

<b>Subject: INTERNATIONAL STUDENTS ATTENDANCE POLICY</b>	<b>Policy No: 15 – Version 1</b>
	<b>Effective: January 2011</b>
	<b>Revised: January 2015</b>
<b>Covers: ALL INTERNATIONAL STUDENTS</b>	<b>Review Date: January 2016</b>

**Purpose:** The purpose of this policy is to ensure that international students meet their attendance at school requirement and that Collegiate has an appropriate process for assessing satisfactory attendance.

**Scope:** This policy refers to all International students who are enrolled at the School under a temporary visa.

**Background:** This policy has been established because Standard 11.3c of the National Code states that Providers record attendance and require a minimum attendance of 80 per cent, but may decide not to report a student for breaching 80 per cent if:

- there is documentary evidence demonstrating that compassionate or compelling circumstances apply;
- the student is attending at least 70 per cent of the course contact hours for which he or she is enrolled; and
- this is consistent with the Provider's documented attendance policies and procedures.

**Policy:** At St Michael's Collegiate School, the attendance of each student is monitored by the Class Teachers in Junior School, Pastoral Contacts in Middle School and Mentors in Senior School. The International Student Coordinator will provide the Class Teachers, Pastoral Contacts or Mentors with the names of all international students in their pastoral group who will monitor the attendance of the student and report to the Head of School any absences or irregularities in attendance.

If a student falls below 90% attendance, a meeting between the Class Teacher, Pastoral Contact or Mentor, the student and their parent/guardian ensues. If this student is an international students, the meeting will include the International Student Coordinator and the Director of Boarding/International Students. This meeting will examine the reasons for the absences.

1. At all times the Collegiate Restorative Process for behaviour management will be followed. The outcome of the restorative discussion will be either:
  - a) the student agrees to attend school on a regular basis, ensuring that their attendance rate improves to 90%;
  - b) a student attendance checking sheet to be implemented where each teacher must sign that the student has attended each class at which they are scheduled to attend;
  - c) another meeting time is scheduled to review outcomes, or
  - d) if the attendance continues at lower than 90% for a period of 4 weeks, the Head of Senior School is to become involved.
2. Various support services, accessed through the School, are utilised when dealing with students who are falling below required attendance rates. Professional counselling along with academic and careers advice are provided, as well as mentoring from other students, past students and staff.
3. Should the attendance of an international student fall below 80% the School may use its discretion not to report the student until attendance falls to below 70%. Should

attendance fall below 70%, the appropriate procedures as per the ESOS Act and National Code will be followed.

4. This policy is to be distributed to all international students, Class Teachers, Pastoral Contacts, Mentors, International Student Coordinator and Director of Boarding/ International Students and recorded in the Staff Handbook and the International Student Handbook.