



Policy Title	Attendance Monitoring Policy and Procedure				
Policy Number	B2.1	Version Number	V4 Aug 2022	Status	APPROVED
Owner	ELICOS Department	Approved By	CEO		



Attendance Monitoring Policy and Procedure

PURPOSE

This policy document has been developed to ensure Albright Institute has appropriate systems in place to monitor students' attendance.

SCOPE

This policy applies to students on a student visa studying English language courses.

Legislative base - This policy complies with the following legislative framework:

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students 2007, [The National Code 2007]: Standard 11.
- The Education Services for Overseas Students Act 2000[ESOS Act 2000] and ESOS Regulations 2001.

Attendance Requirements The minimum satisfactory course attendance is 80%.

Orientation Upon joining the school, students undergo orientation in their first week. At orientation, students are informed of the school's attendance policy. They are told about the minimum satisfactory attendance requirements. Students are also issued with a Student Handbook detailing the school's attendance policy.

Student Contact details A student must provide contact details to the school on their first day; this includes a phone number, a residential address and an email address. Contact details of two emergency contacts in their city campus must also be provided.

Monitoring and recording attendances and absences

Teachers mark attendance for each class session.

If a student arrives late or leaves early, their attendance is adjusted to reflect this.

The teacher must sign his/her class roll each day.

The class teacher enters attendance data into the Student Management System on a daily basis.

If a student is absent for two consecutive days, the class teacher notifies the Academic Manager by email.

The Academic Manager emails Reception the names of the missing student, Reception then contacts the student to check on his/her welfare.

If a student has a medical certificate for a day missed, he/she is still recorded as being absent on the class roll.

Reception scans the medical certificate and puts the scanned copy in the student file.

The student keeps the original.

All attendance rolls are digitally updated at the end of each day.

Attendance rolls are monitored weekly

Once printed this is an uncontrolled document



Warning letters

Albright will issue a **First Warning letter** when the projected overall attendance is calculated at **under 90%**

Albright will issue a **Second Warning letter** when the projected overall attendance is calculated at **under 85%**

Albright will issue an **Intent to Report [Unsatisfactory Attendance Notification]** letter when the projected overall attendance is calculated at **under 80%**.

All warning letters are sent to the students' email address as well as being made available at the school.

Once a warning letter is issued, the school tries hard to contact the student by phone and/or email and/or text message.

If the student cannot be contacted for any reason, then the student's emergency contacts will be called.

All copies of warning letters or contact records are put in the student's file.

Attendance below 80% Students whose attendance falls below 80% are required to meet with the Academic Manager. This is known as an Appeals meeting, this meeting can be done in person or via Zoom.

The student has 20 working days [from the date of issue] to appeal the Intent to Report notice

At this meeting the student must provide documentary evidence of compelling or compassionate circumstances that explains why they have absent from class.

An example of this is a medical certificate.

The Academic Manager will write up a formal note outlining the main points covered in said meeting. This counselling note will be stored on the Student Management System.

If the Academic Manager is satisfied with the evidence, then he/she advises the student of the need to maintain at least 70% overall attendance.

The Student will be notified of the decision in writing.

If the Academic Manager is not satisfied with the student's evidence or if the student chooses not to access the complaints and appeals process within 20 working days or withdraws from the appeals process, the Academic Manager will notify the Principal Administrator who will then notify Immigration through PRISMS.

Attendance at or below 70% If a student's attendance drops to 70% or below, then the student is immediately reported to Immigration via PRISMS.