

Student Course Attendance Policy (ELICOS)

1. Purpose

- 1.1 This policy outlines the framework applied to monitor ELICOS student's course attendance in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the English Language Courses for Overseas Students (ELICOS) Standards 2018.

2. Scope

- 2.1 This policy applies to:
- 2.1.1 all international students studying an ELICOS course at Stanley College; and
 - 2.1.2 all staff with responsibilities for teaching and supporting students enrolled in ELICOS courses.

3. Responsibility

- 3.1 The Academic Manager – English is responsible for the implementation of this policy and corresponding procedure.
- 3.2 The Student Services Team is responsible for monitoring of course attendance for ELICOS students.

4. Definitions

Attendance	A student's actual physical attendance at classes and excludes all absences from classes, regardless of the reason for such absences.
CoE	A document, provided electronically, that is issued by Stanley College to an international student when they enrol in a Stanley College course. This CoE must accompany their application for a student visa, submitted through DoHA.
Compassionate or Compelling Circumstances	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
DoHA	The Department of Home Affairs, which includes responsibility for immigration matters.
ELICOS	English Language Intensive Courses for Overseas Students.
ELICOS Standards 2018	The English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018, established pursuant to subsection 176B(1) of the ESOS Act.
ESOS Act	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas, and includes the National Code.
International Student	A student studying in Australia on a student visa issued by DoHA.

Intervention Strategy	Action taken by Stanley College to assist a student who is making unsatisfactory progress in their program.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
PRISMS	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
Study Period	A period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by Stanley College. The Study Period for an ELICOS Course is stated in each student's offer of admission.

5. Policy Provisions

Principles

- 5.1 Stanley College has implemented its *Student Course Attendance Policy (ELICOS)* and corresponding procedure in line with Standard 8 of the National Code 2018 and ELICOS Standards 2018. This policy is applicable to ELICOS students studying under the ELICOS Framework.
- 5.2 To maintain satisfactory course attendance, students are to maintain a minimum attendance rate of 80% for each study period in which they are enrolled.
- 5.3 Unsatisfactory course attendance is identified when the student has failed to maintain the minimum attendance requirement of 80%.
- 5.4 Stanley College is required to monitor, record and assess overall course attendance throughout the duration of the ELICOS course for which each student is enrolled to help them achieve satisfactory course attendance. Stanley College will intervene if a student is at risk of failing to achieve satisfactory course attendance.
- 5.5 Stanley College monitors the following to determine if a student is at risk of not maintaining satisfactory course attendance:
 - 5.5.1 consecutive unauthorised student absences; and
 - 5.5.2 if student attendance drops to less than 95% of the scheduled contact course hours.
- 5.6 Student's attendance is recorded twice per month via the student management system and weekly in the *Attendance Absences in a Period Report*. Where a student is at risk of unsatisfactory course attendance and they have received an attendance warning and/or has an unauthorised absence of 5 consecutive days or more, they are invited to attend an Intervention Meeting with the Academic Manager - English and/or Student Services Officers, where an appropriate intervention strategy will be put in place.
- 5.7 The aim of the intervention is to re-iterate the course requirements and the student visa obligations to the student and to identify the reasons that may prevent the student from attending classes.

