



ROSEWOOD
INTERNATIONAL COLLEGE

Attendance Monitoring Policy

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Rosewood International College is required to systematically record and monitor attendance for students who enrol in their courses. International students on a student visa who are studying Nationally Recognised Training courses at Rosewood International College are required to maintain a minimum of 20 hours attendance per week for scheduled face to face hours in the classroom. This is pursuant to legislative requirements detailed below.

Attendance of each student is recorded daily, with students being required to sign a register upon arrival and on departure.

Student's attendance will be regularly monitored on a weekly basis to ensure that Rosewood International College facilitates the highest quality of learning opportunities and additionally maintains compliance with legislative requirements. Students identified as *at risk* of unsatisfactory attendance will be proactively counselled and notified formally through warning letters. Unsatisfactory attendance can lead to the cancellation of the student visa.

The principles underpinning this policy are that early identification will enable appropriate support and intervention strategies to be implemented in order for the student to satisfactorily complete their program.

Regardless of unsatisfactory attendance, the student will receive an attendance certificate which indicates their overall attendance percentage.

This policy and procedure identifies processes for:

1. Contacting and counselling students;
2. Monitoring attendance;
3. Notifying identified students of their rights to access the complaints and appeals process;
4. Reporting students; and
5. Circumstances where students need not be reported if their attendance percentage is above 80%

1.1 Monitoring and recording attendances and absences

All Trainers will be inducted into the requirements of this policy at induction and through the Staff Handbook. The Daily Attendance Record Form which is generated through the database (TBC) will be used to record attendance and absences. Both students and the Trainer are required to sign this record on a daily basis. Trainers will receive guidelines on how to complete this record, and in particular how to record absences, leave, late arrivals and early leave during the day.

Attendance is entered into the student management system on a daily basis and to monitor the record sheet for due diligence checks in terms of correct data entry by Trainers, including ensuring signatures of students and Trainer.

In the event a medical certificate is supplied, the student is still recorded as absent. However, this evidence may be considered at a further stage in the 70%-80% discretionary band. The original medical certificate is returned to the student and a certified copy is placed in the student file.



1.2 Issuing Warning letters, counselling and record keeping

Rosewood International College will issue a “*Course Attendance - First Warning Letter*” by email and registered mail when the projected overall attendance is calculated at being at risk of falling below 80%. Students are required to ensure that the Institute is informed of their current contact details at all times and that when a change of contact detail occurs that notification is received within 5 working days.

Every effort will be made to contact the student by the Student Support Officer, following the issuing of a warning letter. This will be done through classroom contact or by phone, email or text message. The student will be clearly informed of the risk and consequences of breaching the satisfactory attendance requirements. Any difficulties affecting attendance, including academic, welfare or personal will be identified with the view to articulating appropriate support or intervention strategies.

A copy of the warning letter and records of contact will be maintained on the student file

In the event the student’s attendance falls below 80%, a “*Course Attendance Breach-Second Warning Letter*” will be issued.

All efforts will be made to contact and counsel the student. Records will be maintained on the student file.

In the event a student is absent for 5 working days in a row without approval, every effort will be made to contact the student, and a “*Intent to Report Letter – Attendance*” will be issued. Records of contact will be maintained on the student file.

1.3 Attendance Monitoring and Appeal Procedure

1. Student is at risk of falling below 80% attendance
2. Trainer verbally warns the student that they are at risk of falling below the required 80% attendance
3. Student falls below 80% attendance
4. Rosewood International College will issue the student with a “*Course Attendance-First Warning Letter*”. This notice will be sent by post and email, every effort will be made to contact the student by the Academic Manager.
5. Trainer to schedule an Intervention Strategy Meeting with the Academic Manager
6. Student and Academic Manager attends the Intervention Strategy Meeting and Academic Manager is responsible for completing the Intervention Plan Form at the meeting.
7. Student signs the Intervention Plan Form, agreeing to the plan and confirming that they will comply with the Intervention Plan
8. If the student fails to follow the Intervention Plan and attendance once again falls below 80%, the student will be in breach of the Intervention Plan
9. Rosewood International College will issue the student with a “*Course Attendance Breach - Second Warning Letter*”. This notice will be sent by post and email, every effort will be made to contact the student by the Academic Manager.



10. In the event that Student attendance falls below 80% again, the student will be sent a Intent to “*Report Letter-Attendance*”. Student is notified in the letter that they will have 20 working days to access the *Complaints and Appeals Policy* and to submit any evidence to support their situation.
11. If the Student does access the Complaints and Appeals Policy, the students enrolment will remain until the Complaints and Appeals process has been completed.
12. An appeals meeting will be arranged to assess this evidence. The student will be advised that they must maintain their attendance whilst the appeal process is in effect and a decision is being made.
13. All records of the appeals process must be maintained on the student file.
14. If the student appeals on the grounds of compassionate and compelling circumstances, the process under the Compassionate and Compelling Circumstances Policy and Procedure will come into force.
15. *If the student does not submit a Complaint and Appeal Form within 20 working days, the student will be withdrawn from their course of studies.*
16. If the student does not lodge an appeal, or the appeal is rejected, the [Department of Home Affairs](#) (DHA) will be notified through PRISMS that the student has not achieved satisfactory course progress within 10 working days following the Complaints and Appeals process.
17. DHA will then send a *Notice of Intent to Consider Cancellation (NOIC)* prior to a decision being made to cancel the student visa.
18. Record of the Attendance monitoring and appeal process will be recorded on the student file.

For the process on how to complete the Intervention Plan Form, please refer to Intervention Plan Form.

Notice of Intention to Report Letter – Attendance Monitoring

If a student fails to meet the minimum 80% Attendance requirements, the student is placed at risk of being reported to the Department of Home Affairs for being in breach of their Visa requirements.

This letter outlines that the student has been provided with the following:

1. Course Attendance - First Warning Letter
2. Course Attendance Breach -Second Warning Letter
3. Intervention Plan Form

Refer to the Monitoring and Intervention Process for more details on when the Intention to Report Letter will be sent.