



University of  
South Australia

Centre for  
English Language

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# CELUSA MONITORING OF ATTENDANCE POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

The Centre for English Language in the University of South Australia (CELUSA) is required to monitor the attendance of students enrolled in Non-award English Language Intensive Courses for Overseas Students (ELICOS).

### A.2 Scope

This Policy applies to all students who are enrolled in CELUSA and have a student visa with a condition to maintain minimum attendance requirements.

### A.3 Definitions

Word/Term	Definition
Academic counselling	Advice provided by a member of the appropriate Academic Directorate
Class	A scheduled teaching block
Confirmation of Enrolment	A document issued to a student by the an education provider to support an application for a student visa or to prove a student's enrolment
Immigration	Department of Home Affairs
Intention to Report	Student is advised that they are to be reported for unsatisfactory academic progress or attendance
Medical certificate	<p>A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> <li>• medical practitioner</li> <li>• psychologist</li> <li>• chiropractor</li> <li>• dentist</li> <li>• optometrist</li> <li>• osteopath</li> <li>• physiotherapist</li> <li>• podiatrist</li> <li>• other health specialists as approved:  <a href="http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx">http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx</a> </li> </ul>
National Code of Practice	A set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on

CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa

Non-award ELICOS	English language study that does not result in a qualification
Registered medical practitioner	<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>
Session	A two hour teaching block within a class
Student visa	The visa required for international students to be able to undertake studies in Australia
Study period	For the duration of the Confirmation of Enrolment.

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
CELUSA	Centre for English Language in the University of South Australia
CoE	Confirmation of Enrolment
ELICOS	English Language Intensive Courses for Overseas Students
ITR	Intention to Report

## SECTION B - POLICY STATEMENT

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### B.1 Principles

The Director of Studies, Student Learning Advisor and teachers are committed to systematically monitoring the attendance of each student enrolled at CELUSA and proactively notifying and counselling students who are at risk of failing to meet the requirements.

In accordance with the National Code of Practice, poor attendance levels will be communicated to students, appropriate staff and relevant legislative authorities.

### B.2 Policy

#### 1 Satisfactory attendance

- 1.1 In order to achieve satisfactory attendance students must attend at least 80% of scheduled contact hours of their non-award ELICOS study period.
- 1.2 Student attendance will be assessed on a weekly basis
- 1.3 If a student is issued with a new Confirmation of Enrolment (CoE) their attendance is monitored over each of the CoE's separately.
- 1.4 Students whose attendance falls below 80% may have their Confirmation of Enrolment (CoE) cancelled.
- 1.5 A cancelled Confirmation of Enrolment (CoE) will not constitute a release for transfer
- 1.6 All students who have an attendance percentage less than 80% will be required to attend academic counselling.

#### 2 Recording of attendance

- 2.1 Teaching staff will record student absences from class on a daily basis.

#### 3 Absences on medical grounds and other

- 3.1 A medical certificate is required for all absences on medical grounds. These absences will still be counted when calculating an attendance percentage.
- 3.2 CELUSA will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists.
- 3.3 Back-dated medical certificates will not be accepted except at the discretion of the Director of Studies.
- 3.4 Written approval is required for all absences where it is known by the student in advance that they will not be attending class. These absences will still be counted when calculating an attendance percentage.
- 3.5 Students who have five consecutive absences and are at risk of falling below 80% will be

contacted, reminded of the attendance policy and referred to the Student Learning Advisor and/or class teacher for ongoing academic support and/or the Student Counsellor if necessary.

#### **4 Absence from class**

- 4.1** Students who are absent for 30 minutes or more from any session will be marked as absent for the full session.

#### **5 Reminder, Warning and Intention to Report (ITR) letters**

- 5.1** These letters will be issued to students with an active CoE and a student visa with a condition to maintain minimum attendance requirements:

- Attendance between 85% - 89% the student will receive an Attendance Reminder letter
- Attendance between 80% - 84% the student will receive an Attendance Warning letter
- Attendance 79% or below the student will receive an ITR letter

**N.B.** Students may not be sent each type of attendance notice, as these will be sent based on the attendance level at the time of the monitoring report being printed. For example, if a student's attendance level drops from above 90% to 84% or lower between monitoring reports, the student will receive an Attendance Warning without a prior Attendance Reminder.

#### **6 Notification to Immigration**

- 6.1** All students identified as maintaining an unsatisfactory attendance level will be notified in writing of the Intention to Report (ITR) them to Immigration for unsatisfactory attendance.
- 6.2** Where the student does not lodge an appeal within 20 working days of the date of the ITR letter or where their appeal is rejected, the student will be reported to Immigration for unsatisfactory attendance.

#### **7 Student appeals**

- 7.1** Where a student's ITR attendance level is between 80% and 70% an appeal may be considered where:
- The student produces documentary evidence (where appropriate) which clearly demonstrates compassionate or compelling circumstances
- 7.2** Where a student's attendance on their ITR has fallen below 70%, an appeal may only consider whether the appropriate procedures were followed.
- 7.3** Students who wish to appeal their ITR may lodge an appeal in accordance with the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	CELUSA Monitoring of Attendance Policy
<b>Policy Owner</b>	Director of Studies CELUSA
<b>Approving Authority</b>	SAIBT Executive Group
<b>Initial Issue date</b>	August 2012
<b>Directory Location</b>	Academic Directorate, policies

### C.2 Version Control

<b>Current Version Number</b>	4.0
<b>Date of Effect</b>	7/2021
<b>Review Date</b>	3/2024
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">The National Code of Practice 2018</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

CELUSA Compulsory Monitoring of Attendance Procedure

### **D.2 Related Policies**

Student Grievances and Appeals Policy