



La Lingua

Language School

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Attendance Policy and Procedures Student Visa Holders

This document outlines policies and procedures for monitoring students' attendance, and the circumstances under which students will be reported to DHA for unsatisfactory attendance.

Attendance Monitoring

Attendance is calculated separately for each term of study. This is calculated as a percentage of total study time. Attendance rolls are made every Monday to include all new student visa enrolments in full-time ELICOS courses. The roll is attached to a clipboard in the staff room, and teachers must fill in their rolls every day for each hour of study. Rolls are collected every Friday, and the Director of Studies enters attendance totals for the week into the student database.

Teachers, student advisors, and the Director of Studies liaise each day to monitor student attendance in real time. If a student is absent for three consecutive days or longer, teachers are to notify the Director of Studies and the appropriate student advisor, who will contact the student immediately.

Low Attendance

If a student's attendance rate falls below **90%**, the Director of Studies issues a warning letter to advise the student and remind them of their student visa attendance requirements. This is delivered to the student by the appropriate student advisor. If the student advisor is unable to meet with the student in person to deliver the letter, they will email, send it to the home address on file or to the student's agent. The student advisor is responsible for advising the Director of Studies of the student's response.

If the student's attendance falls below **85%**, the Director of Studies issues another warning letter requesting an appointment with the Director of Studies or the Principal Administrator, to address any issues the student may be having with maintaining satisfactory attendance. The student advisor is responsible for advising the Director of Studies of the student's response.

If the student's attendance continues to fall, the student will receive a third warning letter requiring them to make an appointment with the Director of Studies and/or the Principal

Administrator to explain the absence. Any relevant documentation should be provided, and students are allowed a support person for this interview. The student advisor is responsible for advising the Director of Studies of the student's response.

Unsatisfactory Attendance

If a student's attendance falls below 80% and the student has not attended a meeting with the Director of Studies or made a genuine attempt to improve their attendance, we will send a letter informing the student of our Intention to Report to the Department of Home Affairs (DHA). The student will have 20 days from the date of the letter to appeal this decision using the Student Attendance Appeals form, and must provide medical certificates or other documents to support this appeal. The student advisor is responsible for advising the Director of Studies of the student's response.

Failure to Appeal

If a student chooses not to appeal or the appeal is unsuccessful, the Principal Executive Officer will cancel the student's CoE through PRISMS, citing the reason as a failure to maintain satisfactory attendance. All relevant documentation and warning letters will be kept on file in the event that DHA contacts the school.

Personal Learning Plan

If a student's attendance falls below 80% yet remains above 70%, the school has discretion to choose not to report the student, and instead place him/her on a learning plan to improve their attendance rate. The circumstances in which this will be considered are:

- The student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (e.g. illness, family hardship, or serious financial troubles) apply;
- The student makes a genuine attempt to attend all classes following any meetings with the Director of Studies;
- The student maintains an attendance rate of above 70%.