

ELICOS Attendance Monitoring Policy and Procedures

RTO No 22234

This policy only applies to ELICOS students

1 Policy

- 1.1 Ashton College employs an effective Attendance Monitoring policy (ELICOS students only) to support all students in successfully completing their course within the scheduled timeframe.
- 1.2 Ashton College monitors student's attendance and provides reasonable support where feasible and appropriate.
- 1.3 Ashton College provides access to academic and personal/welfare support services to all students.
- 1.4 Ashton College provides students with information relating to the attendance monitoring policy at the time of pre-enrolment and at orientation. The outcomes of not achieving satisfactory attendance and the available support services are communicated with them.
- 1.5 Ashton College will provide students with information to inform them of the support services available in a timely manner.
- 1.6 Ashton College will be proactive in notifying and counselling students who are at risk of failing to achieve satisfactory course attendance and to report students, who have breached the attendance requirements.
- 1.7 In compliance with Ashton College's obligations under the National Code 2018, student attendance will be:
 - a) checked and recorded daily by use of an attendance sheet
 - b) assessed regularly
- 1.8 The length of a study period for each level is as follows:
 - a) 10 weeks each for General English.
 - b) 10 weeks each for English for Academic Purposes.
 - c) 12 weeks each for English for Higher School Preparation.
- 1.9 Ashton College expects students to maintain 100% attendance. Student visa holders are required under the conditions of their visa to attend at least 80% of the scheduled contact hours.
- 1.10 The ELICOS (Director of Studies) is responsible for implementing this policy and reviewing its effectiveness. An administrator assists the Director of Studies in the effective administration of ELICOS attendance procedures.
- 1.11 This policy will be read in conjunction with Ashton College Client Support Policy and Procedure-ELICOS.
- 1.12 This policy will be implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 clause 1.3 and 1.7 and Standard 8 of National Code of Practice 2018 and ELICOS Standards 2018.

2. Procedure

2.1 Recording Attendance

- a) Trainers use the Student Attendance Sheet to record student attendance at each scheduled class and note early departures and late arrivals.
- b) Students and the applicable trainer must sign the attendance sheet.

- c) At the end of each week, trainers pass the Student Attendance Sheet to the administrator for them to update in the student management system.
- d) The administrator enters any absence into the college's student management system.

2.2 Calculating Attendance

The administrator runs a report to calculate attendance every fortnight.

- a) The report is passed to the admin manager for review.
- b) The admin manager will reconfirm the students who are not attending the classes and notify trainer of who they are.
- c) The trainer initiates contact with students who are:
 - 1) Absent for 5 consecutive days
- d) Any absences longer than 5 consecutive days without the approval of the College will be treated as a matter of urgency:
 - The administrator will attempt to contact the student by phone or email.
 - If contact with the student cannot be made the administrator contacts the student's education agent (if any) or their emergency contact.
 - If contact with the student is made, College staff will provide appropriate counselling or setup an intervention strategy (stipulated in 4.0) as necessary in relation to attendance requirements and any welfare issues that may have been the cause of the prolonged absence.
 - If contact with the student cannot be made the Director of Studies and Administration Manager are notified of the absence and shall take appropriate steps including making a report to the relevant authorities or making further enquiries.

3. Attendance Warning

3.1. Attendance Warning 1

If/When a student's "Projected attendance for a study period" falls to 90%, the student will be contacted by email or phone to remind them that their attendance is falling and it is a requirement for his/her enrolment in this college to maintain a minimum of 80% attendance per study period. A signed warning letter is also posted to the student. The student is advised to contact the college and see trainer to discuss any issues that is affecting the attendance of the student.

3.2. Attendance Warning 2

When a student's "Projected attendance for a study period" falls to 85%, student will be contacted by email or phone warning them that they are at risk of not meeting satisfactory attendance progress. The student is also advised to contact the college immediately and to see student a support officer or a trainer to discuss any issues that is affecting their attendance. The student should also be informed that they will be reported to DIBP and the student's visa may be cancelled if they fail to maintain their attendance requirement.

3.3. Letter-Intention to Report Attendance

When a student's "Projected attendance for a study period" has fallen to 80% or below, "a Letter of Intention to Report" is sent to the student advising him/her that the "Projected attendance for a study period" has fallen below 80% and he/she has breached the requirement for his/her enrolment in this college which is to maintain a minimum of 80% attendance per study period. The student is advised that he/she will be reported to DIBP for unsatisfactory attendance, and he/she has 20 working days to make an appeal against this decision. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to DIBP.

