

Policy Name:	HSP Course Progression and Attendance Monitoring Policy
Document Number:	HSP 13.18.01
Approved by:	Academic Director
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	Charlton Brown Staff
Contact Officer:	Head of Faculty (ELICOS)
Related Documents:	Attendance Warning Letter 1 Attendance Warning Letter 2 Intention to Report Confirmation of Cancellation Request for Leave Form (ELICOS) Intervention Strategy form Complaints Handling & Appeals Policy and Procedure Deferring, Suspending, Extending or Cancelling Student Enrolment Policy & Procedure
Legislation:	National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students 2018 Education (Accreditation of Non-State Colleges) Regulation 2017 Education (General Provisions) Regulation 2017 (Qld)

1. Purpose and Objective

The purpose of this document is to explain how course progress and attendance is recorded and monitored for High School Preparation Course students. It also explains what steps will be taken when course progress and attendance expectations are not met by students.

2. Scope

This policy applies to:

- Students enrolled in Charlton Brown’s High School Preparation Course
- Charlton Brown Staff involved in marketing, admissions, academic, management and student services.
- This policy does not apply to VET courses.

3. Policy Framework

This policy complies with and is subject to the following industry standards:

- ELICOS Standards 2018
- Standard 8 – Overseas Student Visa Requirements (National Code 2018)
- Standard 5 – ELICOS Services (Educational Queensland International)
- Quality Principle F4: The ELT Centre ensures a safe and secure environment (NEAS)

4. Definitions

“At risk” student: A student who is currently at risk of not meeting the course requirements.

aXcelerate: Charlton Brown’s Learner Management System

Carer: the legal guardian of a student who is under 18

DHA: Department of Home Affairs

EQI: Education Queensland International

Intervention Strategy: A series of actions taken to support students who are at risk of not meeting the course requirements.

5. Policy Statements

Charlton Brown is committed to helping students achieve satisfactory attendance and academic course progress in order to successfully complete their course by their expected end date.

6. Policy

6.1 Attendance Requirements

- a) To achieve satisfactory attendance, students need more than 80% attendance.
- b) If a student does not meet the attendance requirement above, Charlton Brown must report the student to the Department of Home Affairs and EQI, unless:
 - i. the student has provided good reason with evidence for the absence.
 - ii. the student is making good course progress and;
 - iii. the student has at least 70% attendance.
- c) If a student’s medical condition (or other compassionate or compelling reason) stops them from attending more than 70% of their classes, the student should apply for a deferral or suspension.

6.2 Recording Attendance

- a) Teachers will take the roll each morning in aXcelerate (within the first 20 minutes of class).
- b) If students arrive late or leave early, it will be recorded by the class teacher on aXcelerate.
- c) After the roll has been taken, Student Services will contact the emergency contact of any absent students; this must happen within 60 minutes of class.
- d) Attendance rates for students will be calculated daily by aXcelerate; the calculation is based on the total number of hours in class and the number of hours in an enrolment.

6.3 Attendance Monitoring & Reporting

- a) If a student’s attendance rate drops below 90%, Student Services will email the student and carer a first warning letter (*Attendance Warning Letter 1*) to inform the student that he/she is at risk of not meeting attendance requirements, that poor attendance may affect his/he visa and to remind him/her to attend all of their scheduled classes.
- b) Student Services will send a second warning letter (*Attendance Warning Letter 2*) to the student and carer if there is no improvement. This letter is to inform the student that he/she is at risk of not meeting attendance requirements, that poor attendance may affect his/he visa and to remind him/her to attend all of their scheduled classes. As this student is now considered ‘at risk’, a copy of this letter must be sent to EQI and the Head of Faculty (ELICOS).
- c) The Head of Faculty will implement an intervention strategy once a student is considered ‘at risk’.

- d) If a student's attendance is below 80%, the student will not have met the attendance requirements by the expected end date, the Head of Faculty (ELICOS) will email the student and carer to inform them that the student will be reported (*Intention to Report*). A copy of this letter must be sent to EQI.

6.4 Issuing an Intention to Report

- a) Students who do not meet attendance requirements will be emailed an *Intention to Report* notice as soon as possible, informing them of their failure and that Charlton Brown intends to report them. This email will inform the student:
 - i. of both their current attendance levels as proof.
 - ii. that they have 20 working days to use Charlton Brown's Complaints and Appeals Policy.
- b) If the student uses the Complaints and Appeal Policy, the student will not be reported until the process is complete.
- c) If the student does not use the complaints and appeals process, or the process is complete, but the decision is unchanged, then Charlton Brown will report the student as soon as possible.
- d) After being reported, the student will get a letter (*Confirmation of Cancellation*) to tell them they have been reported, that this may affect their visa, and they should contact the DIBP. A copy of this letter should be provided to the agent as well as to EQI.

6.5 Warning and reporting students for not starting their course as expected.

- a) If a student does not start their course as planned, they will be sent a warning letter (*Intention to Report*) informing them that they will be reported within 31 days, and that their visa may be cancelled if they are reported; a copy of this letter must be sent to EQI.
- b) If the student does not attend classes in week 2 or does not respond to the warning letter within 7 days, Charlton Brown will report the student as soon as possible.
- c) After being reported, the student will be sent a letter (*Confirmation of Cancellation*) to tell them that they have been reported, and that this may affect their visa so they should contact the DIBP.

6.6 Requests for Leave

- a) Excused/On Leave – Students can only be marked 'Excused' by a teacher if the teacher has received confirmation from Student Services of an approved leave. Teachers may NOT approve a request for leave.
- b) Student Services will evaluate and approve submitted requests for leave (*Request for Leave Form*) based on the following:
 - i. 'Compassionate or compelling' circumstances. These are circumstances that are generally beyond the control of the student, and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
 - serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes.
 - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
 - a traumatic experience, which could include:

- involvement in, or witnessing of a serious accident; or
 - 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)
- ii. A letter from the child's guardian.
 - iii. A letter from the Head of Faculty (ELICOS).
- c) Student Services will store all request and supporting documents on the student's profile on aXcelerate.
 - d) Student Services will notify the teacher of the outcome of the request (specifying student details and the date of approved absence).
 - e) The teacher will update the attendance record in aXcelerate accordingly.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	Academic Director	May 2022	May 2022	New policy approved