



INTERNATIONAL STUDENT ATTENDANCE POLICY

Overseas students are required to meet and maintain satisfactory course attendance requirements under visa condition 8202 and under Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Monitoring Course Attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours. (NB the National Code Standard 8 specifies a minimum attendance requirement of 80%, or under certain conditions, of 70% as outlined in Standard 8.15).
- b) Student attendance is:
 - i) Checked and recorded daily
 - ii) Assessed regularly
 - iii) Recorded and calculated over each study period.
- c) Late arrival or early departure from Villanova College will be recorded and will be included in attendance calculations.
- d) All absences from Villanova College will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by Head of House.
- e) Any absences longer than **three** consecutive days without approval will be investigated.
- f) Student attendance will be monitored by the Head of House, and House Mentor every three weeks over a study period to assess student attendance using the following method:
 - i) Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. For example, a 20-week semester with five contact hours a day would equal 500 contact hours. 20% of this is 100 hours.
 - ii) The monitoring process will include a review of the reasons given for student absence, including a determination of whether compassionate and compelling circumstances apply (as per Definition, below)
 - iii) Where a student's absences represent grounds for the student to apply and be approved for a deferment of study or temporary suspension of enrolment, those absences will not be included in the student's attendance calculations for that study period (see Villanova College's Deferment, Suspension and Cancellation Policy.)
 - iv) Attendance for any period of exclusion from class will be assessed under Villanova College's Deferment, Suspension and Cancellation Policy.
- g) Parents of students at risk of breaching Villanova College's attendance requirements will be contacted by email or phone and students will be

- counselled and offered any necessary support when they have absences totalling 10% in any study period.
- h) If the calculation at 3.f. indicates that the student has fallen below the 80% attendance threshold for the study period, Villanova College will assess the student against the provisions of Item 3.i. (below). Where the student has failed to meet the minimum attendance requirement, and evidence of compassionate and compelling circumstances do not apply, Villanova College will promptly advise the student of its intention to report the student for breach of visa condition 8202, and that he has 20 working days in which to access Villanova College's internal complaints and appeals process.
 - i) Villanova College will notify the ESOS Agency via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i) The student does not access the complaints and appeals process within 20 days
 - ii) The student withdraws from the complaints and appeals process by notifying the Principal of Villanova College in writing,
 - iii) The complaints and appeals process, including any external appeal made by the student, results in a decision in favour of Villanova College.
 - j) Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i) the student has produced documentary evidence in a timely manner clearly demonstrating the presence of compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per definition below, and
 - ii) the student's attendance has not fallen below 70% for the study period.
 - k) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
 - l) If the student's attendance falls below the 70% threshold for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h –3i.

Definitions

- a) **Compassionate or Compelling Circumstances** are circumstance that are beyond the control of the student that are having an impact on his progress through a course. These could include:
 - i) serious illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (with evidence of death a death certificate if possible)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on his studies

- iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by a police or psychologists' reports)
- v) where Villanova College was unable to offer a pre-requisite unit
- vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

New Year celebrations, birthdays and any other cultural calendar events or family celebrations are not compassionate or compelling reasons for absence and will be included in the absentee calculations.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an adverse impact on the student's progress through the course.

- b) **Expected duration** – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) **School day** – any day for which Villanova College has scheduled course contact hours.
- d) **Study period** - Villanova College defines a “study period” as follows:

for the purposes of monitoring course attendance, a study period is a semester

for the purposes of monitoring course progress, in a Primary or Junior Secondary School Course, a study period is a semester

for the purposes of monitoring course progress in a Senior Secondary Course, a study period is a unit of a subject or course of study (i.e., Unit 1 or Unit 2 in Year 11 or Unit 3 and 4 in Year 12).

- e) **Learning options** – the range of subjects and programs as outlined in [learning options 1.2.2](#) of the Queensland Curriculum and Assessment Authority (QCAA) QCE and QCIA Handbook.