

Curtin English Language Centre (CELC)

Student Attendance, Monitoring and Intervention Strategy

In accordance with student visa regulation 8202, students are required to attend a minimum of 80% of all scheduled classes. In certain circumstances, attendance may fall below 80%. (see information on policy and procedures listed below).

If a student is absent from class for any reason, he/she should contact his/her teacher, Course Coordinator or Director of Studies explaining the reason for absence. The Director of CELC and the Director of Studies have the responsibility to ensure that all procedures are followed in accordance with the relevant legislation and guidelines. They are also responsible that all key stakeholders are aware of the policies, and absences are reported to the relevant authorities in a timely and professional manner.

If a student is experiencing problems which are preventing attendance in class, he/she should contact the CELC Student Advisor, who will arrange a meeting to provide appropriate assistance and/or advice.

CELC is required by law to report to DIAC (Department of Immigration and Citizenship) if absenteeism is affecting a student's satisfactory academic progress, as this may also impact on their student visa. This may include not meeting the minimum pass mark for ELICOS modules or failing units in English Language Bridging course. Students are required to see their teacher, program coordinator or Student Advisor if they require further information.

Policy and Procedures - steps and actions covering attendance and monitoring

1. Advising students of their responsibilities

Information about attendance requirements at CELC will be provided to students at the orientation session.

2. Recording Attendance

- Students' names are placed in the appropriate classes and on an attendance register upon course commencement.
- Attendance is recorded by teachers on an "AM and PM register" for each class. Students are recorded as 'present', 'late' or 'absent'.
- All students' attendance is recorded every Friday, on the Attendance database which shows weekly attendance as a percentage.

- Teaching staff are to advise the relevant Director of Studies or Course Coordinator, in writing, if a student is absent for two or more days.
- Students sponsored by organisations that require regular reporting of student attendance and progress will be notified by the Director of Studies.

3. Intervention strategies

- Attendance of students will be reviewed and monitored on a weekly basis by the Director of Studies. Attendance will be monitored progressively to ensure that it does not fall below 80%.
- If students are absent without valid reasons, permission or prior discussion with appropriate staff and their attendance is falling below 90%, they will be issued with a “Attendance Warning Letter 1”. This is to inform students that they will be in breach of visa obligations requiring a minimum of 80% attendance.
- If a student has a medical certificate or a letter from a qualified counsellor/psychologist or recognised professional, this information is recorded in the attendance register and placed in the student file. The student, however, will still be counted as absent for the time away from class.
- The student is given an “Attendance Warning letter 2” if he/she is approaching the 85% attendance mark. The Student Advisor will attempt to contact the student to offer advice or counselling if he/she is having problems, i.e. personal issues which are impacting on his/her ability to study effectively. Depending on the situation, appropriate options will be provided, e.g. Curtin Counselling services, an external agency or appropriate resource.
- When the student reaches 80% attendance, he/she is given an “Intervention Notification letter” stating that he/she will be in breach of the student visa condition 8202 if they miss any further classes. The Director of Studies will meet with the student to provide information on the process and procedures, if attendance falls below 80% and DIAC is to be notified. The letter also includes information relating to the Curtin Complaints and Appeals processes if they consider the attendance percentage is incorrect.
- If attendance falls below 75%, the student is given a “Notification of Intent to Report” advising he/she is in breach of visa conditions 8202 and that DIAC will be advised and a breach notice issued. The letter also includes information relating to the Curtin Appeals process in that the student has 20 working days in which to lodge an appeal with CELC. Once the appeal is received by CELC, they have 10 days in which to respond with a decision. If the appeal is found to be in favour of the student, DIAC will not be advised.
- If the appeal is upheld, the student is advised in writing of the decision and also that there are various external avenues available to the student, should they choose to continue to dispute the decision.
- If, after all avenues are explored and the original decision is upheld, the student will be reported to DIAC who will contact the student and ask him/her to attend a meeting where the student has the opportunity to offer an explanation. While an appeal is in progress, the student’s enrolment continues and he/she should attend classes if medically and psychologically able. If DIAC decides to cancel the student’s visa, they will advise of the process to be followed in making arrangements to leave the country.