

Attendance Policy- UTS Foundation Studies / Cambridge International AS and A Levels Program

POLICY PURPOSE

The purpose of this policy is to set out the criteria and processes used to determine satisfactory attendance to comply with:

- The Education Services for Overseas Students Act (ESOS) 2000
- National Code of Practice for Providers of Education and Training to Overseas Student 2018

This policy should be read in conjunction with the *UTS Foundation Studies/Cambridge International AS and A Level Program Student Attendance Management Procedure*.

SCOPE

The policy applies to:

- All overseas students on a current student visa who are enrolled in a UTS Foundation Studies / Cambridge International AS and A Levels Program
- All staff involved in managing and reporting these students' attendance.

It **does not** apply to domestic students, or overseas students on another type of visa (such as a tourist or working holiday visa).

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle	Responsible
1. Regular class attendance is essential for a student to progress satisfactorily in their course and to be deemed a genuine student.	
a. Students are expected to attend 100% of the scheduled class hours for their course, as set out in their Confirmation of Enrolment (CoE).	Student
b. Students must attend at least 80% of the scheduled class hours to comply with the satisfactory attendance condition of their student visa.	Student
Principle	Responsible
2. Students are responsible for maintaining satisfactory attendance.	
a. Students, where possible, advise their teacher that they will be absent before the scheduled class.	Student

b. Where an absence is due to illness, students should provide a medical certificate to the Student Centre. As a result, the absent hours will be recognised as medical hours.	Student
c. Where absence is due to other compassionate or compelling circumstances, students should provide documentary evidence to demonstrate that these circumstances apply. Special Consideration application could be made if needed.	Student
3. UTS College proactively makes students aware of what is expected and required of them in relation to attendance.	
a. Our offer letters to prospective students outline our expectations and requirements of them in relation to attendance and provide links to our current Academic handbook	Admissions Officer
b. We publish our current attendance policy and procedure in the Academic handbook and also on the current student pages of the UTS College website.	Education Administrator
c. We remind enrolled students of our expectations and requirements of them in relation to attendance at orientation followed by a written reminder via email.	Student Success Advisers
4. UTS College records and monitors students' attendance regularly for the purpose of determining whether they are maintaining satisfactory attendance.	
a. We record each student's attendance in every class session.	UTS Foundation Studies / Cambridge International AS and A Levels Program teaching staff
b. We monitor each student's daily absences and calculate their projected attendance each week.	UTS Foundation Studies / Cambridge International AS and A Levels Program teaching staff/ Student Success Advisers/ ITDS
5. UTS College proactively contacts, warns and supports students at risk of not maintaining satisfactory attendance.	
a. We contact and counsel students who fail to advise their teacher that they will be absent from class.	UTS Foundation Studies / Cambridge International AS and A Levels Program teaching staff

<p>b. We investigate as a matter of urgency, any unapproved student absence longer than 5 consecutive days.</p>	<p>Student Success Advisers/</p>
<p>c. We issue a first warning to students when their projected attendance is calculated at 95% or less and advise them to discuss this matter with their Student Success Adviser.</p>	<p>Student Success Advisers/ Compliance Reporting Officer</p>
<p>d. We issue a second warning to students when their projected attendance is calculated at 87% or less and require them to make an appointment with their Student Success Adviser for assistance and advice.</p>	<p>Student Success Advisers/ Compliance Reporting Officer</p>
<p>6. UTS College notifies students who fail to maintain satisfactory attendance and gives them the opportunity to appeal before reporting them to the Department of Home Affairs.</p>	
<p>a. When a student’s projected attendance falls to 80% or less, we send them an ‘Intention to Report letter’ (ITR letter) that:</p> <ul style="list-style-type: none"> • informs them of this intention • explains their opportunity to appeal this intention. 	<p>Compliance Reporting Officer</p>
<p>b. We will not report such a student before their appeal period is over and any appeal process is complete.</p>	<p>Compliance Reporting Officer</p>
<p>7. UTS College has discretion not to report a student whose attendance falls below 80% of scheduled class hours in limited and defined circumstances.</p>	
<p>a. We may decide not to report a student for failing to maintain satisfactory attendance if the student:</p> <ul style="list-style-type: none"> • is attending at least 70% of the scheduled class hours, or • has provided documentary evidence that demonstrates compassionate or compelling circumstances for their absences. 	<p>Compliance Reporting Officer</p>
<p>b. We may grant deferral of studies for one semester to an eligible student who has failed to maintain satisfactory attendance if:</p> <ul style="list-style-type: none"> • the student has provided documentary evidence that demonstrates compassionate or compelling circumstances for their absences, and • we consider deferral is in the best interests of the student. 	<p>Student Success Advisers</p>

