



Reporting of Daily Attendance For Overseas Students

Registered providers systematically monitor students' compliance with student visa conditions relating to attendance. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Registered providers report students under Section 19 of the ESOS Act who have breached the attendance requirements.

This policy should be read in conjunction with the **Daily attendance/Absence Policy**.

1. Launceston Church Grammar School records attendance and require a minimum attendance of 80 percent of scheduled course contact hours, 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 scheduled course contact hours for which he or she is enrolled; and
 - this is consistent with the provider's documented attendance policies and procedures.
2. Launceston Church Grammar School 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 the scheduled course contact hours for which he or she is enrolled. 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 student. For example, the 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 Church Grammar School 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:

- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;

or

- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; and
 - witnessing or being the victim of a serious crime.

and this has impacted on the student (these cases will need to be supported by police or psychologists' reports)

or

- where Launceston Church Grammar School was unable to offer a pre-requisite unit.

3. When counselling the student about the absence, Launceston Church Grammar School 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.



4. 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.
 - If the student (parents & guardian) has questions about the student visa condition and the possible outcome of breaching the condition, Launceston Church Grammar School will refer the student to DIBP.
5. If the student accesses the Launceston Church Grammar School complaints and appeals process and the process results in a decision not to uphold the appeal Launceston Church Grammar School will report through PRISMS that the student is not achieving satisfactory attendance as soon as practicable. Launceston Church Grammar School will not report until the process is completed.
6. If a student's attendance drops below the level identified in the Launceston Church Grammar School documented attendance policy and procedures and there is no possibility of the student reaching that level by the end of the academic year, Launceston Church Grammar School will notify the student (parents & guardian) in writing of its intention to report the student.
7. Written notice of the Launceston Church Grammar School intent to report a student for unsatisfactory attendance will inform the student (parents & guardian) that he or she is able to access the Launceston Church Grammar School internal and external complaints and appeals process and that the student has 20 working days in which to do so. **[refer to Overseas Students' Grievance and Procedure document]**



- (a) Overseas students will be advised that Launceston Church Grammar School will provide an appropriate adult, on request, to support a student through any formal complaints and appeals process. Such provision is to:
- care for the emotional well being of the student
 - facilitate clear verbal and written communication and;
 - enable a student to be aware of the processes to be followed and to assist the student with answers or questions as to the process
- (b) Launceston Church Grammar School will provide an overseas student a written statement on the outcome of the complaints and appeals process including reasons for that outcome.
- Overseas students will be advised that Launceston Church Grammar School will provide an appropriate adult, on request, to explain any written communication relating to any formal complaints and appeals process.
8. If the student accesses the Launceston Church Grammar School complaints and appeals process and the process results in a decision not to uphold the appeal Launceston Church Grammar School will report through PRISMS that the student is not achieving satisfactory attendance as soon as practicable. Launceston Church Grammar School will not report until the process is completed.
9. If the outcome of a student's appeal through internal or external processes is favourable to the student, Launceston Church Grammar School will immediately advise the student of this and implement any decision and/or corrective and preventative action required.



10. Launceston Church Grammar School 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:

Department of Education and Training

Phone: 1 300 615 262

Online: ESOS Online Enquiry Form

For visa matters, students can contact:

Department of Immigration and Border Protection

Phone: 131 881 (in Australia)

If you are outside Australia and want to make an enquiry please contact the relevant Australian Immigration office overseas: contact details are found at www.immi.gov.au

Online: www.immi.gov.au

Information regarding attendance policies and procedures are available to students and staff in the following ways:

- School website <http://www.lcgs.tas.edu.au/school-policies>
- Hard copies available on request from the International Students Coordinator or the Deans' Office