

ATTENDANCE POLICY

Relevant ELICOS standards:
Standard P1

Relevant National Code of Practice for Providers of Education and Training to Overseas Students 2018 standards:
Standard 8

ATTENDANCE POLICY

1. 100% attendance is expected of all students in all courses on any visa type.
2. Attendance is marked by the teacher daily, and entered into our database in the following week. Students who arrive late or leave early will be marked absent for a portion of the missed lesson.
3. A Student Services staff member visits each class and takes attendance weekly. This is also an opportunity for the Student Services staff member to check with the teacher if any students have been missing for more than 5 consecutive days or at risk of their attendance dropping below the required rate.
4. Attendance percentage is calculated either per COE or for each individual course if the courses have separate certificates presented.
5. Students are able to check their current attendance any time during office hours.
6. Students who miss class due to medical reasons and present a document from a registered doctor or pharmacy will not have the absences dated in the letter/ certificate included in their attendance rate.
7. Any other 'special circumstances', for example family emergencies, will be determined at the discretion of Milner College Student Services staff members in regards to attendance.
8. Students whose attendance is below 40% will not receive a certificate for their course. Students with a student visa will receive a certificate showing their final attendance rate for their course.

ATTENDANCE WARNINGS

According to Student visa condition number 8202 "You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider."

Milner College requires students on a student visa to maintain attendance above 80%. Attendance rates for student visa holders are checked fortnightly, and for those with attendance below 80%, the following warning system is in place.

1. A first warning is sent via email. If the student does not have a valid email address registered, the student is called to the office. The warning is recorded on our database.
2. If the student's attendance drops again, a second warning is sent via email. If the student does not have a valid email address registered, the student is called to the office. The warning is recorded on our database.
3. If the student's attendance drops again, a third and final warning is sent via email. The student is called to the office. The warning is recorded on our database.
4. If the student's attendance continues to drop, they then get an official written warning posted to their registered Perth address.
5. If the student's attendance continues to drop after their written warning, a Notice of Intention to notify Immigration letter is posted to the student. The student is also telephoned at this stage if they have not spoken to student services, and they have 10 business days to appeal Milner College notifying Immigration.
6. If the student does not reply to the Notice of Intention letter and provide a satisfactory appeal, the student will be reported to Immigration.