7.0	Ian Tobin	15/07/11	Definition of cycle, session and study period added, 8.1.4 reworded
8.0	Lynette Harris	17/04/12	Custodian changed from administration manager
9.0	Ian Tobin	01/07/12	Definition of study period deleted, References to study period throughout policy removed and updated to session or cycle.
10.0	ITC Quality Manager	20/08/12	Reference to section 8.5.3 in dot point 9.3b corrected (previously stated 7.5.3).
11.0	UOW College Academic Board	15/09/15	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. Update references to documents, regulation, and other College Policy.
12.0	Compliance Officer	21/07/2016	Minor Change only - College branding and document formatting updated.
13.0	UOW College Academic Board	14/06/2018	Substantive review – alignment with National Code 2018. Significant editorial updates throughout.
14.0	UOW College Academic Board	01/12/2022	Updated to new template