



Attendance Monitoring Policy and Procedure

1. Purpose

Empyrean expects all students to attend 100 % of their scheduled classes, including any work based training and any compulsory school activities. Valid reasons for absence can include illness, medical appointments and family emergencies. In the case of these absences, Empyrean must be notified immediately. In addition, all supporting documentation such as medical certificates must be provided.

The intention of this policy is to describe the procedure for the effective assessment of satisfactory attendance and for the proactive notification, counselling or cancelling of students who are at risk of not meeting their attendance requirement, both at school and at a work based training venue where applicable.

a. Scope

This policy applies to all overseas students for their attendance in school and work based training place.

b. Definitions

- Scheduled Course Contact Hours– All scheduled school days and compulsory activities /practical classes as outlined in the student handbook or timetable. The school day begins at 8:30am and finishes at 5pm. Work experience may be scheduled outside of normal school hours, but work based training or compulsory practical (hotel or kitchen) contact hours should be the same as a school day, beginning at 8:30am and finishing at 5pm
- International Student's Absentees Register– The attendance spreadsheet kept by the international student service officer tallies each student's absences and late arrivals.

2. Rules of Attendance

There are two areas of the Attendance monitoring process: Lateness and Absence. When calculating a student's attendance, BOTH absence and lateness are taken into account.

a. Lateness

- A student who is not in their seat at the normal starting time will be marked late. Students who arrive at school and the training venue after 9:00am must report immediately to the Student Service department. A record of lateness is kept. If an international student is marked as late (more than 30mins) this is recorded as a half day's absence on the international students' absentees register.
- Students who arrive after 9:00am without previous notification of lateness when scheduled for training at a work based training venue, will not be allowed into the venue and will be marked absent for the full day. If records of lateness appearing more than 3 times, EEI may issue a warning letter or process for further action as appropriate.

b. Attendance

- Students are expected to attend School and work based training from the first day of term until the last day of term, including scheduled work experience.
- If it is known in advance that a student will be absent, permission should be sought in writing as early as possible. All notes requesting special permission for absence, for reasons other than



medical appointments, should be addressed to the Training & Compliance Manager and as much notice as possible should be given. Absence on grounds other than an illness or on a medical basis is strongly discouraged as this may affect a student's ability to meet their attendance requirement and student visa requirement.

- School and work based training: If a student is unexpectedly absent, the student should ring student services (9228 1455) before 9.00am on the first day of the absence. Any absence unaccounted for by 9.00am will be checked by student services by telephone. If the absence is due to illness, upon her/him return to school, the student must present a medical certificate to the student service officer or trainer at the training premises.
- Students may not leave the school premises during school hours unless a written request is received by their trainer. If a student leaves school or any training premises without notice, she/he will be marked as absent for half a day on the international student absentees register.
- Students enrolled in the Certificate III in Commercial Cookery course that miss more than one practical class with/without a medical certification must make up the practical class missed on another day when they do not have a scheduled practical class. This can be during the term or during re-assessment weeks as approved by their assigned cookery trainer. The intention of this is to ensure the student receives as much practical training as they can to qualify for the qualification.

3. Procedure for recording and monitoring attendance

a. Recording

The student's attendance is recorded on attendance tracking sheets and eBecas on weekly basis by EEI student services. The process for determining the point at which a student is contacted and counselled is when they are at risk of not attending at least 80% of the required attendance for the unit and/or course.

b. Reports

The reports are generated with color-coded excel sheets for students are at risk

- EEI student services send a first warning letter notifying the student about the percentage and risks for not attending. The student is advised to contact EEI student services and to inform the reasons for not attending i.e. medical reasons or other compassionate compelling reasons. If there are no compassionate reasons, the student is marked at risk of achieving poor academic progress.
- EEI student services send second warning letters to any students who are at risk of unsatisfactory attendance if there is no improvement in attendance percentage. If there are compassionate or compelling reasons involved, the student is provided support via rescheduling or *intervention strategy*. For intervention strategy, please refer to academic progress policy.
- When a student fails to maintain 80% attendance as per this policy, student services office issue the NOC (Notice of Intention to Cancel). The letter also informs the student that they can access EEI's appeal and complaint policy within 20 working days from the date of notice.

c. Letters

- All letters are sent via student's email ID. All the steps are recorded in eBecas.
- If the student does not access EEI's internal appeal and complaint policy in the given time frame then the student may be in breach of student visa conditions. Empyrean will proceed for the cancellation via PRISMS which notifies DIBP. The student will be informed via email about the cancellation and its possible effect on their visa.



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- The student cannot withdraw from the college during this period, even if they withdraw, the cancellations will be based on unsatisfactory attendance. In such circumstance, the letter of release will not be provided.
- A copy of all letters, communication or any attempt to contact will be recorded in student file.

4. Legislative & Government Regulations

This policy supports the government legislation standards of *AQTF 2007, National Code 2007, National Vocational Education and Training Regulator Act 2011, Education Services for Overseas Students Act 2000, Standards for Registered Training Organisations (RTOs) 2015*

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