

## Breaches of Attendance, Behaviour and Academic Progress Requirements

### Notes:

1. Students are fully informed about this set of policy and procedures.
2. The aim of the policy and procedures is to promote students' success in achieving study goals, and meet regulatory requirements (rules and laws).
3. Students are encouraged to communicate any issues to International Office staff.
4. Students are fully informed about the possible consequences of having an enrolment terminated.
5. Full documentation will be kept on student's file.
6. Advice may be sought from the Conciliator based at Dept of Education Services.
7. External conciliation is available through WA Ombudsman.

### Procedures:

	Attendance and Behaviour	Academic Progress
1.	Lecturer <b>discusses the situation</b> with the student.	
2.	Lecturer notifies the International Office, in writing, if problems persist. Evidence may be submitted.  Student's overall attendance record is checked and the student is then <b>interviewed and advised</b> by an International Office Student Advisor.  Student is advised of rights and requirements.  Lecturers are informed of non-confidential information.	Student may be referred to the Learning Centre for additional help and to get extra help from the lecturer. Literacy Coordinator and Counsellor may be involved.
3.	If problems persist, the student is again interviewed by a Student Advisor and issued with an <b>Unsatisfactory Attendance ^ (or Behaviour). Notice1</b> . Copies of this letter are sent to parents and / or agent. The student is again informed of the possible consequences of continued breaches. Again, lecturers are informed and requested to immediately report any further breaches.	Student may be referred to Student Services for counselling. A tutoring service may also be recommended. Family and / or agent is advised.
4.	<b>A student may be referred to the College Counsellor for professional help if deemed beneficial at this stage.</b>	
5.	If problems persist, an <b>Unsatisfactory Attendance Notice 2</b> is issued to the student and parent and / or agent. The student is interviewed by the Director and a conditional enrolment may be issued at this point.	
6.	If problems still continue to persist, a <b>Termination of Enrolment (and Intent to Report) Notice 1</b> is issued to the student and parent and / or agent.	Student and family may be advised of possible alternative courses.
7.	A student has the right to lodge an <b>appeal</b> against the issue of this Notice. As in the <b>Grievance Policy</b> , any appeal must be submitted in writing within 20 working days of the issue of the Notice. Appeals must be addressed to the Principal and submitted to the Manager of the International Office.	If the student is deemed to be completely unsatisfactory for any College course, then,

	Normal Grievance Policy processes are applied. Failure to lodge the appeal on time will result in the issue of a <b>Termination of Enrolment (and Intent to Report) Notice 2</b> and the case being <b>reported to DIBP</b> (Immigration).	the student (and parents) may be advised to withdraw from the College.
8.	If this appeal is successful, the student will be placed on a <b>conditional enrolment</b> . This is in the form of a contract signed by College staff and the student. Parents and / or agents are informed.	
9.	Any breaches of the <b>conditional enrolment</b> will result in a <b>Termination of Enrolment Notice 2</b> (Notice of Intent to Report) being issued to the student and parent and / or agent. The case will also be <b>reported to DIBP</b> (Immigration). Normal Grievance Policy processes once more apply. A student has up to 20 days to appeal to the Principal against the termination decision. The appeal must be in writing and submitted through the International Office. The student must attend all classes until the appeal is finalised, unless otherwise stipulated. A student may lodge an external appeal to the WA Ombudsman. Refer to the Grievance Policy. Information in ISO.	If the student does not withdraw as advised, then, DIBP termination processes will be applied.
10.	If this appeal is successful, the student will once more be placed on a <b>conditional enrolment</b> . If it is unsuccessful, no further avenue for appeal is available through the college. External appeal may be accessed at this point. Parents and / or agents will be informed.	
11.	The following documents may be issued: 1. Exit Report 2. Certificate of Attendance 3. Academic reports	

NB: *In the case of under 18 aged students, College staff will monitor a student's welfare until the student has left Australia or commenced studies with another provider OR if the College cannot guarantee a student's welfare, then, CAAW arrangements will be cancelled and DIBP informed.*

*Attendance is recorded on class rolls. Class rolls are legal documents. Attendance is measured by dividing total classes attended by the total number of scheduled classes and expressed as a percentage.*

*Records are available to students via the Student Portal – Reporting.*

^ *Unsatisfactory Attendance includes:*

1. Breaching the minimum requirement as defined by ESOS and DIBP – students are required to attend a minimum of 80% of scheduled classes including examinations and compulsory excursions. Intervention will occur before the 80% minimum threshold. Intervention may involve the placement into the Student Management Program.
2. Unsatisfactory pattern of attendance eg missing assessment tasks