



EYNESBURY
COLLEGE

**SENIOR SECONDARY
PROGRAMS
COMPULSORY
MONITORING OF
ATTENDANCE
PROCEDURE**

SECTION D - PROCEDURE

Related Policy

International Student Monitoring of Attendance Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
Student	1	Adherence to attendance requirements	
	1.1	Read attendance requirements as outlined in orientation material provided on arrival.	
	2	Absences from class	
Student	2.1	Medical and approved absences	
	2.1.1	If absent from class due to illness or any other medical condition submit the original copy of your Medical Certificate/s to Student Services (High School).	
	2.1.2	Where it is known in advance that you will not be attending classes written approval in advance is required from the International Student Coordinator (ISC).	
	2.1.2.1	Make an appointment to see the ISC to gain approval. (Under 18 – Notify International Student Wellbeing and Engagement Officer (ISWEO))	
International Student Coordinator (ISC)	2.1.2.2	Send approval email to Student and Academic Services (Eynesbury College) and teacher to confirm that the student's absence has been approved.	✓
Student Services (High School)	2.2	Enter medical or approved reason(s) against student absences in Daymap.	✓
	2.3	Send a copy of the medical certificate/s to Student and Academic Services (Eynesbury College).	
	3	Recording absences	
Teacher	3.1	Enter student absences through Daymap daily.	✓
Accommodation officer/ ISWEO	3.1.1	Review Daymap daily and follow up with any students under 18 with un-approved absences.	✓
Academic Support	4	Generate attendance reminder email in week 2.	✓

Responsible	Procedure Steps		W/I
	5	Students absent (consecutive) for three or more days	
Accommodation officer/ ISWEO	5.1	Follow up on student welfare.	
	6	Generation of attendance percentage reports and letters	
Academic Support	6.1	Every two weeks within the semester period as defined in the policy generate Navigate report to identify the individual student attendance percentage. Provide reports to key staff as required.	✓
	7	Intention to Report follow up	
Academic Support	7.1	Send an email notification to each student (and agent if under 18) to notify an Intention to Report has been issued including final date of appeal submission.	✓
Student	7.2	If you wish to do so, register an appeal within 20 working days of the date on the Intention to Report letter in accordance with the Student Grievances and Appeals Policy and Procedure .	
	8	Requirement if issued with an Intention to Report	
Student	8.1	If you have chosen to lodge an appeal you must continue to attend class during the appeal process.	
	9	Apply Immigration condition.	✓
Academic Support	9.1	If the student does not register an appeal within 20 working days then report them through PRISMS.	✓

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy and Procedure	Eynesbury College policies web page

Form templates	Location
Reminder Letter	Quality Unit, Document Management
Attendance Warning Letter	Quality Unit, Document Management
Intention to Report Letter	Quality Unit, Document Management

Records (including completed forms)	Location
Attendance Warning Letter	Navigate; Student e-file

Intention to Report Letter	Navigate; Student e-file
Attendance Reminder email	Navigate; Student e-file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.0
Date of Effect	6/2019
Privilege Level	Public