



POLICY: STUDENT ATTENDANCE POLICY

POLICY NUMBER:	AC023	VERSION:	7.4
DATE ADOPTED:	1 January 2012	DATE LAST REVIEWED:	25 September 2025
DATE OF NEXT REVIEW:	25 September 2027	REVIEW FREQUENCY:	Two years
AUTHORISED BY:	Principal Executive Officer	REVIEWED BY:	Principal Executive Officer / Academic Manager/Deputy Principal
RESPONSIBLE FOR REVIEW:	Principal Executive Officer, Academic Manager, Deputy Principal		
APPROVED BY:	Academic Board		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
AIM:	This policy deals with the roles and responsibilities of the Academic team in relation to international students' attendance and provides guidance in relation to academic progression of students within higher education courses.		

1. REGULATIONS:

- a. National Code 2018: Standard 8

2. POLICY INFORMATION:

i. Introduction:

IIBT is committed to systematically recording and monitoring student attendance and providing counselling to students at risk of failing to adhere to the specified attendance requirements.

ii. Policy Scope:

This policy applies to all international students.

iii. Definitions:

- a. **DESE:** Department of Education, Skills and Employment – The Australian federal government's administrative division that "works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provide".
- b. **ELICOS:** English Language Intensive Courses for Overseas Students.
- c. **SMS:** Student Management System.
- d. **The Department of Home Affairs:** previously DIBP (Department of Immigration and Border Protection). The Australian government agency responsible for issuing students with visas.



3. PROCEDURES:

i. Monitoring of Attendance for Students Enrolled in ELICOS:

- a. Daily attendance monitoring is the responsibility of the teacher
- b. Weekly attendance monitoring and calculation is the responsibility of the Administration Manager.
- c. Identifying students at risk at falling behind the required minimum attendance is the responsibility of the Administration Manager and Director of Studies.
- d. Identifying student who are absent for five (5) consecutive days without approval is the responsibility of the teacher, Administration Manager and Director of Studies
- e. Issuing Warning Letters and Intention to Report Letters is the responsibility of the Administration Manager in consultation with the Director of Studies and PEO
- f. Counselling students is the responsibility of the Director of Studies and PEO
- g. Reporting students for attendance breaches is the responsibility of the Administration Manager, as authorised by the PEO.

Recording student attendance

Daily attendance monitoring

- a. Daily attendance monitoring is the responsibility of the teacher.
- b. The daily attendance record sheet is marked by the teacher for each hour of the timetabled session and signed by the teacher and student.
- c. Where a student is late (more than 15 minutes), or leaves early, the student is marked absent for that hour.
- d. The daily attendance record is kept in secure areas for data integrity and privacy reasons.

Weekly attendance monitoring

- a. Daily attendance records are calculated weekly and weekly attendance totals are entered into the Student Management System.
- b. At the end of each week, each student's attendance is assessed by the Administration Manager and the Director of Studies and a system of warning letters is activated when students are identified to be at risk at falling below the required 80% attendance, or have been absent for more than five (5) consecutive days.

Identifying and counselling students at risk

The Director of Studies works together with Teachers, Administration Manager and Student Welfare Officers to identify and counsel students who are at risk of not meeting attendance requirements. This includes:

- i. Contacting students who are approaching the under 80% attendance requirements for early intervention via a series of Warning Letters which are sent via the student's email address. The First Warning Letter is issued to students whose attendance drops below 90%. The Second Warning Letter is issued when a student's attendance drops below 85%.
- ii. Identifying and contacting students who have been absent for more than five (5) consecutive days without approval for counselling and duty of care. In circumstances where the student is not contactable on their last known address, the next of kin



and/or agent is contacted, if permission to do so has been obtained by the student as part of the enrolment process. The relevant authorities may also be contacted if concerns arise around the safety and wellbeing of a student. If a student cannot be contacted, the First Warning Letter is issued.

- iii. Counselling of students is conducted by the Director of Studies and is recorded in the Student Management System.

