



**EYNESBURY**  
**COLLEGE**

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# FSP COMPULSORY MONITORING OF ATTENDANCE PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

International Student Monitoring of Attendance Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Adherence to attendance requirements</b>	
<b>Student</b>	<b>1.1</b>	Make sure you understand the attendance requirements as outlined the policy.	
	<b>2</b>	<b>Absences from class / Requirements for achieving satisfactory attendance</b>	
	<b>2.1</b>	<b>Medical and approved absences</b>	
<b>Student</b>	<b>2.1.1</b>	If absent from class due to illness or any other medical condition submit the <b>original copy of your Medical Certificate/s</b> to Student and Academic Services.	
	<b>2.1.2</b>	Where it is known in advance that you will not be attending classes (Leave of Absence, compassionate reasons, etc) written <b>approval in advance is required</b> from the Manager, Student and Academic Services (SAS)	
<b>Academic Support</b>		<b>2.1.2.1</b>	Send approval email to Program Coordinator (FSP) and teacher to confirm that the student's absence has been approved.
<b>Program Coordinator (FSP)</b>		<b>2.1.2.2</b>	Make an appointment to see the student if required. (Under 18 – notify Accommodation)
<b>Student Services</b>	<b>2.2</b>	Enter medical or approved reason(s) against student absences in Navigate.	
<b>Academic Support</b>	<b>2.3</b>	Generate attendance reminder email in week 2.	
	<b>3</b>	<b>Recording daily attendance</b>	
<b>Teacher</b>	<b>3.1</b>	Record daily attendance	
	<b>3.1.1</b>	Notify Accommodation and Academic Directorate of daily absences for students under 18.	
	<b>4</b>	<b>Students absent (consecutive) for three or more days</b>	

Responsible	Procedure Steps		W/I
Academic Support, Accommodation	4.1	Follow up on student welfare.	
Academic Support, Accommodation	4.2	Where a student has been absent for five consecutive days, refer the student to the Program Coordinator (FSP) and Manager SAS	
Program Coordinator (FSP)	4.3	Monitor the student and provide academic support; refer to class teacher for potential extensions for assignments or work missed in compassionate and compelling circumstances.	
	<b>5</b>	<b>Generation of Attendance Percentage Reports and letters</b>	
Academic Support	5.1	Every two weeks within the study period as defined in the policy generate Navigate report to identify the individual student attendance percentage. Provide reports to key staff.	✓
	<b>6</b>	<b>Intention to Report</b>	
Academic Support	6.1	Send an email notification to each student to notify an Intention to Report has been issued including final date of appeal submission.	✓
Student	6.2	You may register an appeal within <b>20 working days</b> of the date on the Intention to Report letter if you wish to do so.	
Student	6.3	If you have chosen to lodge an appeal you must continue to attend class during the appeal process.	
	<b>7</b>	<b>Apply Immigration condition</b>	✓
Academic Support	7.1	If the student does not register an appeal within 20 working days then report them through PRISMS.	✓
	<b>8</b>	<b>Provide Reports to key staff</b>	
Academic Support	8.1	Send reports to Academic Directorate, Accommodation, Manager SAS, Counsellor and any other staff as required.	

## D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Reminder Letter	Quality Unit, Document Management
Attendance Warning Letter	Quality Unit, Document Management
Intention to Report Letter	Quality Unit, Document Management

<b>Records (including completed forms)</b>	<b>Location</b>
Attendance Warning Letter	Navigate; Student e-file
Intention to Report Letter	Navigate; Student e-file
Attendance Reminder email	Navigate; Student e-file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

### D.3 Version Control

<b>Version Number</b>	3.1
<b>Date of Approval</b>	07/2023
<b>Privilege Level</b>	Public