

Attendance Policy

The Newcastle International College has established and published policies. These policies are reviewed periodically, and student's relying upon any of these policies to support or guide their studies should refer to the College's website (<https://www.nic.nsw.edu.au/>) for the most current and up to date version.

OVERVIEW

This policy was approved by the Senior Management Group in September 2019 and supersedes all previously published Newcastle International College's Attendance Policies.

PURPOSE/OBJECTIVE

The policy establishes the criteria and processes used to determine satisfactory attendance, and is consistent with the:

- *Education Services and Overseas Students Act 2000* (ESOS Act); and
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (<https://internationaleducation.gov.au/>).

SCOPE

The policy applies to all students enrolled at all campuses of the Newcastle International College (NIC).

POLICY

This policy is underpinned by the following principles:

- Attendance is the most important element to help students achieve satisfactory academic progress; that is, passing at least 50% of enrolled modules each study period.
- NIC will calculate and record the attendance of students for each enrolled module and the student's overall program attendance in any given study period as part of the assessment of academic progress.
- NIC will identify, contact, counsel and provide support (including individual intervention strategies) to students who are at risk of not meeting NIC's attendance requirements.
- Students placed on conditional enrolment may be required to achieve greater than 80 percent attendance (80%) in accordance with individual academic management plans.
- Information concerning attendance requirements are provided to students during orientation and is available through the NIC website and Student Portal (<https://learning.nic.nsw.edu.au/>).
- Unsatisfactory attendance often contributes to unsatisfactory academic progress which can be the basis for the termination of the student's enrolment status, and cancellation of the Confirmation of Enrolment (CoE), which may have implications for student visas.
- Students **may not** be able to apply for special consideration or deferred exams, lodge an application for a grade review or be eligible to sit final examinations if they have not met the 80% attendance requirement, unless applications for special consideration are submitted due to Compassionate or Compelling circumstances and are supported by

documentary evidence.

- Students are expected to monitor their own attendance. It is the responsibility of students to engage with NIC staff and seek assistance if they are experiencing any academic or personal difficulties that are impacting upon their attendance.
- Reports concerning attendance and the attendance calculation process will be provided to the teaching staff and the College Director on a regular basis during each study period.

1. Attendance Requirements

- 1.1 For any given study period, students are required to attend a minimum of 80 percent (80%) of their scheduled contact hours for each enrolled module of study.
- 1.2 In each study period, students are required to attend the Activities of specified modules of study for which they are timetabled (day and time).
- 1.3 A student is not permitted to swap classes or to attend a class other than the one in which they are enrolled.
- 1.4 Students are expected to arrive for their Activities on the scheduled day and time and, attend the full duration of each Activity.
- 1.5 Students who are absent from a scheduled Activity may be provided an opportunity to attempt/submit any missed assessment items. A Special Consideration Application Form must be submitted to the NIC Student and Academic Services (SAS) Team in accordance with the NIC Special Consideration Policy (<https://www.nic.nsw.edu.au/>).
- 1.6 In accordance with the Special Consideration Policy, students who are absent from a scheduled Activity should make application for Medical or Approved Absences. Students should note that Medical or Approved Absences will not be calculated in the student's attendance percentage.

2. Attendance Recording

- 2.1 For each Activity, teaching staff will take attendance which will be recorded electronically.
- 2.2 Attendance will be taken at the commencement of a scheduled Activity and following a scheduled break in the Activity.
- 2.3 Students who arrive late (10 minutes or more after the commencement of a scheduled Activity) or leave early will have a half absence recorded.

3. Attendance Calculation

- 3.1 Along with actual attendance, a student's maximum possible attendance is also calculated electronically. Maximum possible attendance is calculated as a percentage of the maximum possible hours a student can achieve considering future attendance of scheduled contact hours in a study period.
- 3.2 Attendance audits are conducted regularly throughout the study period in weeks 3, 5, 7 and 9.
- 3.3 Attendance audits may be conducted more frequently than that stated above for students placed on conditional enrolment, in particular, those who are placed on an academic management plan that specifies attendance requirements which may be greater than 80 percent (80%).
- 3.4 NIC will take the actions stated in the attendance table of this policy.

