



Course Attendance Policy

International Students

Context:

This policy aims to formalize the procedure used to monitor, record, and report the course attendance of International Students enrolled at Blackfriars Priory School.

Principles:

Attendance in each scheduled class and on a daily basis, is the first step to success within a student's chosen course. Blackfriars is proactive in the monitoring of student attendance and monitors students' compliance with student visa conditions relating to attendance.

International students are required to attend at least 80% of the scheduled course contact time as per Standard 11 of the National Code. Students will be informed of this policy and its consequences through the Orientation program conducted on the first day of attendance at Blackfriars Priory School and the School Diary.

Procedures:

1. Record of attendance:

- Student attendance is checked and recorded on a daily basis by class teachers and the home group teacher who enters the data electronically into Scholaris.
- When a student arrives at school late, he must report to the student office immediately. The time of arrival will be noted.
- When a student needs to leave school before the normal end of school day, they must report to the student office to sign out immediately prior to departure. The time of departure will be recorded and the attendance time is included in attendance calculations.
- The use of an electronic messaging system [SMS Messaging] to assist with student lateness and absences is used on a daily basis.

2. Explanation for absence:

- Students must seek approval from the Deputy Principal, Student Wellbeing and Administration in advance for planned absence. When such approval is granted it will be regarded as an explained absence.
- All absences from school should be accompanied by documentary evidence, eg: a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Head of House or Deputy Principal, Student Wellbeing and Administration. Two consecutive days absence is followed up by a phone call to the student and/or student's carer to ascertain the reason for absence.

3. Processes:

Student absence will be monitored using the following method:

- A student will be considered to be at risk of not meeting attendance requirements upon accumulation of five (5) unexplained absences in a term.
- The International Student Coordinator will calculate the number of hours the student would have to be absent to fall below the attendance threshold per semester.
- The International Student Coordinator analyses monthly (fortnightly) attendance and sends a letter of concern to student asking them to attend a counselling meeting to discuss the reasons for their absences.
- Warning letters are sent to the student, the student's agent and the student's parents when projected attendance starts to fall to 80%. A copy is placed on the student's file.
- A student at risk of not meeting attendance requirements will be interviewed by the Deputy Principal, Student Wellbeing and Administration.

At that meeting the Deputy Principal, Student Wellbeing and Administration will:

- Point out that the student's pattern of attendance is unsatisfactory and, if not corrected, may place at risk his continued enrolment as a student at the school.
- Point out the requirements to ensure satisfactory attendance for the remainder of the year.
- The student will be reminded of the school's attendance requirements, and that satisfactory attendance is a Student Visa requirement. If the student's attendance falls below the required level the school has a responsibility to report this breach.

When a student's attendance falls below 80% and is in breach of attendance requirements he will be reported under Section 19 of the ESOS Act. An Intention to Report letter is sent to the student, indicating that they will be reported for unsatisfactory attendance in 20 working days from the date of the letter. This letter indicates that the student has 20 working days to access the Complaints and Appeals policy. A copy is placed on his school file.

If the appeal is unsuccessful, the student is advised of their right to an external appeal.

Students have five (5) working days from the date of the outcome of appeal to access the external appeals process if they choose. If a student chooses not to appeal externally or the 5 days have passed then the school will notify the Department of Education via PRISMS.

If the student chooses not to access the Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision which supports Blackfriars Priory School, then the school will notify the Department of Education via PRISMS as soon as practicable that the student has not achieved satisfactory attendance.

DATE APPROVED: February 2014

REVIEW DATE: February 2017