



American College Pty Ltd T/A
AMERICAN COLLEGE

ATTENDANCE MONITORING POLICY

POLICY

This policy contains requirements that apply to all students that are currently studying or formally enrolled with us at American College.

Definitions

Study period	a period of time during a course for which attendance will be monitored and calculated
at risk	any student identified as having an attendance percentage between 90%- 80% but still able to achieve satisfactory attendance for the Study Period
compassionate and compelling circumstances	<p>As defined in National Code of Practice for Providers of Education and Training to Overseas Students 2007 and the accompanying Explanatory Guide, (standard 11), compassionate and compelling circumstances generally are circumstances beyond the control of the student and have had an impact upon the student's course progress or wellbeing. These may include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ serious illness or injury, where a medical certificate states that the student was unable to attend classes; ➤ bereavement of close family members such as parents or grandparents (death certificate must be provided); ➤ major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student's studies; ➤ a traumatic experience, such as involvement in or witnessing of a serious accident or witnessing or being the victim of a serious crime, which has impacted on the student (these cases should be supported by policy or psychologists' reports where possible); ➤ where the American College is unable to offer a pre-requisite unit
approved leave	<p>As defined in National Code of Practice for Providers of Education and Training to Overseas Students 2007 and the accompanying Explanatory Guide, Standard 13, the registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:</p> <ol style="list-style-type: none"> a. Compassionate or compelling circumstances; or b. Misbehavior by the student. <p>Approved Leave is a period of approved absence from the college based on the above.</p>
Study Period	This is the duration of the entire course, e.g. Diploma of Management would be 26 weeks
DEEWR	Department of Education, Employment and Workplace Relations



American College Pty Ltd T/A
AMERICAN COLLEGE

DIAC	Department of Immigration and Citizenship
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In order to remain compliant with Student visa conditions, what percentage of classes must a student attend?

- 1) For a student to achieve a satisfactory attendance, students need to attend at least 80% of scheduled classes during a study period.
- 2) However, if, at any point during the study period, a student's attendance for scheduled classes falls below 80% but remains at or above 70%, American College may choose not to report the student to the Secretary of DEEWR for unsatisfactory attendance:

Scenario 1:

- a) The student's attendance is at least 70%; and
- b) The student is making satisfactory academic course progress

Scenario 2:

The student produces documentary evidence clearly demonstrating that compelling or compassionate circumstances apply.

(Please refer to the Satisfactory Course Progress Policy on the American College website www.americancollege.com.au for more information)

3. At any point during a study period, if a student's attendance has fallen below 80% and it is clear that, even if the student attends every class until the end of the study period, 80% attendance will not be reached, American College is required to report the student to the Secretary of DEEWR via PRISMS for unsatisfactory attendance. Before reporting the student to the Secretary of DEEWR via PRISMS for unsatisfactory attendance, American College issues the student the Intent to Report letter advising the student to appeal the decision to report within 20 working days.

(Please refer to American College website www.americancollege.com.au for more information)

HOW IS ATTENDANCE MONITORED?

- A. Attendance is monitored over the whole study period. During the study period, students are required to attend 20 hours of classes each week. 100% attendance is calculated on the number of academic weeks in the study period multiplied by 20 hours. Public holidays are excluded when the attendance is calculated.
- B. The Trainers are required to mark attendance at the beginning of every session. Trainers are advised to use the symbol "✓" for Present and "A" for Absent on the attendance rolls. If a student is late by more than **30 minutes** for a session, he or she will be marked absent for that particular **whole session**.



American College Pty Ltd T/A
AMERICAN COLLEGE

Attendance is taken in two sessions, morning and afternoon. (Please be advised that a **session's duration** is considered in American College's attendance monitoring policy).

- C. At the end of each academic week, student's attendance rolls are passed to the administration staff who updates the student's attendance percentage. Please note, at any point in time, attendance percentages are always calculated to indicate the student's maximum possible attendance on the last day of the study period should the student not miss any classes from the last day on which attendance was calculated until the last day of the study period.

Hence, if student's attendance percentage at the end of Week 5 is calculated to be 85%, this means that if students do not miss any class between the last day on which attendance was monitored and the last day of the study period, student attendance will be 85% on the last day of the study period. In other words, the attendance percentage remains the same if the student continues to attend classes but never increases and it always decreases if the student misses any of the classes.

