Curtin English (CE) Student Attendance, Monitoring and Intervention Strategy

In accordance with student visa regulation 8202, international students are required to attend a minimum of 80% of all scheduled classes to meet their visa requirements. In certain circumstances, attendance may fall below 80% (see information on policy and procedures listed below).

If students are absent from class for any reason, they should contact their teacher or the Curtin English Student Services team. The Student Services team will provide appropriate assistance and advice.

CE is responsible to ensure that all procedures are followed in accordance with the relevant legislation and guidelines. They are also responsible that all key stakeholders are aware of the policies, and absences are reported to the relevant authorities in a timely and professional manner.

Also, CE is required by law to report to Department of Immigration and Border Protection (DIBP) if absenteeism is affecting a student’s satisfactory academic progress, as this may also impact on their student visa. This may include failing ELICOS or English Language Bridging.

Students can talk to the CE Student Services team if they require further information.

The attendance requirements are discussed during the orientation session with CE students.

Below are the steps and actions outlining the attendance and monitoring procedures:

1. Recording Attendance

   Students are placed in the appropriate classes and on an attendance register upon course commencement.

   Attendance is recorded by teachers on an “AM and PM register” for each class. Students are recorded as ‘present’, ‘late’ or ‘absent’.

   All students’ attendance is recorded on Fridays on the Attendance database.

   If students are absent for two or more consecutive days, teaching staff will advise CE Student Services by emailing CESupport@curtin.edu.au.

   The CE Student Services team will send sponsors a progress report at the end of every module/semester advising the sponsors of the students’ attendance and academic progress.
2. Intervention strategies

   Attendance will be reviewed and monitored on a weekly basis by the Student Services team. It will be monitored progressively to ensure that it does not fall below 80%.

   **90% - 86%:**

   Students will be issued with an “Attendance Warning Letter” when their attendance falls to 90% and below (through their official communication in their OASIS). This is to inform students that they will be in breach of visa obligations if their attendance falls below a minimum of 80% attendance.

   If students have a medical certificate or a letter from a recognised professional, this information is recorded in the attendance register and recorded on the student database. However, students will still be counted as absent for their time away from class.

   **85% - 80%:**

   Students will be issued with an “Intervention Notification letter” when their attendance falls to 85% and below (through their official communication in their OASIS). The Student Services team will arrange a meeting to discuss their situation. Depending on the situation, appropriate options such as using the Curtin Counselling services, an external agency or appropriate resource will be provided.

   **79% and below:**

   Students will be issued with an “Intention to Report letter” when their attendance falls below 79% (through their official communication in their OASIS). Curtin English will report them to DIBP unless they have extenuating circumstances.

   The letter will also inform them of the appeals process. They have 20 working days to lodge an appeal with CE. A decision will be given within 10 working days.

   If the appeal is unsuccessful, CE will inform students in writing including information about external avenues available should they choose to continue to dispute the decision.

   If students have extenuating circumstances or the appeal is successful, DIBP will not be advised and students may continue their studies. However if their attendance falls below 70%, they will be reported to DIBP regardless of their circumstances and will have no right to appeal.

   When students have been reported to DIBP, they will contact students and ask them to attend a meeting where students have the opportunity to offer an explanation.

   The students’ enrolment continues and they should attend classes if medically and psychologically able until such time that a decision is made by DIBP to cancel their student visa. DIBP will advise the students of their options.

Please note that this document refers to the overall attendance. This is the attendance based on the total number of weeks for that level.