Policy Owner:	Director of Studies
Keywords:	Attendance, ELICOS, ESOS Act, National Code of Practice, Foundation Programs
Policy Code:	QTDPO014

1. INTENT

1.1 The purpose of this Policy is to ensure that International Students in Edith Cowan College's English Language Intensive Courses for Overseas Students (ELICOS) Courses and ECC Foundation Programs are managed in accordance with the requirements of the *Education Services for Overseas Students (ESOS) Act 2000*.

2. ORGANISATIONAL SCOPE

2.1 This Policy applies to all Students in English Language Intensive Courses for Overseas Students (ELICOS) Courses and to all Students in ECC Foundation Programs.

2.2 ECC's processes for monitoring attendance in Diploma Courses, which forms part of its monitoring of Student engagement and Intervention Strategy for Students at risk of poor academic progress, are outlined in the *Academic Progression Policy* and associated procedures.

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 in English Language Intensive courses for Overseas Students (ELICOS) and ECC Foundation Programs and to report Students who do not

meet the 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 in an ELICOS Course or an ECC Foundation Program 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   If a Student is issued with a new CoE, ECC is required to monitor Attendance for each of the CoEs separately.

4.5   ECC will systematically monitor Student Attendance and will notify and advise Students, appropriate Staff and relevant legislative authorities when a Student's Attendance is falling below required levels.

4.6   ECC will respond proactively and promptly when a Student's Attendance drops, and will offer the Student academic, personal and other support.

Student Responsibilities

4.7   While ECC regularly monitors Student Attendance, Students are ultimately responsible for attending classes and checking their Attendance on a regular basis throughout the Study Period to ensure that they are adhering to their visa conditions.

4.8   Where it is known by the Student in advance that they will not be attending class, approval is required for this absence.

4.9   Where students require an Attendance record, they may obtain an official Certificate of Attendance from Student and Academic Services (SAS).

Underage Students (Minors)

4.10   Lecturers and ELICOS teachers will monitor the Attendance of Underage Students (Minors) and report absences to the Director of Studies or the ECC Foundation Programs Academic Program Coordinator.

4.11   Appropriate actions will be taken by ECC in response to non-Attendance by Under 18s in accordance with this Policy and with the *Underage Students (Minors) Policy.*

4.12   If an Underage Student is facing Exclusion due to breaching Attendance requirements, ECC will inform the Student's parent / legal guardian at the time the *Notice of Intention to Exclude* is issued and request the Student Counsellor liaise with the Student.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

5.1   The **Director of Studies** has overarching responsibility for this Policy and is responsible for ensuring that the Attendance of ELICOS Students is monitored and responded to in accordance with it.

5.2   The **Academic Program Coordinator for the ECC Foundation Programs** is responsible for ensuring that the Attendance of ECC Foundation Program Students is monitored and responded to in accordance with this Policy.

5.3   The **Student and Academic Services Manager** is responsible for reporting Students who do not meet the Attendance requirements outlined in this Policy.

5.4   **ELICOS and ECC Foundation Program 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
Academic Progression Procedures / *ELICOS Progression Procedures*
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
Foundation Program Standards
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
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Senior Executive Team
DATE PROCEDURES FIRST APPROVED:	January 2024
DATE LAST MODIFIED:	
REVISION HISTORY:	January 2024. Procedural content removed. Attendance Meeting added prior to Student Appeal for students facing Exclusion. Updated content on monitoring the attendance of Underage Students (Minors).
NEXT REVISION DUE:	January 2026