

B2.1(b) Monitoring Attendance Policy and Procedure

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Approved by	CEO/ PEO
Stakeholders	Students, Student Services Personnel, Education Agents

A. Purpose:

The purpose of this policy and procedure is to address the requirements of Standard 11 of the National Codes for ELICOS Providers 2007. It is Scots English College's (Scots) policy to ensure that student attendance is systematically monitored. Scots is proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Scots must report students under section 19 of the ESOS Act who have breached the course progress requirements.

B. Policy:

Under the section 19 of the ESOS Act, holders of student visa are required to maintain a minimum rate of 80% attendance over their course of study in order to retain their enrolment and student visa. As an ELICOS provider, Scots is responsible for monitoring students' attendance records. Students whose attendance falls below 80% and it is clear that the student will not be able to reach 80% by the end of the course must be reported to DIBP through PRISMS.

To ensure that students and staff understand their responsibilities in relation to these requirements and the consequences of poor attendance, the following procedures outline the steps the institute will take to monitor and report attendance, and indicate the appeals process available to students whose attendance has been identified as unsatisfactory.

C. Procedure:

Verbal and written notification to student of attendance requirement:

- The ELICOS DOS is to provide students with a Student Contract of Learning. Students sign this form to acknowledge understanding of their attendance obligations.
- The Student Services Officer or DOS also provides a verbal explanation of its importance and the consequences of poor attendance during the Orientation Session.



SCOTS ENGLISH COLLEGE PTY LTD TRADING AS SCOTS ENGLISH COLLEGE
ABN:91 605 117 575 **Email:** info@scotsenglish.edu.au
CRICOS Provider Code: 03497A **Website:** www.scotsenglish.edu.au
Address: Level 5, 127 Liverpool Street, **Phone:** +61 2 9146 6358
Sydney NSW 2000, Australia **Fax:** +61 2 9146 6352

Border Protection (DIBP) within 28 days or make arrangements to leave the country. This breach results in possible exclusion from Australia for 3 years.

If the external complaint handling and/or appeal process results in a decision that supports the student, Scots will immediately implement any decision and/or corrective and preventative action required and advise the student of the outcome in writing.

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Attendance Complaints & Appeals Process Flow Chart

