

## Attendance Policy

### Purpose

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The purpose of this policy is to clarify how Greenwich College Pty Ltd complies with all legislative and regulatory requirements with respect to student course attendance.

This policy particularly refers to students enrolled in English Language Intensive Courses for Overseas Students (ELICOS) courses on student visas.

This policy will govern the accompanying procedure and will reflect both, compliance and best practices with all aspects of the legislative and regulatory requirements of a CRICOS registered provider of education services to international students.

### Scope

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Applies to all Greenwich College Pty Ltd students.

### Policy

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Greenwich College Pty Ltd will systematically monitor, record, and report on students' attendance and the compliance related to their visa conditions.

Students enrolled in ELICOS courses are required to attend 20 hours per week. Students are expected to attend 100% of their classes. The minimum acceptable attendance rate of 80% is made clear to all students prior to their enrolment, prior to their arrival, during their induction, consistently through their enrolment, and via individual electronic and personal communications should their attendance drop to or below the threshold levels of 90%, 85%, and 80%.

Greenwich College Pty Ltd will record the attendance of each student for the scheduled course contact hours for each ELICOS course in which the student is enrolled. These records will be reviewed weekly ensuring students are meeting their ongoing attendance obligations and assessing if they are at risk or have fallen below acceptable levels of attendance.

Greenwich College Pty Ltd ensures that all students and all staff are aware of both, the students' and the college's obligations regarding attendance. This includes ensuring students are aware of the consequences for unsatisfactory levels of attendance and the concepts of 'compelling and compassionate' circumstances.

Greenwich College Pty Ltd provides, to all staff, policy and procedure that specify the:

- a. requirements for achieving satisfactory attendance, which, at a minimum, requires overseas students to attend 80 percent of the scheduled course contact hours;

- b. manner in which attendance and absences are recorded and calculated;
- c. processes for assessing satisfactory attendance;
- d. processes for formal and informal communications with students regarding any attendance concerns prior to their falling below minimum required levels;
- e. procedures for addressing students' claims of compelling and/or compassionate circumstances, including where such appeals do not remove the obligation of Greenwich College Pty Ltd to report the student;
- f. processes for determining the point at which the student has failed to meet satisfactory attendance;
- g. procedures for notifying students that they have failed to meet satisfactory attendance requirements
- h. procedures of internal and external appeal and reporting where students have failed to meet minimum attendance requirements.

Greenwich College Pty Ltd follows a procedure that is transparent to all stakeholders. Communications are prompt, clear and appropriate to the students' cohort. The students' education agent is also informed. To support students, they are also encouraged to bring a support person of their choice to any face to face meetings related to attendance.

In all cases of appeal or of claim upon the grounds of compelling and/or compassionate circumstances impacting a student's attendance, Greenwich College Pty Ltd will require formal evidence to be provided. This may include official documentation, such as medical certificates.

Greenwich College Pty Ltd will continue to remain up-to-date with any changes on legislative and regulatory requirements and best practices with respect to this policy.

## Definitions

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**'Unsatisfactory attendance'** is defined as failure by a student to achieve more than 80% attendance for any study period.

**'Satisfactory attendance'** is defined as a student who achieves more than 80% for any study period.

**'Course'** is defined as any period of study covered by a single eCoE.

**'eCoE'** is defined as an electronic Confirmation of Enrolment which is issued via PRISMS for a CRICOS registered course

**'PRISMS'** is the Provider Registration and International Students Management System

**'CRICOS'** is the Commonwealth Register of Institutions and Courses for Overseas Students

## References

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**Related Code**

National Code 2018 Part D Standard 11

ELICOS Standard 2018 Standard P1

Version Control Number	Date
V1.3	1 <sup>st</sup> Jan 2018
V1.4	5 <sup>th</sup> April 2023
V1.5	5 <sup>th</sup> September 2023