



International Students

Monitoring Course Attendance Policy

<p>Source of Obligation</p>	<p>Standard 8.1 of the National Code requires the School to monitor international students' course progress and, where applicable, attendance for each course in which the international student is enrolled.</p> <p>Standard 8.2 requires the expected duration of study to be specified in the international student's CoE and must not exceed the CRICOS registered duration.</p> <p>Standard 8.3 requires the School to monitor the progress of each international student to ensure the international student is in a position to complete the course within the expected duration specified on the international student's CoE.</p> <p>Standard 8.4 requires the School to have and implement documented policies and processes to identify, notify and assist an international student at risk of not meeting course progress</p>
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or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of course progress that the international student is at risk of not meeting those requirements.

Standard 8.5 requires the School to clearly outline and inform the international student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Standard 8.6 requires the School to have and implement a documented policy and process for monitoring and recording attendance of an international student, specifying:

- requirements for achieving satisfactory attendance for the course which at a minimum must be 80 per cent—or higher if specified under state or territory legislation or other regulatory requirements—of the scheduled contact hours
- the method for working out minimum attendance under this standard
- processes for recording course attendance
- details of the School's intervention strategy to identify, notify and assist international students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the international student's attendance drops below 80 per cent

- processes for determining the point at which the international student has failed to meet satisfactory course attendance.

Standard 8.13 of the National Code requires that, where the School has assessed the international student as not meeting course attendance requirements, the School must give the international student a written notice as soon as practicable which:

- notifies the international student that the School intends to report the international student for unsatisfactory course attendance
- informs the international student of the reasons for the intention to report
- advises the international student of their right to access the School's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days

Standard 8.14 requires the School to only report unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
- the international student has chosen not to access the internal complaints and appeals process within the 20 working day period; or

- the international student has chosen not to access the external complaints and appeals process; or
- the international student withdraws from the internal or external appeals processes by notifying the School in writing.

Standard 8.15 states that the School may decide not to report the international student for breaching the attendance requirements if the international student is still attending at least 70 per cent of the scheduled course contact hours and the international student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

Standard 8.16.1 and 8.16.3 require that the School must not extend the duration of the international student's enrolment if the international student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by the School on the basis of demonstrable evidence; or
- an approved deferral or suspension of the international student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

Standard 8.17 requires that, if the School extends the duration of the student's enrolment, the School must advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

<p>Meriden School's Policy</p>	<p>It is the School's policy:</p> <ul style="list-style-type: none">• to regularly monitor the course attendance of our international students• to monitor attendance to ensure that the international student meets the course attendance requirements of a minimum of 80 per cent attendance for each study period• to implement intervention strategies and provide other support to the international student where the School has determined that the international student is at risk of not meeting course attendance requirements, including providing written warning to the international student that they are at risk of not meeting the course attendance requirements• to outline and inform international students before they commence at the School of the requirements to achieve satisfactory course attendance in each study period. <p>This Policy is available on the School website and we also provide a summary of it to the international student (or parent/legal guardian if the international student is under 18) prior to enrolment and within the Written Agreement.</p>
<p>Key Definition: Study Periods</p>	<p>Study periods are defined as:</p> <ul style="list-style-type: none">• Semester 1• Semester 2
<p>Collecting and Recording International</p>	<p>In order to ensure that international students</p>

Students' Attendance

meet the minimum attendance requirements, the School collects and records attendance information for all students including international students by:

- using an electric tap on / tap off student attendance system at the beginning and end of each day and when going off campus (Senior School).
- taking a class roll at least twice a day (Junior School) or at the start of each period (Senior School)
- recording the result of each class roll
- regular attendance monitoring by pastoral care staff including the International Student Coordinator.
- implementing an intervention strategy for international students who are at risk of failing to meet course attendance requirements.

Calculating and Checking International Students' Course Attendance for Each Study Period

The School monitors each international student's course attendance and, at the end of each study period, the International Student Coordinator (Senior School) or Dean of Academic Care (Junior School) analyses the attendance records for each international student to assess whether each international student meets the minimum attendance requirement of 80 per cent of the scheduled contact hours in any study period.

The International Student Coordinator (Senior School) or Dean of Academic Care (Junior School) undertakes the process of checking, calculation and analysis by the School of each

international student's attendance for each study period.

These records are maintained electronically on the School's I:drive..

We apply the following method to calculate if an international student has satisfied their minimum attendance requirements in each study period:

- using an electronic tap on / tap off student attendance system at the beginning and end of each day and when going off campus (Senior School)
- taking the class roll at least twice a day (Junior School) or at the start of each period (Senior School)
- recording the result of each class roll
- regular attendance monitoring by pastoral care staff including the International Student Coordinator (Senior School) or Dean of Academic Care (Junior School)
- implementing an intervention strategy for international students who do not meet minimum attendance requirements

International Student is at Risk of Failing to Meet Course Attendance Requirements

The School considers an international student to be 'at risk' of not meeting their course attendance requirements if:

- they have not achieved 85% attendance of scheduled course hours at the end of a term
- despite intervention strategies they have continued to have absences that are not

	due to compassionate or compelling circumstances.
Intervention and Support Strategy for International Students at Risk of Failing to Meet Attendance Requirements	<p>Where the School determines that the international student is at risk of failing to meet course attendance requirements, the following intervention and support strategies will be implemented as required, based on the circumstances:</p> <ul style="list-style-type: none">• the international student will be provided with a written letter advising them that their attendance is at risk of failing to meet the course attendance requirements and of the possible consequences of not meeting attendance requirements• intervention strategies, as appropriate, in order to improve unsatisfactory attendance and student engagement in school and learning:<ul style="list-style-type: none">· The School encourages parents or legal guardians to understand their obligations to ensure their child attends school, and not to condone absences for unauthorised reasons· The Principal at the beginning of the year addresses parents at information evenings· Regular meetings are conducted between the Head of Student Wellbeing and senior staff as appropriate to coordinate responses to student absences· Students with persistently low attendance will be monitored and personalised strategies (e.g. Attendance Improvement Plans) will be considered to

	<p>increase their attendance and/or engagement in school and learning. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents or legal guardians</p> <ul style="list-style-type: none">• When frequent absences are explained as due to illness, the School will request medical certificates for the absences and will consult with parents/legal guardians regarding the health care needs of the student. <p>Non-attendance can be an indication that an international student needs additional support and/or referral to other services. For more information, refer to our <u>International Students Support Services Policy</u>.</p>
Records of Course Attendance, Monitoring and Intervention	<p>The School keeps records in relation to international students' satisfactory course attendance. These include:</p> <ul style="list-style-type: none">• records of our attendance monitoring• any evidence from an international student in relation to an absence• records of meetings with students• records of intervention strategies• records of communication with the international student's parents in relation to course attendance
Unsatisfactory Progress: Student Has Not Met Requirements	<p>Where the School has assessed the international student as not meeting the course attendance requirements, the School will give</p>

the international student a written notice as soon as practicable which:

- notifies the international student and their parent/legal guardian in writing via the Notice of Intention to Report for Unsatisfactory Course Attendance or Course Progress letter of its intention to report the international student for unsatisfactory course attendance
- advises the student that they have 20 working days in which to access the School's internal complaints and appeals process. For more information, refer to our **International Students Complaints Handling Policy**.

The notification of intention to report will be issued to the international student as soon as practicable.

Updating PRISMS

The School will report via PRISMS any international student who has not met course attendance requirements.

Before making such a report the School will have:

- implemented an intervention strategy
- notified the international student and their parents/legal guardians in writing of the School's intention to report them via the Notice of Intention to Report for Unsatisfactory Course Attendance or Course Progress letter; and
- allowed the international student 20 working days to avail themselves of the

	<p>School’s complaints and appeals process. For more information, refer to our <u>International Students Complaints Handling Policy</u>.</p> <p>Where:</p> <ul style="list-style-type: none">• the School’s internal complaints and appeals process and the external appeals process is completed, and results in a decision or recommendation that supports the School; or• the international student has chosen not to access the School’s complaints and appeals processes within the 20 working days; or• the international student withdraws from the internal or external appeals process by notifying the School in writing via the Letter of Withdrawal of Complaint letter, <p>the School must report the student via PRISMS for not achieving satisfactory course progress.</p>
Exception to Reporting	<p>The School may decide not to report the international student for breaching the course attendance requirements if the international student is still attending at least 70 per cent of the scheduled course contact hours and if the international student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.</p>
Compassionate and Compelling Circumstances	<p>The School considers the following circumstances as compassionate and compelling circumstances:</p>

- medical illness or injury of the international student or international student's close relative which requires hospitalisation or impedes activities of daily living
- a mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment
- death of a close relative
- an adverse experience that has impacted on the international student which could include:
 - being a witness to or victim of a serious accident
 - being a witness to or victim of a crime, natural disaster, or terrorism event
- a major political upheaval or natural disaster in the international student's home country which requires immediate emergency travel
- inability to begin study in a program on the agreed starting date due to a delay in receiving the student's visa
- other compassionate or compelling circumstances at the discretion of the School.

Suitable Evidence of Compassionate and Compelling Circumstances

In order for the School to not report the international student for unsatisfactory course attendance (if they are still attending at least 70 per cent of the scheduled course contact hours) on the grounds of compassionate and compelling circumstances, the international student must provide the School with suitable

	<p>evidence to prove those circumstances. This may include:</p> <ul style="list-style-type: none"> • a medical certificate • a note from a medical doctor • death certificate (when possible) • other supporting correspondence e.g legal.
<p>Extension of Course Duration</p>	<p>The School may decide to extend the international student’s course duration where it is clear that the international student will not be able to complete the course by the expected date for the following reasons:</p> <ul style="list-style-type: none"> • there are compassionate or compelling circumstances, as assessed by the Insert Position Title at the School on the basis of demonstrable evidence; or • an approved deferral or suspension has occurred as detailed in the School <u>Deferring, Suspending or Cancelling an International Student’s Enrolment Policy.</u>
<p>Impact of Deferral and Suspension on Attendance Monitoring</p>	<p>Our <u>Deferring, Suspending or Cancelling an International Student’s Enrolment Policy</u> explains the School’s procedures in relation to the deferral or suspension of an international student’s enrolment.</p> <p>If an international student’s enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) should not be included in attendance monitoring calculations.</p>
<p>Contacting the Department of Home Affairs</p>	<p>If the School extends the duration of the</p>

	<p>international student’s enrolment, the School will advise the international student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.</p>
Record Keeping	<p>The School maintains records in relation to activities and action taken under this policy including:</p> <ul style="list-style-type: none">• student contact and counselling records (for example, warning letters)• notices of intention to report• complaints and appeals outcomes, and• attendance records• other relevant records.

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