4.0. Intervention Strategy & Counseling Session

- 4.1 Students who are identified as at risk of not achieving satisfactory attendance are contacted within 5 working days, inviting them to attend an intervention meeting within 5 working days.
- 4.2 The purpose of the intervention meeting is to establish the underlying reasons for unsatisfactory attendance and initiate an intervention strategy.
- 4.3 If the underlying reasons for not achieving satisfactory attendance are in relation to academic issues, the College will attempt to assist the student where feasible by:
 - a) providing access to training and assessments staff
 - b) reviewing on the learner materials with the student
 - c) re-phrasing explanations
 - d) providing information in a context that the student understands; providing information in larger text
 - e) providing extra time to complete tasks
 - f) providing access to supplementary reference materials
 - g) providing supplementary exercises to develop understanding
 - h) arranging access to computers with relevant software and modified resources
 - i) providing opportunities to re-attempt assessments
 - j) providing additional tutorial or study session
 - k) providing sustained academic counseling sessions
 - l) appointment of a peer/mentor
 - m) providing advice on Time Management and improvement of study skills
- 4.4 Assistance with personal issues (Personal/Welfare Support) which may be impeding progress will be provided as per Ashton College Client support policy and procedure. Access to internal and college nominated external personal/welfare services is provided free of charge.
- 4.5 Agreement is reached with the student to set up an Intervention Strategy and the student is informed of the ramifications. The Intervention strategy is then signed by both parties. A copy of the student support meeting is provided to the student and the original placed in the student's file.
- 4.6 A student's CoE may have to be amended as a result of the Intervention strategy, if required. The existing CoE will be cancelled and the reasons for the new one being created are recorded in PRISMS.
- 4.7 Students who, after the intervention strategy has taken place, still do not achieve satisfactory attendance are invited to a further meeting with the CEO/Director of Studies. A letter will be sent to the student within 5 working days of the issue being brought to the CEO/Director of Studies' attention.
- 4.8 At the meeting, the reasons/ circumstances are identified and the CEO/Director of Studies (with input from appropriate internal/ external stakeholders if required) will decide whether or not to implement another intervention strategy and informs the student in writing of the College's intentions.
- 4.9 Students failing to follow the intervention strategy without a reasonable excuse may be reported to DIBP for unsatisfactory attendance.

- 4.10 The letters are sent to clients within 5 working days of being identified. The letter also informs them of their right to appeal the decision within 20 working days of receipt by accessing the College complaints and appeals policy.
- 4.11 The College reports clients to the relevant authorities if:
- a. No appeal is lodged after 20 working days from sending the intention to report letter
 - b. The appeal is not upheld after the conclusion of the internal and external appeals process
 - c. The client withdraws from the appeals process
 - d. The College reports the client with 5 working days of the completion of the processes/ time periods.
 - e. Reporting is completed through PRISMS.
 - f. Students who chose not to access the complaints and appeals processes within the 20 working period, withdraws from the process, or the process is completed and results in a decision supporting Ashton College, Ashton College will notify the DIBP through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.
 - g. A hard copy of the PRISMS entry will be included in the student's file.

5.0 Exceptions

Ashton College will not report a student to DIBP where:

- a) the student can demonstrate compassionate or compelling reasons,
- b) the student is attending at least 70 per cent of the scheduled course contact hours or

6.0 Compassionate or compelling circumstances

- 6.1 'Compassionate or compelling circumstances' - circumstances are generally those beyond the control of the student that are having an impact on the student's progress through a course. These could include:
- a. serious illness, where a medical certificate states that the student was unable to attend classes
 - b. bereavement of close family members such as parents or grandparents
 - c. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - d. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - e. inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Note: An absence supported by a medical certificate is counted towards the student's total absences when calculating attendance. Ashton College designated staff will assess if compassionate or compelling circumstances actually exist before reporting a student for unsatisfactory attendance.

CEO will assess whether a suspension of studies is in the interests of the student as per the College's Deferment, Suspension and Cancellation Policy and may suspend/cancel the student's study.

7.0 Record Keeping

- A copy of all communication is stored in the student file.

Revision History

Date	Revision	Revised by	Brief Description	Revision No.
01.04.2014	Developed	Compliance Manager	Policy and procedures	Version 1
05.06.2014	Revised	CEO	DIBP update	Version 2

Please Note: The further versions are stored in Document management System - Novacore with Comments.