



International Students

Monitoring Course Attendance Policy

Source of Obligation	<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>
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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 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%—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%

- 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% 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% 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 their 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

Collecting, Recording and Monitoring International Students' Attendance

In order to ensure that international students meet the minimum attendance requirements, the School collects, records and monitors attendance information for all students, including international students, by:

- daily attendance for each student is collected by:
 - each student using an electronic tap on/tap off attendance system at the beginning and end of each day and when going off campus (Senior School)
 - staff taking a class roll at least twice a day (Junior School) or at the start of each day (Senior School)
- daily attendance for each student is recorded in the School's electronic Attendance Register. See the School's Student Attendance Policy and Procedures - Junior School (JS21) and Student Attendance Policy and Procedures - Senior School (SS08) for procedures
- recording the reason for each student's absence using the electronic Attendance Register codes approved by the Minister of Education (NSW). See the School's Student Attendance Policy and Procedures - Junior School (JS21) and Student Attendance Policy and Procedures - Senior School (SS08) for procedures
- recording days absent (including part days) on each student's twice yearly academic reports

	<ul style="list-style-type: none"> • regular attendance monitoring (including percentage attendance rates) by pastoral care staff. See the School's Student Attendance Policy and Procedures - Junior School (JS21) and Student Attendance Policy and Procedures - Senior School (SS08) for procedures • the International Student Coordinator (Senior School) and Dean of Pastoral Care (Junior School) monitoring and reviewing each international student's attendance rate (%) (see below for method of calculation) • the International Student Coordinator (Senior School) or Dean of Pastoral Care (Junior School) notifying the Head of Student Wellbeing (Senior School) or Head of Junior School (Junior School) if an international student is absent for five consecutive days or more without prior approval • implementing an intervention strategy for international students who have been absent for more than five consecutive days without approval or who are 'at risk' of not meeting attendance requirements
Calculating and Checking International Students' Course Attendance for Each Study Period	<p>The School monitors each international student's course attendance and, at least, at the end of each study period, the International Student Coordinator (Senior School) or Dean of Pastoral Care (Junior School) analyses the attendance records for each international student to assess whether each international student meets the minimum attendance</p>

requirement of 80% of the scheduled contact hours in any study period.

The International Student Coordinator (Senior School) or Dean of Pastoral Care (Junior School) is responsible for undertaking the process of checking, calculating and analysing each international student's attendance for each study period.

Records recording, calculating and checking course attendance for each study period are maintained electronically on the School's I:drive and electronic Attendance Register.

The student must provide a doctor's certificate for an absence of three (3) days or more. The doctor must be a registered medical practitioner. If the student is absent for less than three days, a letter of explanation must be provided to the School by the parent/legal guardian.

The School applies the following method to calculate if an international student has satisfied their minimum attendance requirements in each study period (or per term for an earlier calculation):

- any absence (full or part day) from school (other than a school approved activity such as a school camp or excursion) is recorded as an absence (i.e. a day/part day where there was no attendance). Even if an explanation is provided for the absence e.g. a medical certificate it is still counted as an absence/no attendance. See below for an exception to this when it

	<p>has been decided by the Principal that there are compassionate or compelling circumstances.</p> <ul style="list-style-type: none"> • any suspension from school will be recorded as an absence (i.e. no attendance). • an attendance rate percentage for a study period (or shorter period such as a term) is calculated by dividing the days/hours attended by the days/hours in the study period (or shorter period such as a term) X 100 • if an international student has not achieved an attendance rate percentage of at least 85% they are considered 'at risk' (and therefore interventions to improve course progress and attendance will apply (see below)). <p>When calculating the 70% attendance rate when it has been decided that there are compassionate or compelling circumstances - the period of absence that has been deemed compassionate or compelling is <i>not counted</i> as an absence. The period of calculation of the attendance is across <i>the course</i>, not an academic year or Semester or study period.</p>
<p>International Student is at Risk of Failing to Meet Course Attendance Requirements</p>	<p>The School defines an international student to be 'at risk' of not meeting their course attendance requirements if:</p> <ul style="list-style-type: none"> • they have not achieved at least 85% attendance of scheduled course hours at the end of a term