3.5 Attendance table:

Attendance / Trigger	Intervention
Overall attendance is at 90% or below (excluding Medical or Approved Absences)	<p>Attendance Warning – 1st Warning</p> <p>The student receives message via email warning them that continued absences may result in failure to meet NIC’s attendance requirements.</p> <p>The student is provided information about NIC support services and is encouraged to speak to the SAS Team about reasons for class absences.</p>
Overall attendance is at 85% or below (excluding Medical or Approved Absences)	<p>Attendance Warning – 2nd Warning</p> <p>The student receives message via email warning them that continued absences may result in failure to meet NIC’s attendance requirements.</p> <p>The student is provided information about NIC support services and is encouraged to speak to the SAS Team about reasons for class absences.</p>
Overall attendance drops to 80% or below (excluding Medical or Approved Absences)	<p>Under 80% Attendance Notice</p> <p>The student is notified that they have failed to meet NIC’s minimum attendance requirement. Attendance under 80% is recorded in the student’s file/notes within NIC’s student management system.</p> <p>The SAS Team will make contact with student to ensure that there are no welfare concerns (Compassionate or Compelling circumstances) that need to be addressed. The student will be requested to make an appointment through the SAS Team to discuss their future at NIC.</p> <p>Attendance under 80% may also result in any or all of the following consequences:</p> <ul style="list-style-type: none"> • Student may not be able to apply for Special Consideration, deferred exams, or grade review; • Student may not be eligible to sit the final examinations; • Poor attendance may negatively impact the outcome of any appeal (academic or otherwise) that the student may lodge in the future; and/or • Student may be issued with a notice of intention to report for unsatisfactory attendance that leads to unsatisfactory academic progress.

	<p>Students issued a notification of intention to report will be provided the opportunity to submit an appeal against NIC's intention to report (see below, section 4. Appeals).</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • The student's Sponsor (if the student is sponsored); and/or • The student's Guardian (if the student is under the age of 18).
<p>Conditional enrolment and attendance requirements - where overall attendance drops below specified attendance required and agreed in a student's academic management plan (excluding Medical Absences).</p>	<p>Notice of Intention to Report - failure to comply with NIC's requirements to maintain satisfactory attendance</p> <p>Students placed on conditional enrolment whose attendance drops below that which has been specified in this policy (80%) or that which has been agreed in their academic management plan, are deemed to be in breach of the attendance condition of their enrolment.</p> <p>Attendance monitoring for students placed on conditional enrolment will be carried out periodically, and at any time during the study period. Should a student on conditional enrolment be in breach of their agreed attendance requirements at any time during the study period, NIC will take immediate action.</p> <p>A breach of an attendance requirement that leads to unsatisfactory academic progress, is considered a breach of student visa conditions, specifically that a student meets program requirements. This breach will automatically result in a notice of intention to report/terminate the non-compliant student's enrolment.</p> <p>Students issued a notification of intention to report for unsatisfactory attendance that has led to unsatisfactory academic progress will be provided the opportunity to submit an appeal against NIC's intention to report (see below, section 4. Appeals).</p> <p>Students may continue their enrolment during this time, and will not be precluded from re-enrolling in the subsequent study period subject to meeting the requirements of NIC's Academic Progress Policy. Students will be required to pay the tuition fees for the subsequent study period and financial penalties may apply if an appeal is unsuccessful or the student withdraws from the program (see NIC Refund Policy).</p> <p>Reporting a student in the Provider Registration and International Student Management System (PRISMS) will not be completed until all avenues of appeal, internal and external, are completed.</p>

4. Appeals

- 4.1 Students are entitled to appeal a decision under this policy. Formal appeal applications are to be made in writing, with supporting documentation, and be submitted to NIC Student Services within twenty (20) working days from the date of NIC's written notice of intention to report being communicated to the student.

- 4.2 Upon receipt of a complete written formal appeal application (that which includes all attachments and supporting documentation), the SAS Team will convene the NIC Appeals Committee to review the application. A decision will be communicated in writing to the student within ten (10) working days after a complete formal appeal application is received by the SAS Team.
- 4.3 Where a student is informed that their appeal is unsuccessful, the student will then have ten (10) working days in which to inform NIC as to whether they have submitted an external appeal to the Overseas Student Ombudsman (refer to NIC Appeals Policy on website - <https://www.nic.nsw.edu.au/>.)
- 4.4 Student's whose appeal is unsuccessful and do not seek external appeal, will be reported in PRISMS and advised to seek and follow the advice of Immigration at the Department of Home Affairs concerning the status of their student visa.

RELATED DOCUMENTS

Academic Progress Policy

Special Consideration Policy

Appeals Policy

National Code 2018

DEFINITIONS

Key Term or Acronym	Definition
Activity/ies	A scheduled activity, including but not limited to lecture, tutorial, practical, assessment item, or excursion at the specified day and time.
academic progress	The measure of advancement within a program of study towards its completion. Also, please refer to Academic Progress Policy.
academic management plan	<p>A document agreed and signed by the student and NIC that states specific attendance requirements in order for the student to achieve satisfactory attendance as required by NIC.</p> <p>This document is specific to the student. It can address more than attendance issues, and can include other intervention strategies as it is utilised as a method to aid a student to achieve program progression and completion.</p>
appeal	A formal written submission by a student for review of a decision made by NIC of an academic or non-academic nature.
Approved Absence	An absence from an Activity/ies that is supported by documents as evidence of Compassionate or Compelling circumstances and are not medical in nature.

