



Student Attendance Recording, Monitoring and Reporting Policy & Procedures April 2010

Private and Confidential

Student Attendance Reporting, Monitoring and Reporting

1.0 Policy & Procedure Statement

- 1.1. Performance English records, monitors and reports on student attendance in accordance with standards required for ELICOS providers.
- 1.2 It is the policy of Performance English that students must have a record of at least 80% attendance over the course in order to pass.
- 1.3 Each day is divided into two study sessions. Attendance is recorded by the teacher on the roll sheet at the beginning of each session.
- 1.4 At the end of each week the teacher records the student's attendance on the computer database and attendance is calculated as a percentage.
- 1.5 It is the responsibility of the teachers to monitor the attendance levels of their students.
- 1.6 If a student's attendance is at risk of falling below the satisfactory level (80%) or the student has been absent without consent for more than five consecutive days, the following steps will ensue:
 - A counselling session with the student will be requested by the Director of Studies to discuss their attendance and what can be done to maintain it at a satisfactory level.
- 1.7 If a student's attendance falls below the satisfactory level the following steps will ensue:
 - A warning letter will be sent to the student's residence stating that their attendance is unsatisfactory and they are in danger of not fulfilling the requirements to pass the course. In this warning letter the student is advised that they are able to access Performance English's Grievance Resolution procedures if they wish and that they have 20 working days to do this.
 - A second warning letter with the same information will be sent to the student's residence
 - Failure on the student's part to make efforts to address and resolve this issue will result in non compliance of their student obligations and the Principal Administrator will have to inform Secretary of DEST that there is a breach in attendance.

- 1.8 It is at the discretion of the Principal Administrator not to report a student in breach of the attendance policy if:
- They have Sick Leave and provide a Medical Certificate
 - They have Compassionate Leave e.g. death in the family
 - They are away during official Performance English closures or public holidays and
 - They are attending at least 70% of their classes
- 1.9 For students that complete the course, a statement of overall attendance is included in their Record of Achievement issued at the end of the course.
- 1.10 Students are expected to be punctual for their sessions. Any student who is more than 15 minutes late for a session will be marked as absent for that session. They will be sent directly to the Director of Studies to explain their lateness. Consistent lateness resulting in a student's attendance falling below 80% will be treated in accordance with the Attendance Policy.
- 1.11 This Attendance Policy and Procedure Statement is presented to the students by publication in the Student Orientation Manual and to staff by publication in the Policies and Procedures Manual.