

## **ACADEMIC PATHWAY PROGRAMS ATTENDANCE POLICY**

### **SECTION 1 - PURPOSE AND SCOPE**

- (1) The Attendance Policy will provide guidance to staff and students regarding The College's policy and procedures in relation to monitoring student attendance in the Academic Pathway Programs.
- (2) Under the regulations of the Education Services for Overseas Students (ESOS) and provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code), a registered provider must monitor students' compliance with student visa conditions relating to attendance.
- (3) The objective of this policy is to set out The College's Academic Pathway Programs policy and procedures in relation to the recording of attendance, the requirements for achieving satisfactory attendance, the notifying and counselling of students who are at risk of failing to meet attendance requirements and the procedures for notifying students who have failed to meet these requirements.

### **SECTION 2 - DEFINITIONS**

- (4) For the purposes of this policy, the following definitions apply:
  - a. Domestic Student - means a student who does not hold a student visa.
  - b. International Student - means a student studying in Australia on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.
  - c. Teaching Session - refers to one term or one quarter of study.
  - d. Attendance - refers to recorded attendance.
  - e. Engagement - refers to the active involvement of the student in course activities.
  - f. TRIM - refers to the Western Sydney University electronic document storage facility.
  - g. The College Appeal Panel - consists of at least two (2) members of The College Senior Management Team or their nominees.
  - h. Satisfactory Course Progress - for Diploma students: have passed 50% or more of credit points studied. For Foundation students: have a GPA of 4.0 or above.
  - i. The University - Western Sydney University.
  - j. The College - Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

### SECTION 3 - POLICY STATEMENT

- (5) The College believes that attendance and active engagement with learning activities is an essential part of the learning process. Engaging in academic discourse with other students is integral to student engagement, well-being, student success and the social construction of knowledge. Furthermore, attendance provides a greater connection to learning, garner a range of opinions and knowledge in addition to providing the opportunity for greater clarity and assistance in achieving course outcomes. For these reasons, The College expects students to maintain a minimum overall attendance level of 80% or above every teaching session. If an International Students projected attendance falls below 80% The College is required to report the student to the Department of Immigration and Border Protection.
- (6) Attendance records must be maintained for all International Foundation Studies students.

### SECTION 4 - PROCEDURES

- (7) Students are informed of this attendance requirement at orientation.

#### Monitoring of Attendance

- (8) Where student attendance records are maintained, Academic Pathway Programs teachers will record student attendance with the exception of lectures.

Category	Attendance Parameters	Attendance Calculations
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Partially Absent	Student attended at least 50% of the class, but were absent for some of the class time	50% of scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations

- (9) Where student attendance records are maintained, attendance records will be stored electronically.
- (10) Cumulative attendance will be made available to students at a minimum of once per fortnight commencing week four (4) of each teaching session. In order to maintain student privacy, student ID numbers will be used. This cumulative attendance is a percentage which represents the total number of hours of classes attended out of the total scheduled thus far.
- (11) If a student is absent from class due to illness evidenced by an original medical certificate, this certificate is TRIMMED to the student file. If a student provides supporting documentation of compassionate and compelling occurrence this too is TRIMMED. Attendance records will be amended to show absence as an approved absence.

## **Students at Risk**

- (12) Students, whose attendance records are being monitored, may be identified as being at risk if the student's attendance is below 80%. From week four (4) Attendance Warning Letters will be sent to these students.
- (13) Referrals will be made to see the Well-being unit if the student appears to have personal or health issues which are affecting their ability to attend classes.

## **International Students**

- (14) Under the provisions of the ESOS Act and the National Code, international students enrolled in University Foundation Courses must, as a condition of their visa, maintain a minimum attendance rate of 80% in each session of study. Such a requirement does not exist for students studying in Diploma and Associate Degree courses or for domestic students.
- (15) If an international Foundation Studies student reaches a point where they cannot reach 80% attendance by the end of the teaching session or they are absent for five (5) consecutive days, they will be sent a letter advising them of this and the need for them to achieve and maintain satisfactory attendance.
- (16) If an International student's projected attendance falls below 80% or they are absent for five (5) consecutive days, The College is required to report the student to the Department of Immigration and Border Protection. Projected attendance is calculated on attendance to date and an assumption that all future classes will be met. Students will be notified via email by The College that they will be reported for non-compliance with the attendance condition of their student visa. They will also be notified that they have 20 working days from the receipt of the notification to appeal the decision. During this period the student must continue to attend classes. The grounds for appeal in the case of reporting of attendance can be miscalculation of the attendance or against the application of The College processes.
  - a. If the attendance is above 70%, or through the appeal process the attendance is recalculated as above 70%; the appeal can also be on the grounds of compassionate and compelling circumstances that impacted on attendance.
  - b. Evidence must be provided to support the appeal, examples of evidence are medical certificates, death certificates, supporting letters from well-being staff etc.
  - c. If required, the appeals panel may request further evidence.
- (17) Compassionate or compelling circumstances are generally those beyond the control of the student and which have impacted on attendance. These could include, but are not limited to:
  - a. serious illness or injury, where a medical certificate states that the student was unable to attend classes;

- b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - c. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
  - d. a traumatic experience, which could include:
    - i. involvement in, or witnessing of a serious accident; or
    - ii. witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports).
- (18) If the compelling circumstances for non-attendance are supported but evidence these absences will be deemed to be approved absences and counted as a Present for the purpose of calculating attendance.
- a. The appeal must be made in writing to The College within 20 working days of the receipt of the notification.
  - b. If the appeal is dismissed the student may then choose to have the decision reviewed by an external body. In this situation they must inform the Western Sydney University Executive Governance Officer that they are seeking external review.
  - c. If the student does not choose to use the appeal mechanism, withdraws from the appeal process or if the appeal process results in a decision supporting The College, the Western Sydney University Executive Governance Officer will activate the notification process required by Federal Government legislation.
  - d. Students remain eligible to maintain their enrolment at The College and the University. The student will be required to obtain a new CoE from Student Central when they enrol in the next study session.

## **SECTION 5 - GUIDELINES AND REFERENCES**

### **Related Legislation/Policies/Procedures**

- a. Education Services to Overseas Students (ESOS) Act
- b. Education Services to Overseas Students Regulations
- c. National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students (National Code)
- d. Academic Pathway Programs University Foundation Studies Progression and Unsatisfactory Academic Progress Policy

## ACADEMIC PATHWAY PROGRAMS ATTENDANCE

### POLICY STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	10		
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<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
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<b>Unit Responsible:</b>	Academic Pathway Programs		
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<b>Available On:</b>	SharePoint	<input checked="" type="checkbox"/>	Website <input type="checkbox"/>

### Summary of Changes from Previous Version

Section 3 (5-6): Policy Statement

Section 4 (14-18): International Students and ESOS Compliance