

ATTENDANCE POLICY

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:
15	UOWC Academic Board	23 November 2023	23 November 2023	23 November 2026
Policy Custodian:	UOWCA Deputy General Manager		Document No:	UOWC-ADM-POL-127
Purpose:	This Policy outlines: <div><div>1.</div><div>UOW College Australia's (UOWCA) expectations in relation to attendance;</div></div> <div><div>2.</div><div>Systems in place to ensure UOWCA meets its obligations under the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>;</div></div> <div><div>3.</div><div>The calculations in place to assess attendance; and</div></div> <div><div>4.</div><div>The roles and responsibilities of UOWCA staff and students in relation to attendance.</div></div>			
Scope:	<div><div>UOWGE</div><div></div><div>UOWCA</div><div>✓</div><div>UOWD</div><div></div><div>UOWCHK</div><div></div><div>UOWMKDU</div><div></div></div>	This Policy applies to all UOWCA Students and programs. UOWCA is not obliged to implement and maintain minimum attendance requirements for overseas Students in Higher Education and Vocational Programs in accordance with <i>the National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> .		
Related Documents:	Academic Consideration Policy Course Progression Policy Student Grievance and Appeals Policy			
References and Legislation:	<i>Educational Services for Overseas Students Act 2000 (ESOS Act)</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standard 11)</i>			

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1. Definitions

Word/Term/Acronym:	Definition:
Compassionate and Compelling Circumstances	<p>Compassionate and Compelling Circumstances are those which:</p> <ol style="list-style-type: none"> 1. Are beyond the Student's control, which a reasonable person would consider not due to the Student's action or inaction, either direct or indirect, and for which the Student was not responsible. The circumstances must be unusual, uncommon, or abnormal; 2. Did not make their full impact on the Student until on, or after their offer was accepted or studies commenced; 3. Mean that it is impracticable for the Student to commence or complete their studies; and 4. Have an impact on the Student's course progress or wellbeing. <p>Compassionate and Compelling Circumstances may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Serious illness or injury; 2. Bereavement of a close family member; 3. Major political upheaval or natural disaster requiring emergency travel or immediate action; or 4. A traumatic experience, such as involvement in or witnessing a serious accident, or witnessing or being the victim of a serious crime.
Cycle	A defined period of study in UOWCA's English Language course.
Monitoring Period	A period of time within a course during which attendance will be monitored and calculated.
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018.
Session	A defined period of study in Academic and Vocational programs.
Student	Any person who is enrolled in any course or program offered at, or in conjunction with UOWCA. For Vocational, this may be referred to a Learner.
Subject	A self-contained unit of study or Vocational Unit of Competency in any course or program offered at, or in conjunction with UOWCA.



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Teacher	A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator.
Technical Fail	A technical fail (TF) grade is given when minimum performance level requirements for at least one (1) assessment item in the Subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.
UOWCA	UOW College Australia.

2. Principles

- 2.1. Students are responsible for their own attendance.
- 2.2. UOWCA expects Students to attend all scheduled classes.
- 2.3. Consideration for attendance will be granted on medical grounds or other Compassionate and Compelling circumstances. Students should refer to UOWCA's *Academic Consideration Policy*.

3. Attendance Monitoring and Requirements

- 3.1. UOWCA monitors attendance in Vocational, English Language, Pathway and Higher Education Programs for the purpose of:
 1. Ensuring Student welfare;
 2. Complying with legislative requirements;
 3. Identifying Students requiring personal support;
 4. Identifying and monitoring Students at risk of not progressing with their studies; and,
 5. Conducting a Genuine Student Assessment as per UOWCA's *Course Progression Policy*.
- 3.2. Unless otherwise stipulated in a Subject Outline, a minimum of eighty per cent (80%) attendance of all scheduled classes is required.
- 3.3. Where a Student's attendance in each of their enrolled Subjects or Units of Competency is at or below twenty per cent (20%), by Week 7 in an Academic program or by Week 6 in an ELICOS Cycle or Vocational course, the Student will be Subject to a Genuine Student Assessment as per UOWCA's *Course Progression Policy*.
- 3.4. UOWCA will contact and endeavor to provide appropriate support to any Student who fails to meet the minimum attendance requirements or has an extended period(s) of absence.

- 3.5. For Students enrolled in Academic Programs, if attendance is below the eighty per cent (80%) minimum attendance requirement or the threshold specified in a Subject Outline at the end of an academic Session for any Subject, a Student may be awarded a Technical Fail (TF) for their performance in that Subject, irrespective of their total final mark for that Subject. Refer to

4. Calculating Attendance

- 4.1. For Students enrolled in ELICOS, Higher Education and Pathway Programs attendance is recorded for each hour of class. Should a Student miss a portion of an hour of class, the following attendance records will be retained:

Absent for:	Attendance recorded:
0 - 15 minutes of an hour of scheduled class time	1 hour
16 - 45 minutes of an hour of scheduled class time	0.5 hour
46 - 60 minutes of an hour of scheduled class time	0 hours

- 4.2. For Students enrolled in Vocational Programs, attendance is recorded for each timetabled session per day in the student management system. For Students enrolled in a UOWCA English language program, attendance will be:
1. Monitored each Cycle;
 2. Calculated for the duration of the Confirmation of Enrolment (CoE);
 3. Calculated from the first day of the Student's scheduled classes; and
 4. Based on actual time in class.
- 4.3. For Students enrolled in Higher Education or Pathway Programs, attendance will be:
1. Monitored and calculated each Session;
 2. Calculated from the first day of the Student's scheduled classes; and
 3. Based on actual time in class.
- 4.4. For Students enrolled in the Vocational Program, attendance will be:
1. Monitored and calculated each Session;
 2. Calculated from the first day of the Student's scheduled classes.
- 4.5. If a Student applies and is approved for late arrival, attendance will be calculated from their actual commencement date.