Additional Notes:

1. If a student commences study after a study period has started, attendance is monitored from the first day on which the student was officially enrolled in the class.
2. If a student disappears from the session without the trainer's permission after being marked present on the attendance roll, the trainer or administration staff has the right to change the student's attendance status to absent for that session.
3. A student must be physically present in class during the class hours in order to be marked 'present' on the attendance roll. An absence supported by a medical certificate is not counted towards the student's total absences when calculating attendance.

PROCEDURE FOR WARNING STUDENTS IN DANGER OF BREACHING STUDENT VISA CONDITIONS BECAUSE OF UNSATISFACTORY ATTENDANCE:

If I am at risk of breaching my visa conditions because of unsatisfactory attendance, will the College notify me?

Yes, the College will issue you with a warning letter in accordance with the following policy:

1. **FIRST WARNING LETTER:** If a student's attendance is between 90% - 86% of scheduled classes within a study period, the student is issued the First Warning Letter advising the student that he/she is at risk of breaching their student visa conditions because of unsatisfactory attendance.

The warning letter is sent to the student's Australian residential address. It is, therefore, essential that the student should notify the College within 7 working days whenever the student changes his or her address.

2. **SECOND WARNING LETTER:** If a student's attendance falls between to 85% - 81% of scheduled classes within a study period, the student is issued a second warning letter advising the student that he/she is at



American College Pty Ltd T/A
AMERICAN COLLEGE

risk of breaching student visa conditions because of unsatisfactory attendance. The letter also advises the student to attend an appointment with the College's Student Support Officer to discuss the reasons for the absence and to find if there is some way in which the College may assist the student so that the student does not breach the student visa condition 8202 because of unsatisfactory attendance. The Student Support Officer is required to review the student's academic course progress report prior to the meeting with the student.

The second warning letter is issued to the student in the same manner as the first warning letter. (Please see FIRST WARNING LETTER)

3. **INTENT TO REPORT LETTER:** If, at any point during the study period, a student's attendance of scheduled classes falls below 80% but remains at or above 70%, American College may choose not to report the student to the Secretary of DEEWR for unsatisfactory attendance:

Scenario 1:

- a) The student's attendance is at least 70%; and
- b) The student is making satisfactory academic course progress

Scenario 2:

The student produces documentary evidence clearly demonstrating that compelling or compassionate circumstances apply.

(Please refer to the 'Complaints and Appeals' policy on the American College website www.americancollege.com.au for more information)

COMPLAINTS AND APPEALS PROCESS:

1. If the student undertakes an internal appeal, processing starts within 10 working days of the appeal and the student's course enrolment is maintained during the processing.
 - a) If the internal appeal is successful, the letter of the appeals outcome is sent to the student advising him/her to continue student course and the student's enrolment is maintained.
 - b) If internal appeal is unsuccessful, the letter of the appeals outcome is sent to the student advising him/her of the opportunity to an external appeals process within 10 working days.
2. If the student undertakes an external appeal, the student has to provide the proof of appeal and his / her enrolment is maintained.



American College Pty Ltd T/A
AMERICAN COLLEGE

ISSUING SECTION 20 NOTICES TO STUDENTS

Section 20 is issued to the student via PRISMS by the PRISMS Administrator and sent to the student by registered post and student's enrolment is cancelled in the following cases:

1. If the student does not appeal against the Intent to Report letter within 20 working days.
2. If the student does not undertake any external appeal within 10 working days from the outcome of internal appeal if the internal appeal is unsuccessful.
3. If the external appeal is unsuccessful.

If I am absent due to illness, should I bring in a medical certificate?

Presentation of a medical certificate will not automatically result in your attendance not being monitored during the period covered by your medical certificate. Only in compelling or compassionate circumstances, on a case by case basis will a medical certificate be taken into consideration.

Do I have to attend classes if I have Recognition for Prior Learning (RPL) for units being taught?

Students are advised to apply for RPL before course commencement so that a study schedule can be planned well in advance. Students must attend all scheduled classes until and unless advised in writing from American College that they are allowed to be absent for a unit.

Students who have been formally granted course credits or RPL for particular units by American College may be exempt from attending those units when those units are being run at American College.

SHOULD YOU HAVE ANY QUERIES ABOUT OUR ATTENDANCE MONITORING POLICY AND PROCEDURE, PLEASE DO NOT HESITATE TO CONTACT AMERICAN COLLEGE OR VISIT OUR WEBSITE FOR A COPY OF THIS INFORMATION.