Attendance Policy & Procedures

1. Rationale

This policy has been developed to meet the requirements of the National Code 2007 Standard 11 and other requirements for school registration, which requires that registered providers monitor student’s compliance with visa conditions relating to attendance and are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Registered providers report students who have breached the attendance requirements under Section 19 of the ESOS Act.

Provision must be made at a school to:
- Monitor daily attendance
- Identify absences from school or class
- Follow up unexplained absences
- Notify any parent or care-giver/guardian (for under 18 students) about unsatisfactory attendance
- Record unsatisfactory attendance information on student files.

See also Complaints and Appeals Policy

2. Scope
This policy applies to all Ozford College students.

3. Definition

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

3.2 “Satisfactory attendance” is defined as a student who achieves more than 80% for any study period.

3.3 One study period is one semester.

3.4 “CRICOS” is the Commonwealth Register of Institutions and Courses for Overseas Students.

3.5 “PRISMS” is the Provider Registration and International Students Management Systems.

4. Policy

4.1 Attendance is recorded for every class and students’ attendance rates are calculated accordingly. Students are expected to attend all classes on time as scheduled on the timetable.
4.2 All students of Ozford College are required to attend 80% or more of their classes every semester if they are to achieve satisfactory attendance. This minimum attendance requirement is not sufficient if a student expects to perform well at study. Therefore Ozford addresses attendance matters once a student is likely to fall below a 90% attendance rate.

4.3 If students are absent on previous lesson, they are requested to see the Student Services Officer for an interview to explain reasons of absence and to obtain a red card before they are allowed back to class. Students are to present the Red Card to the teachers upon their return to class.

4.4 The intent of meeting these students is to find out why the students have been absent and to see what support Ozford may be able to offer the student. For example, the student’s absence may not be due to medical reasons, but rather to homesickness or social issues – matters which may be addressed through Ozford student support services.

4.5 Ozford implements intervention strategies when:

- Students miss more than 3 consecutive days without contacting Ozford. Students will be contacted via phone to come in for an interview with the Student Services Officer. They will be counselled and be reminded of the attendance requirements. Records of all contact and counselling made with students will be kept in Student Management Systems (MAZE).
- When counselling the student about the absence, the Student Services Officer will also remind the student of the Ozford College attendance policies. The student will also be informed that maintaining satisfactory attendance is a student visa requirement. The student will be informed that if his or her attendance falls below the required level, the student will be reported, and the student’s visa may be cancelled. If the student has questions about the student visa condition and the possible outcome of breaching the condition, Ozford will refer the student to DIBP.
- Students’ attendance falls below 90%. A warning letter will be issued to students and students will be contacted via phone calls. Parents and guardian/care-giver of under 18 students will be notified.

4.6 A final intention to report/cancel enrolment letter will be issued when a student’s attendance falls below 80%. Parents and guardian/care-giver of under 18 students will be notified and invited to Ozford to attend a consultation on the student about the strategic plan helping the student improve his/her attendance rate.

4.7 Ozford may only decide not to cancel and report a student for breaching the 80% attendance requirement where:

- The student produces documentary evidence clearly demonstrating that compassionate and compelling circumstances apply, and;
- The decision is consistent with Ozford’s documented procedures; and
- The student is attending at least 70% of the scheduled course contact hours for the course.

4.8 International Students will be reported via PRISMS for unsatisfactory attendance after 20 working days if students do not appeal. Student enrolment will be officially cancelled at this point (within 5 working days). Parents and guardian/care-giver of under 18 students will be notified.
5. **Recording and Monitoring Attendance**

5.1 Student’s attendance are recorded every lesson. In general, students are scheduled to attend 3 lessons per week per subject undertaken.

5.2 Ozford regularly assesses the projected and actual attendance of the student. This is done every Friday between the High School Admin Officer and the Student Services Coordinator. If student is absent for consecutive 3 days, student will be contacted via phone and advised to attend classes immediately.

5.3 If student’s projected attendance drop below 90%, a warning letter will be issued and students will be contacted and asked to come in for an interview with the Student Services Officer. Parents and guardian/care-giver of under 18 students will be notified and invited to the interview. During the interview, students will be counselled on strategies to improve attendance. Parents and guardian/care-giver of under 18 students will be notified and invited to support the intervention strategy. The intent of meeting these students is to find out why the students have been absent and to see what support Ozford may be able to offer the student. For example, the student’s absence may not be due to medical reasons, but rather to homesickness or social issues – matters which may be addressed through Ozford student support services.

5.4 If student’s projected attendance drop below 80%, a Final intention to report letter will be issued and students will be given 20 working days to lodge an appeal. See section on “Appeals and Reporting Students”. Parents and guardian/care-giver of under-18 students will be notified.

6. **Illness**

6.1 Students must have medical certificates as evidence if they are absent due to illness. A copy needs to be provided to the Student Services Officer upon return to Ozford so that students can get a Red Card before they are allowed back to class.

