

Policy Name:	Academic Attendance
Policy Number:	11-CRICOS-2011
Current Version:	03 – 01/07/14
Next Revision Date:	June 2015
Purpose:	The PGA International Golf Institute must comply with all State and Commonwealth regulations regarding the attendance of international students undertaking a CRICOS registered course. This policy outlines the attendance requirements for international students and the policies and procedures for staff to monitor, record and report student attendance.
Scope:	All Staff and Students
Exceptions:	Domestic Students
Policy Owner:	Programs Development Manager
Related policies and legislation:	<ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 (https://www.aei.gov.au/ESOS) • The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf) • For further detailed information on the legislative requirements in the National Code 2007, see National Code Explanatory Guide (https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx)
Internal procedures guided by this policy:	N/A
Published Location	Y:\Administration - Compliance/Policy & Procedure - Master File/CRICOS

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
03/02/2011	Draft	Formatting	Institute Coordinator	01
07/04/2011	Final	Formatting	Institute Coordinator	02
01/07/2014	Final	Updated staff titles and government departments, added 'study period'	Systems Administrator/Dean and Executive Officer	03

Glossary of Terms/Definitions

'At Risk' Academic Attendance	An attendance average below 85% but above 80 % for each scheduled class will be deemed as placing a student at risk of breaching our academic attendance requirements.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DeptEd	Department of Education (former Department of Education, Employment and Workplace Relations)
ESOS	Education Service for Overseas Students
PGA IGI	PGA International Golf Institute
PRISMS	Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation
Satisfactory Academic Attendance	Attendance of 80% or greater for each scheduled class per semester
Study Period	A discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider, as long as that period does not exceed six months.
Unsatisfactory Academic Attendance	An attendance average of less than 80% for each scheduled class per semester is deemed by the PGA IGI to be unsatisfactory academic attendance and a breach of our academic attendance requirements. Exception to the 80% requirement may be taken into consideration if a student is identified as having attendance below 80%, but above 70% and has demonstrated satisfactory academic progress.

Procedure Measures

Procedure Measures	Target
Accurate and systematic records of attendance electronically and in hard copy.	100%

Distribution

All Directors
 All Staff
 All International Students

1.0 INTRODUCTION

The PGA International Golf Institute must comply with all State and Commonwealth regulations regarding the attendance of international students undertaking a CRICOS registered course. The PGA IGI will systematically monitor student attendance as required by their student visa conditions. We are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. The PGA IGI reports students to DeptEd through PRISMS when the student is not achieving satisfactory attendance.

Students will be advised in writing and verbally of their responsibility to attend class and our attendance requirements prior to enrolment and as part of our Orientation Program. The PGA IGI will maintain accurate and systematic records of attendance electronically and in hard copy format.

1.1 Satisfactory Academic Attendance

Our attendance requirement is 80% or greater for each scheduled class per study period.

1.2 Unsatisfactory Academic Attendance

An attendance average of less than 80% for each scheduled class per study period is deemed by the PGA IGI to be unsatisfactory academic attendance and a breach of our academic attendance requirements. Exception to the 80% requirement may be taken into consideration if a student is identified as having attendance below 80%, but above 70% and has demonstrated satisfactory academic progress.

1.3 At Risk' Academic Attendance

An attendance average below 85% but above 80 % for each scheduled class will be deemed as placing a student at risk of breaching our academic attendance requirements.

2.0 RECORDING, MONITORING & REPORTING

2.1 Recording Attendance

A class attendance sign-in sheet is provided to the Trainer/Assessor prior to each scheduled class. Students are required to sign the attendance sheet on arrival to class. A student who arrives more than 30 minutes late will be marked as absent ('A') next to their name by the Trainer/Assessor. The attendance sheet will be signed by the Trainer/Assessor at the end of each class and returned to the Student Services and Administration Coordinator by Friday of each week. The Student Services and Administration Coordinator will file a hard copy of the attendance sheet in the Attendance Register and transfer the results to the Attendance Register in the Master Register folder on the server. Any explained absences (i.e. medical certificate supplied) will be noted on the class attendance sheet and a copy of the medical certificate will be placed in the student's file.

2.2 Monitoring Attendance

The Student Services and Administration Coordinator will review attendance sheets on Friday of each week and report via email to the Programs Development Manager any student considered at risk or in breach of our academic attendance requirements. A hard copy of the email will be placed in the Attendance Register. An overall attendance average will be calculated at the end of each academic study period.

2.3 Absent -1 day

Students are required to contact the office by phone or email if they cannot attend class due to an illness or an unforeseen circumstance. The students must notify the office via email of any absence on the same day or the following day. A copy of the email will be placed on the student file.

2.4 Consecutive classes absent - 2 or more days

A medical certificate (from G.P, Dentist, Physiotherapist or Pharmacist) is required for any absence of two (2) or more consecutive days in a week. The medical certificate will be placed in the student file. An absence supported by a medical certificate will be deemed as an 'explained' absence.

2.5 Consecutive classes absent - 5 or more days

A student who has an unexplained absence of five consecutive days or more will be contacted by the PGA IGI via email and registered letter. The student will be required to attend a counselling session with the Programs Development Manager and the Student Services and Administration Coordinator. The PGA IGI will take a consultative approach when counselling students. The counselling session will be file noted and a copy placed on the student file. The student may be referred for professional counselling if deemed appropriate and in agreement with the student.

2.6 Consecutive classes late - 2 or more days

A student who is late (less than 30 minutes) for two (2) or more classes in a week will be sent an Academic Warning Letter (via email attachment) advising them that they are required to attend class at the scheduled times. The student is required to sign the letter and return this to the PGA IGI within 7 days. The signed letter and a copy of the email will be placed in the student's file.

2.7 Exception to the 80% requirement

If a student is identified as having attendance below 80%, but above 70% the PGA IGI may only decide not to report the student for breaching the 80 per cent attendance requirement where:

- the student records clearly indicate that the student is maintaining satisfactory course progress, and
- the PGA IGI confirms that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled.

3.0 REPORTING ATTENDANCE

3.1 Student deemed 'At Risk'

The Student Services and Administration Coordinator will inform 'At Risk' students by email with an attached Academic Warning letter advising them that their average attendance has dropped below 85%. The student is required to sign the letter and return this to the PGA IGI within 7 days. The signed letter and a copy of the email will be placed on the student's file.

3.2 Student 'In Breach'

Intention to Report: When a student has been assessed as not meeting the academic attendance requirements the PGA IGI will send a registered letter to the student informing them of the breach and the intention to report the student to DeptEd through PRISMS. The letter will show how the attendance was calculated and the current attendance average, the letter will inform the student that if they do not agree with the information that has been supplied they have the right to access our Complaint & Appeal Process and have twenty (20) days to do so from the date they received the letter. A hard copy of the letter and the registration letter number will be placed in the student file.

Reporting a Breach: Where the student has chosen not to access the complaints and appeals processes within the twenty (20) working day period, withdraws from the process, or the process is completed and results in a decision supporting the PGA IGI, we will notify DeptEd through PRISMS that the student is not achieving satisfactory attendance as soon as practicable. A registered letter will be sent to the student to inform them that the PGA IGI has reported them to DeptEd through PRISMS that they have not achieved satisfactory academic attendance. A hard copy of the letter and the registration letter number will be placed in the student file.

This policy will be reviewed annually and revision history updated.