

Please include this in your handbook for international students

## Student visa and National Code Requirements

Students are required to comply with the Department for Education attendance policy requirements and procedures. In addition, under student visa condition 8202 and under *National Code 2018 Standard 8 – Overseas Student Visa Requirements* students are required to maintain a high level of attendance each term (at least 80% of the scheduled contact time).

Unapproved attendance is any absence which is unexplained. This would include family circumstances such as returning late or leaving early at term breaks. When students are ill, they require a doctor's certificate to ensure such absences are not included in the 20% absence count.

International Student Program (ISP) Managers are required to monitor student attendance records on a weekly basis to identify any student absent for 5 days (consecutive or otherwise) without approval or who are at risk of falling below the 80% required attendance (calculated, excluding public holidays and school closure days).

Schools are required to have a documented intervention strategy and to implement this strategy for any student at risk. At a minimum, the intervention strategy must be activated when a student is absent for 5 days without approval.

Schools will provide 2 warnings prior to a student being notified of IES intention to report their unsatisfactory attendance to the Department of Home Affairs (DHA). Agent/parents, IES and homestay family will be notified at each warning stage using the *International Student Unsatisfactory Attendance Notification form*.

## Procedure

Schools are required to identify the intervention strategies available to a student and complete the following procedure.

### Stage One: Warning 1 – Unapproved absence for 5 days (consecutive or otherwise)

- Counsel student on visa requirements.
- Identify intervention strategies to be implemented if appropriate.
- Complete and email/fax to agent/parents the International Student Unsatisfactory Attendance Notification form.
- Send hard copy to IES and homestay family.
- File a copy of the International Student Unsatisfactory Attendance Notification form together with attendance records in the student file.
- Monitor student attendance.

### Stage Two: Warning 2 – Unapproved absence for 8 days

- Repeat the above process.
- Identify all intervention strategies that have been implemented.

### Stage Three: Intention to Report – Unapproved absence for 20% or more of the scheduled contact time

- Calculate the percentage of unapproved absences (excluding public holidays and school closure days).
- Contact IES Manager Student Services to initiate the Notice of Intention to Report for unsatisfactory attendance.
- Attend a meeting at IES with the student for the Notice of Intention to Report to be issued.
- The student will be informed of visa implications and options available to them.
- The student will be informed they have 20 working days in which to lodge an appeal in writing to the Director International Education with supporting evidence against the report being made. Students enrolment will continue pending the outcome of the appeal.
- A copy with verified **attendance reports** will be emailed to the agent/family.

Where no complaint or appeal is made, the student has the following options:

- Withdraw from the program and return home OR
- Withdraw from the program and seek enrolment with another provider via their agent/parents.

In either case students are required to provide confirmation in writing (from agent/parents) of their intentions to IES /school. Students cannot continue to study at school. Accommodation arrangements will be negotiated.

Approved on: 23.01.18

Authorised by: Director International Education