	<ul style="list-style-type: none"> despite intervention strategies they have continued to have absences that are not due to compassionate or compelling circumstances. <p>The International Student Coordinator (Senior School) or Dean of Academic Care (Junior School) are responsible for ongoing monitoring of international students' attendance rates and identifying students who are 'at risk'.</p>
Intervention and Support Strategy for International Students at Risk of Failing to Meet Attendance Requirements	<p>The School implements its Student Attendance Policy and Procedures - Junior School (JS21) and Student Attendance Policy and Procedures - Senior School (SS08) for all international students as well as other students enrolled at the School.</p> <p>Where the School determines that an 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's parent(s)/legal guardian(s) will be provided with written notice advising them that their daughter's attendance is at risk of failing to meet the course attendance requirements and of the possible consequences of her not meeting attendance requirements a meeting will be held between the international student and/or other key adults who support the student (e.g. local guardian/homestay parent) and relevant

	<p>School pastoral support staff (e.g. Head of Student Wellbeing, Head of Junior School, Dean of Pastoral or Academic Care, International Student Coordinator, School Nurse, School Counsellor, Tutor/classroom teacher and Year Coordinator)</p> <ul style="list-style-type: none"> • development, implementation and/or review of an Attendance Improvement Plan <p>Non-attendance can be an indication that an international student needs additional support and/or referral to other services - for example School Counsellors . For more information, refer also to our International Students Support Services Policy.</p>
<p>Records of Course Attendance, Monitoring and Intervention</p>	<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 collection and monitoring • any evidence from an international student in relation to an absence • records of meetings with students and/or their parents(s)/legal guardians or local guardians such as Homestay parents • records of intervention strategies • records of communication with the international student's parent(s)/legal guardian(s) in relation to course attendance

<p>Unsatisfactory Progress: Student Has Not Met Requirements</p>	<p>Where the School has assessed the international student as not meeting the course attendance requirements, the School will give the international student a written notice as soon as practicable which:</p> <ul style="list-style-type: none"> • notifies the international student and their parent(s)/legal guardian(s) 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 • provides reasons for the intention to report • advises the student and their parent(s)/legal guardian(s) 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. <p>The notification of intention to report will be issued to the international student as soon as practicable.</p>
<p>Updating PRISMS</p>	<p>The School, by the Registrar or her delegate, will report via PRISMS any international student who has not met course attendance requirements.</p> <p>Before making such a report the School will have:</p> <ul style="list-style-type: none"> • 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 School's complaints and appeals process. For more information, refer to our **International Students Complaints Handling Policy**.

Where:

- 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.,

the School must report the student via PRISMS for not achieving satisfactory course progress.

Exception to Reporting

The School may decide not to report the international student for breaching the course/visa attendance requirements if the international student is still attending at least

	<p>70% of the scheduled course contact hours and if the international student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.</p> <p>The Principal will make the decision about whether circumstances are compassionate or compelling for the School not to report the international student.</p> <p>When calculating the 70% attendance rate - the period of absence that has been deemed compassionate or compelling is <i>not counted</i> as an absence. The period of calculation of the attendance is across <i>the course</i>, not an academic year or Semester or study period.</p> <p>The Principal's decision is final.</p>
<p>Compassionate and Compelling Circumstances</p>	<p>The School considers the following circumstances as compassionate or compelling circumstances:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • being a witness to or victim of a serious accident

	<ul style="list-style-type: none"> • 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	<p>In order for the School not to report the international student for unsatisfactory course attendance (if they are still attending at least 70% of the scheduled course contact hours) on the grounds of compassionate or compelling circumstances, the international student must provide the School with suitable 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>The evidence must be in English or translated to English and provided to the School in the time requested by the Principal.</p>
Extension of Course Duration	<p>The School may decide to extend the international student's course duration where it is clear that the international student will not be</p>

	<p>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 Principal at the School on the basis of demonstrable evidence; or • an approved deferral or suspension has occurred as detailed in the School Deferring, Suspending or Cancelling an International Student's Enrolment Policy.
Impact of Deferral and Suspension on Attendance Monitoring	<p>Our Deferring, Suspending or Cancelling an International Student's Enrolment Policy 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>
Contacting the Department of Home Affairs	<p>If the School extends the duration of the 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"> • the School's Attendance Register

- records recording monitoring and calculating attendance rates
- communication with an international student and/or their parent(s)/legal guardian(s)
- notices of intention to report
- complaints and appeals outcomes, and
- other relevant records.

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