8. UTS College reports students who fail to maintain satisfactory attendance to the Department of Home Affairs as soon as practical.	
a. We notify the Department of Home Affairs via PRISMS that a student has failed to maintain satisfactory attendance as soon as practical.	Compliance Reporting Officer
b. In line with Section 19(1) of the ESOS Act, we will terminate a student's studies when they stop attending a course and will notify the Department of Home Affairs via PRISMS within 14 days of this event.	Compliance Reporting Officer

DEFINITIONS

Compassionate or compelling circumstances	Circumstances beyond the control of the student that affected their course attendance or wellbeing. These could include, but are not limited to: <ul style="list-style-type: none"> serious illness or injury (supported by a medical certificate that states that the student was unable to attend classes); death of close family members, such as parents or grandparents; a major political upheaval or natural disaster in the student's home country that has required the student to return home; a traumatic experience (such as involvement in, or witnessing of a serious accident, or witnessing or being the victim of a serious crime) that has affected the student's ability to attend classes (supported by police or psychologist reports) any other circumstance considered as compassionate or compelling that prevented the student from attending class (supported by documentary evidence).
Confirmation of enrolment (CoE)	A document we provide electronically to intending overseas students that must accompany their application for a student visa. The CoE confirms the overseas student's eligibility to enrol in a particular course at UTS College.
Deferral of studies	Temporary suspension of studies for one semester for overseas students studying academic programs with the deferral approved by UTS College on compassionate or compelling grounds.
ESOS Act	Education Services for Overseas Students Act 2000
Genuine student	A student who regularly attends and participates in their scheduled classes and makes regular progress in their course.
Intention to Report (ITR) letter	A letter from UTS College to a student to notify them that we intend to report them to the Department of Home Affairs for failing to maintain satisfactory attendance which is in breach of student visa conditions.

Medical certificate	<p>A certificate issued by a registered medical provider including doctors, dentists (Emergency appointments only), psychiatrists and psychologists</p> <p>UTS College does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics, etc</p> <p>The medical certificate must be original and must state the provider number. Medical Certificates bought online are not acceptable.</p>
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018, legislative instrument under the ESOS Act.
PRISMS	Provider Registration and International Student Management System.
Projected attendance	<p>A student is given a 100% attendance at the beginning of the study period, then the attendance will be calculated using</p> $\text{Already Attended hours (Total hours – Absent hours) + Remaining future hours} / \text{Total hours} = \% \text{ Attended.}$
Scheduled class hours	Timetabled classes for a study period.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
Students	In this policy, 'students' refers to overseas students on a current student visa.
Study period	<p>4 weeks- summer semester</p> <p>12 weeks - one semester</p>
Teacher	Includes any UTS Foundation Studies / Cambridge International AS and A Levels Program class teacher or academic coordinator
UTS College	UTS College Limited, its representative offices and its controlled entities.

SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS College resources.

- UTS Foundation Studies / Cambridge International AS and A Levels Program Student Attendance Management Procedure.
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Deferral, Leave of Absence and Withdrawal Policy
- Deferral, Leave of Absence and Withdrawal Procedure

ADMIN USE ONLY

APPROVAL		
Position title:	Chair of the Academic Board	Date: 6 May 2024
Policy Title	Attendance Policy UTS Foundation Studies / Cambridge International AS and A Levels Program	
Executive	Dean of Studies	
Manager	Student Services Manager	
Policy ID	PO/EDUC/11/24	
Effective Date	6 May 2024	
Approved by	Academic Board	6 May 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Student Success Team Lead	Updated to reflect changes of roles and responsibilities for Study Success Adviser and Education Compliance Officer	August 2018
1.1	Student Services Manager	Updated to include Cambridge International AS and A levels	April 2024