



1. Aim

The purpose of this policy is to provide parents/guardians and overseas students with information regarding Launceston Church Grammar School's monitoring and intervention of overseas students attendance at School.

2. Scope

This policy applies to overseas students enrolled at Launceston Grammar in accordance with CRICOS registration.

3. Legislation

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

4. Relevant Documents

Launceston Grammar Overseas Student Warning Letters 1 & 2
Launceston Grammar Overseas Student Letter of Release

5. Policy Information

This policy should be read in conjunction with the School Handbook.

Launceston Grammar records attendance and requires a minimum attendance of 80 percent of school days, but may decide not to report a student for breaching the 80 percent benchmark if:

- there is documentary evidence demonstrating that compassionate or compelling circumstances apply;
- the decision is consistent with its documented attendance policies and procedures;
- the student is attending at least 70 percent 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.

Launceston Grammar maintains records of all contact and counselling made with students who have been absent for more than five consecutive days or where the student is at risk of not attending at least 80 percent of school days.

The intent of contacting these students (parents/guardian) is to find out why the students have been absent and to see what support the provider may be able to offer the students. For example, a student's absence may not be due to medical reasons, but rather to homesickness or social issues or other compassionate or compelling circumstances which may be addressed through Launceston Grammar's pastoral system. Such circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;



- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- a traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- where Launceston Grammar was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enroll; or
- when counselling the student about the absence, Launceston Grammar will remind the student of the school's attendance policies and inform the student (parents/guardian) that maintaining satisfactory attendance is a student visa requirement.

6. Procedure

The following procedure will be followed by Launceston Grammar:

1. The student (parents/guardian) will be informed that if his or her attendance falls below the required level, the student will be reported, and the student's visa may be cancelled.
 - a. If the student (parents/guardian) has questions about the student visa condition and the possible outcome of breaching the condition, Launceston Grammar may refer the student to the Department of Home Affairs.
2. The written notice of the Launceston Grammar intent to report a student for unsatisfactory attendance will inform the student (parents/guardian) that he or she is able to access the Launceston Grammar complaints and appeals process and that the student has 20 working days in which to do so.
3. If the student accesses the Launceston Grammar complaints and appeals process and the process results in a decision not to uphold the appeal Launceston Grammar will report through PRISMS that the student is not achieving satisfactory attendance as soon as practicable. Launceston Grammar will not report until the process is completed.
4. If a student's attendance drops below the level identified in the Launceston Grammar documented attendance policy and procedures and there is no possibility of the student reaching that level by the end of the academic year, Launceston Grammar will notify the student (parents/ guardian) in writing of its intention to report the student.
5. Written notice of the Launceston Grammar intent to report a student for unsatisfactory attendance will inform the student (parents/guardian) that he or she is able to access the Launceston Grammar internal and external complaints and appeals process and that the student has 20 working days in which to do so. Refer to Overseas Students' Complaints and Appeals Policy.
 - a. Overseas students will be advised that Launceston Grammar will provide an appropriate adult, on request, to support a student through any formal complaints and appeals process. Such provision is to:
 - i. care for the emotional wellbeing of the student;
 - ii. facilitate clear verbal and written communication;
 - iii. enable a student to be aware of the processes to be followed; and




- iv. to assist the student with answers or questions as to the process.
 - b. Launceston Grammar will provide an overseas student with a written statement on the outcome of the complaints and appeals process including reasons for that outcome.
6. If the outcome of a student's appeal through internal or external processes is favorable to the student, Launceston Grammar will immediately advise the student of this and implement any decision and/or corrective and preventative action required.
7. Launceston Grammar will keep on the student's file a copy of the breach notice generated by PRISMS.

The School remains committed to the successful resolution of issues. However, if a student is dissatisfied with the school's complaints and appeals process they can contact the Overseas Students Ombudsman <http://www.ombudsman.gov.au/about/overseas-students>

7. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.

DOCUMENT CONTROL			
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