- 5.8 Monitoring the course attendance of students allows Stanley College to identify and offer support to those at risk of being reported for unsatisfactory course attendance. Students who are not achieving satisfactory course attendance are reported to the Department of Home Affairs (DoHA) via PRISMS, however before that can happen Stanley College is required to:
- 5.8.1 inform international students before they begin an ELICOS course about the requirements to achieve satisfactory course attendance;
 - 5.8.2 monitor, record and assess the attendance and consecutive absences of each student;
 - 5.8.3 have documented course attendance policies and procedures;
 - 5.8.4 assess the student as not meeting satisfactory course attendance and inform the student in writing of its intention to report the student and that he or she is able to access the Stanley College's complaints and appeals process within 20 working days;
 - 5.8.5 notify DoHA through PRISMS of the student not achieving satisfactory attendance after the appeals process (if actioned) is finalised and upholds the Stanley College's decision to report;
 - 5.8.6 have an intervention strategy that identifies and assists students who are at risk of not achieving satisfactory course attendance. At a minimum, the intervention strategy must be activated where the student has been absent for more than five consecutive days without approval, or the student is at risk of not meeting attendance requirements before their attendance drops below 80% (a warning letter has been issued). The structure of warning letters is as follows:
 - 5.8.6.1 warning letter one (1) – students attendance has dropped below 95%;
 - 5.8.6.2 warning letter two (2) – students attendance has dropped below 90%; or
 - 5.8.6.3 warning letter three (2) – students attendance has dropped below 85%.
- 5.9 Following the issuance of a warning, if a student shows continuing absenteeism during the reporting process, further warnings will be issued as required. When a student's attendance drops below 80%, this will immediately trigger a *Notice of Intention to Report Letter* to be sent to the student.
- 5.10 Where Stanley College has assessed the student as not achieving satisfactory course attendance, it must notify the student in writing of its intention to report the student for not achieving satisfactory course attendance. The written notice must inform the student that he or she is able to access the Stanley College's complaints and appeals process and that the student has 20 working days in which to do so.
- 5.11 Students with unsatisfactory course attendance who are unable to provide evidence of compassionate or compelling circumstances for not maintaining an 80% attendance rate will be reported to DoHA via PRISMS.
- 5.12 There are limited circumstances where Stanley College may decide not to report a student for falling below 80% attendance, including:
- 5.12.1 the student is still attending at least 70% of the scheduled course contact hours; and
 - 5.12.2 the student has provided genuine evidence of compassionate or compelling circumstances for failing to maintain an 80% attendance rate.
- 5.13 Compassionate or compelling circumstances include, but is not limited to, the following:
- 5.13.1 serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - 5.13.2 serious illness or bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);

- 5.13.3 major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- 5.13.4 a traumatic experience which could include:
 - 5.13.4.1 involvement in, or witnessing of a serious accident; or
 - 5.13.4.2 witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports); or
 - 5.13.4.3 an experience or circumstances which has or will impact on the student's ability to study.

5.14 Stanley College will use its professional judgement and assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, Stanley College will consider documentary evidence provided to support the claim. Copies of documentary evidence will be recorded on the student management system.

Cancellation of Enrolment for Unsatisfactory Attendance

- 5.15 Stanley College may choose to cancel an international student's ELICOS enrolment on the basis of a breach of course attendance requirements by the student under Standard 8 & 9 of the National Code 2018.
- 5.16 For any cancellation of enrolment initiated by Stanley College, the international student will be issued the *Notice to Intention to Report Letter*. As part of this process, students must be advised that the change in enrolment status may affect their visa, and that they have 20 working days to use Stanley College's complaints and appeals process as per Standard 10 of the National Code 2018 and as outlined in the *Student Handbook – General English*.
- 5.17 The cancellation of the international student's enrolment cannot take effect until the internal appeals process, if initiated, is completed unless the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 5.18 Cancellation of enrolments will be recorded on PRISMS to notify DoHA of the change to their study, as required under Section 19 of the ESOS Act 2000. The student will be notified of the cancellation of the CoE and be advised to seek advice from DoHA on the potential impact to their student visa.

6. Policy Information

Policy Area	Academic
Authorised Officer	Deputy Vice President VET
Supporting documents, procedures & forms of this policy	<i>Student Course Attendance Procedure (ELICOS)</i> <i>Student Complaints and Appeals Policy (VET & ELICOS)</i> <i>Notice to Intention to Report Letter</i> <i>Student Handbook – General English</i> <i>Attendance Absences in a Period Report</i>
Related Legislation and Codes of Practice	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students (ESOS) Act 2000 ELICOS Standards 2018
Audience	Public