



**EYNESBURY**  
**COLLEGE**

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# INTERNATIONAL STUDENT MONITORING OF ATTENDANCE POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

Eynesbury College is required under Standard 11 of the ESOS National Code of Practice to monitor the attendance of students enrolled in accredited school modules and English Language Intensive Courses for Overseas Students (ELICOS).

### A.2 Scope

This Policy applies to all international students who are enrolled in ELICOS and Foundations Studies programs at Eynesbury College.

### A.3 Definitions

| Word/Term                                 | Definition  |
|---|---|
| Appeal                                    | Requesting a review of a previous decision  |
| Attendance                                | The presence of students in class during scheduled class time   |
| Class                                     | A scheduled teaching block  |
| Compassionate or compelling circumstances | Circumstances beyond the control of the student that have occurred since the student accepted an offer at Eynesbury College and have significantly impacted on the student's well-being or progress   |
| Confirmation of Enrolment                 | An official form issued to an international student to confirm that they have been accepted into a program of study at an Australian institution for a specific start and end date  |
| 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 (<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>), 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>A 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> </ul> |

- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved:  
<http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx> or

|                           |   |
|---------------------------|---|
| Module                    | A single unit of study that counts towards completion of a program  |
| 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                            |
| PRISMS                    | Provider Registration and International Student Management System. PRISMS is a secure database developed jointly by the Department of Education, Employment and Workplace Relations (DEEWR) and Immigration for the purposes of administering the Education Services for Overseas Students Act 2000 (The ESOS Act). |
| Program                   | An combination of approved modules in which a student is enrolled   |
| Session                   | A prescribed teaching block within a class  |
| Staff                     | All employees, contractors and volunteers of Navitas SA (excluding IELTS examiners and invigilators or casual exam invigilators and short term professional appointments such as external auditors or consultants)  |
| Student Visa              | The visa required for international students to be able to undertake studies in Australia   |

## A.4 Acronyms

| <b>Abbreviation</b> | <b>Phrase or Word</b>   |
|---------------------|---|
| CoE                 | Confirmation of Enrolment   |
| CRICOS              | Commonwealth Register of Institutions and Courses for Overseas Students |
| EC                  | Eynesbury College   |
| ELICOS              | English Language Intensive Courses for Overseas Students                |
| FSP                 | Foundation Studies programs   |
| ITR                 | Intention to Report   |
| PRISMS              | Provider Registration and International Students Management System      |

## SECTION B - POLICY STATEMENT

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### B.1 Principles

The Academic Directorate and teachers of ELICOS and Foundation Studies Program are committed to systematically monitoring the attendance of each student enrolled at Eynesbury College and proactively notifying and counselling students who are at risk of failing to meet the requirements.

In accordance with the National Code of Practice, unsatisfactory 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 under the National Code of Practice, students must attend at least 80% of scheduled contact hours within a module/program.
- 1.2 Student attendance will be assessed according to the program they are enrolled in.
- 1.3 Students whose attendance falls below 80% may have their Confirmation of Enrolment (CoE) cancelled and may have their Student Visa cancelled.
- 1.4 A cancelled Confirmation of Enrolment (CoE) will not constitute a release for transfer.
- 1.5 All students who have an attendance percentage less than 80% will be required to attend academic counselling.
- 1.6 If an ELICOS student is issued with a new Confirmation of Enrolment (CoE) their attendance is monitored over each of the CoE's separately.

#### 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. Eynesbury College will only accept medical certificates signed by approved health specialists. See the definition table for certificate criteria.
- 3.2 Approval is required for all absences where it is known by the student in advance that they will not be attending class.
- 3.3 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 Academic Director 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 20 minutes from any session will be marked as absent for the full session.

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

- 5.1** Attendance between 85% - 89% the student will receive an Attendance Reminder notification.
- 5.2** Attendance between 80% - 84% the student will receive an Attendance Warning notification.
- 5.3** Attendance 79% or below the student will receive an ITR.
- 5.4** **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 extracted. 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 formally notified of the ITR.

## **7 Student appeals**

- 7.1** Where a student's 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
  - If the ITR, relevant to the appeal, shows that the student is attending at least 70% of the scheduled module contact hours for the module he or she is enrolled
- 7.2** Where a student's attendance has fallen below 70%, an appeal may only consider whether the appropriate procedures were followed.
- 7.3** The student must maintain enrolment and attend classes at all stages of the appeal process.

## **8 Reporting to Immigration**

- 8.1** 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 through PRISMS for unsatisfactory attendance.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

|                            |   |
|----------------------------|---|
| <b>Identification</b>      | International Student Monitoring of Attendance Policy |
| <b>Policy Owner</b>        | Academic Director<br>Director of Studies              |
| <b>Approving Authority</b> | Eynesbury Executive Group                             |
| <b>Initial Issue date</b>  | May 2012  |
| <b>Directory Location</b>  | Policies, Eynesbury, Academic Directorate             |

### C.2 Version Control

|                               |         |
|-------------------------------|---------|
| <b>Current Version Number</b> | v5.0    |
| <b>Date of Effect</b>         | 11/2021 |
| <b>Review Date</b>            | 4/2024  |
| <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**

ELICOS Compulsory Monitoring of Attendance Procedure

FSP Compulsory Monitoring of Attendance

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

None