Issuing Intention to Report Letters and reporting attendance breaches

- i. Students who fall below the required minimum 80% attendance are issued with an Intention to Report Letter advising them that they have 20 working days to access the appeals processes to appeal IIBT's decision to report the student. Students are provided with the opportunity to discuss their appeal with the Director of Studies and PEO.
- ii. Where a student chooses not to access the appeal within the 20 working day period, withdraws from the process, or the process is completed and IIBT's decision is upheld, the student is reported through PRISMS for not having met the attendance requirements.
- iii. IIBT may choose not to report a student in circumstances where clear compassionate and compelling circumstances exist and the student is attending at least 70% of their scheduled contact hours.
- iv. Any student whose attendance is below 70% is reported via PRISMS.

ii. Monitoring of Attendance for Students Enrolled in Higher Education programs:

- a. Upon enrolment, the student is reminded of their responsibilities to ensure that they maintain satisfactory attendance for their study period. For the purposes of this policy, a study period is defined as the duration for the course.
- b. The student's attendance is recorded on an hourly basis and is monitored on a termly basis throughout the course.
- c. During each term, the Administration Manager reviews students' attendance for that term to determine whether the student's course attendance for that term has been satisfactory or unsatisfactory. At risk at not meeting satisfactory course attendance is defined as attendance of less than 80% for that term.
- d. Students who have not attended two consecutive delivery weeks without a valid explanation are issued with an Attendance Reminder and are required to provide a valid reason. Students have one week to respond to this warning.
- e. Students who have failed to respond to the Attendance Reminder within one week, and their attendance has not improved, will be issued the Attendance Warning Letter at the end of the term to advising that they are at risk of failing to meet satisfactory attendance.
- f. Attendance is further reviewed at the end of the first term. If a student's attendance is less than 80% for that term, Attendance Warning Letter will be issued to the student and if the student continues has attendance less than 80% for the following term then the Attendance Warning will be issued.
- g. The Administration Manager reviews students' attendance at the end of each term to determine whether a student is at risk of not achieving satisfactory course attendance for a study period. If a student's attendance is less than 80% for the study period, the student is considered to be at risk at not meeting satisfactory course attendance and academic progress also fail to meet the requirement then the Administration Manager/Course Coordinator will



- implement the intervention strategy by sending the Intervention Letter.
- h. The administration team are the first point of contact if students have any issues with attendance.

Students are counselled as to the negative effect of attendance on course progress and may be flagged as a Student at Risk and placed on a Student Intervention Program.

Intervention strategies and Intention to Report

- i Any student whose attendance is less than 80% for the study period is deemed to be at risk at not meeting course attendance requirements and an intervention strategy will be activated to assist the student in improving their attendance and academic progress.
- ii The Administration Manager sends the student the following letters, as applicable, outlining the steps the student must take to improve his/her attendance:
 - a) Attendance Reminder applies to students who have not attended two consecutive delivery weeks without a valid explanation.
 - b) Attendance Warning applies to students who attendance is less than 80% for that term without a valid explanation.
 - c) Intervention Letter applies to students who fail to meet the academic satisfactory course progress. This Letter is sent at the end of the terms of the study period in line with the Course Progress Policy.
 - d) Intention to Report Letter applies to students who failed more than 50% of the units in three consecutive terms for courses more than six (6) months in duration or in two consecutive terms of a course for courses less than six (6) months in duration. The intention of this Letter is to notify the student of the Institute's intention to report the student to DHA for unsatisfactory course progress.
- iii If a student is issued with an Intervention Letter, the student must organise a meeting with the Course Coordinator where the following steps will be taken:

The student is counselled regarding his/her attendance and reminded of their obligations to maintain satisfactory attendance. Students are required to provide a statement of reasons explaining their attendance.

 - a) The Course Coordinator records in the student's file the outcomes of any counselling session(s) and support services, including the statement of reasons provided by the student.
- iv If a student is issued with an Intention to Report Letter, the following steps are taken:
 - a) Students have 20 working days from the date of the Intention to Report Letter appeal the Institute's decision.
 - b) Appeals will be assessed in accordance with the Institute's student complaints and appeals policy and procedures.
 - c) After completion of the appeals periods, students will be reported to DHA for their unsatisfactory course progress if any of the below occurs:
 - The student chooses not to appeal
 - The student withdraws from the appeals process
 - The outcome of the appeals process favours the Institute's decision
 - d) At its discretion, the Institute may choose not to report the student to DHA if the following criteria are met:



- The student is still attending at least 70 per cent of the scheduled course contact hours; and
- The student is maintaining satisfactory course progress

END OF DOCUMENT
