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1. INTENT

- 1.1 The purpose of this Policy is to ensure that International Students in Edith Cowan College's ('ECC' or the 'College') English Language Intensive Courses for Overseas Students (ELICOS) Courses are managed in accordance with the requirements of the [Education Services for Overseas Students \(ESOS\) Act 2000](#), specifically the [ELICOS Standards 2018](#).
- 1.2 ECC's processes for monitoring Student engagement and its Intervention Strategies for Students in Courses other than ELICOS are outlined in the *Academic Progression Policy*.
- 1.3 ECC's approach to meeting its obligations to Students under the age of 18 is outlined in the *Underage Students (Minors) Policy*.

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all Students in English Language Intensive Courses for Overseas Students (ELICOS) Courses.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

Attendance Requirements

- 4.1 ECC is required under Standard 8 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* to monitor the Attendance of International Students Enrolled English Language Intensive courses for Overseas Students (ELICOS) and to report Students who do not meet the ELICOS Attendance requirements to the Australian government using the Provider Registration and International Student Management System (PRISMS).
- 4.2 In order to maintain satisfactory Attendance at ECC, an International Student who is Enrolled must attend at least 80% of the scheduled contact hours for each Study Period of their program. Contact hours are outlined in an International Students' Confirmation of Enrolment (CoE).
- 4.3 Students whose overall Attendance (the Student's Real Attendance in class plus Approved Absences) falls below 80% may have their CoE cancelled and may have their Student visa cancelled.
- 4.4 ECC systematically monitors Student Attendance and proactively notifies and advises Students, appropriate Staff and relevant legislative authorities.
- 4.5 If a Student is issued with a new CoE, ECC is required to monitor Attendance for each of the CoEs separately.

Student Responsibilities

- 4.6 While ECC regularly monitors Student Attendance, International Students are ultimately responsible for attending classes and checking their Attendance or Enrolment on a regular basis throughout the Study Period to ensure that they are adhering to their visa conditions.
- 4.7 Where it is known by the Student in advance that they will not be attending class, approval is required for this absence.
- 4.8 Where students require an Attendance record, they may obtain an official Certificate of Attendance from Student and Academic Services (SAS).

ELICOS Attendance-taking

- 4.9 Attendance is taken in ELICOS classes three times each day from Monday to Thursday and twice on Friday.
- 4.10 Students who are absent for twenty (20) minutes from any scheduled class will be marked as 'Absent' for the full session.

Medical Certificates and Medical Care

- 4.11 A Medical Certificate is required for all Absences from ELICOS on medical grounds.
- 4.12 ECC will only accept Medical Certificates from a registered medical specialist, hospitals or a medical practitioner as defined under the [Health Practitioner Regulation National Law \(WA\) Act 2010](#).
- 4.13 Certificates will not be accepted from pharmacists, herbalists or other providers not registered with the Australian Medical Board.

- 4.14 Medical Certificates must follow the [Australian Medical Association Guidelines for Medical Certificates](#) and must contain:
- name and address of medical practitioner issuing Certificate;
 - name of the patient;
 - date on which the examination took place;
 - date on which the certificate was issued; and
 - date(s) on which the patient is or was unfit for Attendance.

ECC Responses to low Attendance

- 4.15 ECC will take the following actions in response to Student Attendance:
- at 89.9% Attendance, an *Attendance Reminder* is sent, but no action is required by the Student other than to improve their Attendance;
 - at 84.9% Attendance, an *Attendance Warning* is sent but no action is required by the Student other than to improve their Attendance;
 - at 79.9% Adjusted Attendance, a *Notice of Intention to Report* letter is sent to the student with instructions on the Student Appeals process at ECC;
 - Where a Student has been absent for five (5) consecutive days without approval and is at risk of falling below 80% Attendance, they will be contacted, reminded of this Policy and referred to the Director of Studies and/or the Student Counsellor if necessary to ensure the health and wellbeing needs of the Student are being met.
 - if, following a *Notice of Intention to Report* letter, no evidence has been provided by the Student within the thirty (30) Calendar Days Student Appeals period to change the Attendance outcome or if the internal and external Appeal stages have been unsuccessful, the Student will be reported to the Department of Home Affairs for poor Attendance and Excluded from the College;
 - where an ELICOS student has an Attendance rate of above 70% but less than 80% and can produce documentary evidence clearly demonstrating that Compassionate or Compelling Circumstances apply, ECC will exempt the student from being reported to the Department of Home Affairs; and
 - when the Real Attendance or Adjusted Attendance figure falls below 70%, the Student will automatically be reported to the Department of Home Affairs.

Student Appeals

- 4.16 Students may lodge a Student Appeal of decisions made under this Policy; see the *Student Appeals Policy*.
- 4.17 To be eligible to lodge a Student Appeal under the *Attendance Policy*, the student's
- 4.18 A Student must maintain Enrolment and attend classes at all stages of the Student Appeal process.
- 4.19 Where a Student does not lodge a Student Appeal within thirty (30) Calendar Days of the date of the *Intention to Report* letter or where their Student Appeal is rejected, the Student will be reported to the Department of Home Affairs through the Provider

Registration and International Student Management System (PRISMS) for unsatisfactory Attendance.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The **Director of Studies** is responsible for ensuring that the Attendance of ELICOS Students is monitored and responded to in accordance with this Policy.
- 5.2 The **Student and Academic Services Manager** is responsible for reporting Students who do not meet the Attendance requirements outlined in this Policy.
- 5.3 **ELICOS Students** are responsible for meeting the Attendance requirements outlined in the ESOS Act and associated instruments, and for seeking guidance in relation to this Policy when required.

6. RELATED DOCUMENTS:

- 6.1 Relevant to this Policy are:

Academic Progression Policy
Enrolment Policy

- 6.2 This Policy has been developed in line with requirements set out in the:

[Education Services for Overseas Students \(ESOS\) Act 2000](#)
[ELICOS Standards 2018](#)
[National Code of Practice for Providers of Education and Training to Overseas Students](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Director of Studies
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Senior Management Group
DATE POLICY FIRST APPROVED:	February 2010
DATE LAST MODIFIED:	October 2019
REVISION HISTORY:	October 2019 January 2022. Policy applied to ELICOS courses only due to changes in regulatory compliance. Policy Owner changed to Director of Studies. Policy classified as non-academic.
NEXT REVISION DUE:	January 2024