	Please refer to Special Consideration Policy for further details.
at risk	A student who has been identified (through monitoring procedures) and appears likely to fail, or has failed, two or more subjects in a given study period.
Compassionate or Compelling circumstances	Circumstances beyond the control of the student which have an impact upon the student's attendance, academic progress or wellbeing. Please refer to Special Consideration Policy for further details.
conditional enrolment	Conditional enrolment occurs when a student has been identified as being unable to achieve satisfactory attendance in previous study period. The student must comply with the conditions set out in their academic management plan as agreed between the student and NIC. The consequences of failing to comply with the specific enrolment conditions will result in a notice of intention to report. Conditional enrolment can include conditions other than those applying solely to attendance.
Confirmation of Enrolment (CoE)	A document registered with the Australian Government confirming an overseas student's acceptance into a program for a specified duration.
ESOS Act 2000	The <i>Education Services for Overseas Students Act 2000</i> . This Act regulates the delivery of education services to overseas students.
maximum possible attendance	$\frac{\text{Activities attended} + \text{assumed attendance of all future Activities in a given study period}}{\text{Total scheduled contact hours in a given study period}} \times 100\%$
Medical Absence	A serious illness or injury that prevents a student from attending an Activity/ies or seriously affects their preparation for an Activity/ies. An original medical certificate from an accepted health professional supporting the student's condition, and duration of inability to attend/prepare for Activity/ies will be required. NIC considers an accepted health professional to be a registered medical practitioner that can include: <ul style="list-style-type: none"> • hospital-based medical practitioners; • general practitioners; and • specialist medical practitioners (such as psychiatrists, ophthalmologists, surgeons, dentists, clinical psychologists, social workers, and accredited counsellors). NIC does not accept certificates issued by pharmacists.
module/s	A single subject of study that contributes to the student's overall program of instruction, the culmination of which will lead to finalisation of the student's studies in that program.

National Code 2018	<p>The National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007. Established under section 33 of the ESOS Act 2000.</p> <p>The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.</p>
NIC	Newcastle International College. Based at the University of Newcastle campuses.
NIC Appeals Committee	The final appeals body at NIC which considers formal appeal applications from students against decisions of NIC whether of an academic or non-academic nature.
overseas student	A non-domestic temporary resident student on an Australian Student Visa.
Overseas Student Ombudsman	An Australian Government agency which receives and investigates complaints from overseas students about actions and decisions of private education providers.
PRISMS	Provider Registration and International Student Management System. A database developed by the Australian Federal Government for the purpose of compliance with the ESOS Act.
program	A scheduled plan of instruction that in its entirety leads to an award of the institution.
SAS Team	Student and Academic Services Team
satisfactory attendance	Attendance in at least 80 percent of scheduled contact hours across all modules of study undertaken in a given study period.
scheduled contact hours	Timetabled Activity/ies relating to modules in which a student has registered for a given study period.
Student Portal	NIC's intranet providing academic and administrative information and internal communication to NIC students.
study period	Defined periods of scheduled contact hours for NIC students. Each study period is of a 13-week duration and excludes study breaks and examination periods.
unsatisfactory attendance	Attendance below 80 percent of scheduled contact hours across any/or all modules of study undertaken in a given study period.

	In the case of students on conditional enrolment, attendance below that specified in their academic management plan.
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Status and Amendment Details

Status:	Current	
Department:	Academic	
Approval Authority:	SMT	
Approval Date:	September 2019	
Date for Next Review:	February 2021	
Revision Date	Version	Summary of changes
03/06/2011	1	Policy created and implemented.
12/07/2011	2	Current template used. Changed version to 2.Updated reference number.
29/11/2011	3	Updated to show correct web portal links.
28/02/2012	4	Updated with minor formatting changes and NIC information.
17/09/2012	5	Policy updated to reflect current UPD formatting.
07/11/2012	6	All references to DEEWR replaced with DIISRTE.
26/3/2014	7	All references to DIAC replaced with DIBP
07/08/2014	8	Policy reviewed and updated with current processes from DIBP.
16/01/2018	9	Policy reviewed and updated with current processes from National Code 2018. All references to DIBP replaced with Department of Home Affairs (DHA). Remove all references to Certificate IV Program.
19/09/2019	10	Policy reviewed and updated with current visa requirements for attendance in accordance with current legislation and regulation.