5. International Students- Visa Attendance Requirements

- 5.1. International Students studying on a Student visa are required to comply with the attendance requirements of that visa.

- 5.2. In accordance with the *National Code*, UOWCA is required to report International Students enrolled in ELICOS and non-award Pathway Programs who fail to attend at least eighty per cent (80%) of scheduled class time. Where UOWCA identifies a Student as failing to meet this requirement, UOWCA will notify the Student of their intention to report their attendance to the Australian Immigration Department.
- 5.3. UOWCA, in its sole and absolute discretion, may not report a Student enrolled on a Student visa who has breached their visa's attendance requirement where:
 1. The Student has a minimum of seventy per cent (70%) attendance; or
 2. The Student can provide documentary evidence (such as medical certificates) outlining Compassionate and Compelling Circumstances to explain the periods of absence.
- 5.4. Where an International Student's attendance is less than seventy per cent (70%), UOWCA must proceed to report a Student to the Australian Immigration Department for breaching Student visa attendance requirements.

6. International Students - Right to appeal intention to report

- 6.1. Students who are notified of UOWCA's intention to report them to the Australian Immigration Department are entitled to internally appeal the decision in accordance with *UOWCA's Student Grievance and Appeals Policy*.
- 6.2. Where the student's appeal has been unsuccessful, UOWCA will:
 1. Advise the Student of their right to appeal the decision to an external body within ten (10) working days; and
 2. Not report the Student during this timeframe.
- 6.3. In the absence of notification by the Student that they are accessing an external appeal mechanism, UOWCA will report the Student after ten (10) working days of the notification of the appeal outcome.

7. Roles & Responsibilities

Officer:	Responsibility:
Teachers	Monitoring Student attendance at their classes.
Program Support Staff	Monitoring attendance throughout the relevant Monitoring Period and contacting Students regularly when their attendance is at risk of not meeting attendance or progression requirements. At a minimum, contact to Students should include the following: <ol style="list-style-type: none"> 1. The period for which attendance has been monitored; 2. The Student's attendance percentage for that period; 3. A reminder of any Student visa attendance requirements; 4. An outline of UOWCA's obligation to report Student visa holders with attendance below eighty per cent (80%) to the Australian Immigration Department, for Students enrolled in Foundation Studies Programs or English language programs studying on Student visas; and/or



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	5. A request that the Student make an appointment with a Student Advisor to discuss their attendance or any other special circumstances.
Student Advisors	Identifying and recommending appropriate Student support services and keeping records of recommendations for support.
Administration Manager	Approving the reporting of a Student to the Australian Immigration Department for not meeting attendance requirements (failure to meet Student visa conditions) as per this Policy.
Administration Staff	<p>Formally notify Students studying on a Student visa, who have not met attendance requirements, of UOWCA's intention to report them. This notification is to include, at a minimum:</p> <ol style="list-style-type: none">1. The attendance Monitoring Period for which the Student is being reported;2. The final attendance for the relevant attendance Monitoring Period;3. The Student's right to appeal the decision within twenty (20) working days; and/4. The relevant sections of the UOWCA Policy and the National Code. <p>Reporting Students to the Australian Immigration Department who have received an intention to report notification, and do not appeal the decision within twenty (20) working days once the appeal period has been served.</p>

8. Change History

Version	Approved By	Date Effective	Amendment
1	WCA Academic Board	16/11/07	New Policy.
2	WCA Academic Board	14/08/08	Attendance Calculation details added, defined Compassionate and Compelling Circumstances and included for FSP, details of external appeals to be provided by Students added.
3	WCA Academic Board	09/02/09	Overarching statement on attendance for all WCA Students and Section for specific attendance requirements for ELP and FSP Students studying on a Student visa.
4	ITC Quality Manager	10/08/10	Migrated to new template.



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5	WCA Academic Board	21/02/11	Enrolment requirements (section 6) added.
6	Ian Tobin	20/06/11	Updated for name change, link to DIAC added 8.1.1, amended 6.3.
7	Ian Tobin	15/07/11	Definition of Cycle, Session and study period added, 8.1.4 reworded.
8	Lynette Harris	17/04/12	Custodian changed from administration manager.
9	Ian Tobin	01/07/12	Definition of study period deleted, References to study period throughout policy removed and updated to Session or Cycle.
10	ITC Quality Manager	20/08/12	Reference to section 8.5.3 in dot point 9.3b corrected (previously stated 7.5.3).
11	UOWCA Academic Board	15/09/15	Transfer to new template. Structural changes to document for chronological approach. Information from Student Handbook merged into policy regarding attendance calculations and notifications. Inclusion of detailed roles and responsibilities for both staff and Students. Update references to documents, regulation, and other College Policy.
12	Compliance Officer	21/07/2016	Minor Change only - College branding and document formatting updated.
13	UOWCA Academic Board	14/06/2018	Substantive review – alignment with National Code. Significant editorial updates throughout.
14	UOWCA Academic Board	01/12/2022	Updated to new template.
15	UOWCA Academic Board	23/11/2023	Minor Updates to include: - Added in Clause 3.3;



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			<ul style="list-style-type: none">- Added in Clause 3.1.5;- Updated Scope to apply to all UOWCA Students and programs;- Added in National Code Definition;- Added in Technical Fail Definition;- Updated Compassionate and Compelling Circumstances definition;- Administrative updates such as: formatting, grammar and numbering.
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