6.2 Students need to ring the Student Services Desk - 8663 7188 - and explain reasons for lateness or absence. A record will be made on students’ attendance record on FirstClass.

7. **Holidays**

7.1 Students must be at school from the first class on the first day and the last class on the last day of each semester. Leaving early and returning late from holiday is not permitted except in compelling and compassionate circumstances.

8. **Detention**

8.1 Students who are consistently late for class and are absent will be given detention. The detention is conducted on Thursdays between 12.25pm and 1.15pm.

8.2 The Student Services Officer will inform the student of the date and time of the detention and parents and guardian/care-giver of under-18 students will be notified. The detention will be used as an opportunity for doing homework and revision.

8.3 Detentions may be recorded on the student file.
9. Appeals and Reporting Students

9.1 Upon receiving the Final Intention to cancel enrolment/report letter, students need to respond within 20 working days for an internal appeal using the Complaints and Appeal Policy.

9.2 Ozford may only decide not to report a student for breaching the 80% attendance requirement when:
   - Documentary evidence is supplied clearly demonstrating that compassionate and compelling circumstances apply;
   - The decision is consistent with its documented attendance policies and procedures; and
   - The student is attending at least 70% of the scheduled course contact hours for the semester.

9.3 Please refer to the Complaints and Appeals policy for the internal and external complaints and appeals process.

9.4 Failure to respond to the final intention to report letter and access the complaints and appeal process within 20 working days will result in the student’s enrolment being cancelled and international student being reported to the relevant Commonwealth Government Department of Education and Training via PRISMs for non-attendance. Parents and guardian/carer of under-18 students will also be notified.

Procedures for Recording and Monitoring Students Attendance

Before Semester Commences

- High School Coordinator informs Student Services Officer when the timetable is ready on FirstClass.
- Student Services Officer prints class lists which are used as attendance roll from FirstClass.
- Student Services Officer passes the attendance roll to teachers on the 1st day of each semester.

Daily Procedures for Student Services Officer - Interviewing Absent/Late Students

- Students who are late/absent will need to see Student Services Officer to explain reasons for late/absent before allowing students back to class.
- Student Services Officer will record the reasons on the FirstClass attendance.
- Student Services Officer issues students with a red card before they are allowed back to class.
- Student Services Officer informs students if a detention is issued.
- Student to present Red Card to teachers upon return to class.

Daily Procedures for Teachers – Marking and Recording Class Rolls on FirstClass

- Teachers collect the attendance rolls from Student Services Officer at the beginning of each day and bring the rolls to classes.
- Teacher mark the rolls at the beginning of every lesson.
- Rolls are marked according to the following:
  
a. 1: present  
b. 0: absent  
c. L: late  

- Teachers send any student absent from the previous class to Student Services Desk to obtain a Red Card.  
- Teachers record the attendance electronically on FirstClass.  
- Teachers return the marked rolls to Student Services Officer at the end of the day.  

**Daily Procedure for Student Services Officer – Recording Class Attendance and Contacting Absent Students**  
- Student Services Officer checks on FirstClass each day to identify absent students to contact.  
- Student Services Officer contacts students who are absent for 3 consecutive days to find out reason of absences and records on FirstClass.  

**Procedure for Student Services Officer & Student Services Coordinator - Monitoring Student Attendance, Intervention Strategy and Reporting Student – conducted every Friday**  
- Student Services Officer identified students who have severe problem (missing more than 3 days of classes).  
- A weekly attendance meeting is held between Student Services Officer and Student Services Coordinator School to discuss students’ attendance for the week. All students’ attendance percentage (%) report will be printed out from FirstClass A+ module.  
- The **trigger point** for a student, their parents and guardian/care-giver to receive a warning letter is when the projected attendance is less than 90%.  
- Student Services Officer monitors students who have received a warning letter closely and check their attendance daily. Students are advised that it is still possible for them to meet the attendance requirements if they continue to attend ALL classes for the rest of the semester.  
- Once the student projected attendance falls below 80%, a final letter of intention to report will be issued to students. This letter will be emailed to the student at their email address officially registered with us. This means students will not have the capacity to reach 80% actual attendance even if they continue to attend ALL classes for the rest of the semester.  
- The letter explains to the student that Ozford may only decide not to report the student for breaching the 80% attendance where the student lodges a complaint or appeal within 20 working days of receipt of the letter.  
- The parents and guardian/care-giver of under-18 students will be contacted and informed of the content of the letter, by letter and phone call. They are requested to come in with the student for an interview with Student Services Coordinator within 5 days.
- If students decide to appeal, students will go through the complaints and appeal process (refer to Complaints and Appeal Policy & Procedures).

- If the student does not contact Ozford to organise for an appeal after 20 working days, Student Services Officer to inform Student Services Coordinator.

- The student will be reported for non-Attendance via PRISMs and the enrolment will be cancelled at Ozford (within 5 working days).

- For under-18 students, the parents or guardian/care-givers will be informed that Ozford will no longer approve the student’s welfare and living arrangement since the student’s enrolment is cancelled.