



Attendance Policy (ELICOS)

Student details are entered on computer records (at the earliest time possible to starting their chosen course), and their Australian address/email address is added. Students are asked to give any changes to Reception, so they can be added to the database, which also records their start/finish, date/home address and agent if applicable

Each student has a file in the admin office, in which enrolment forms and all correspondence are kept. Information is also uploaded to the student database.

SELC's Attendance Policies are explained to all new students through the following:

- enrolment form and Letter of Offer (LoO)
- on the first day at Orientation
- in the 'Welcome to SELC' booklet. On the first day of term, students are informed of the 'SELC Lateness Policy' which states that a student who is more than 10 minutes late for lesson 1, and 5 minutes late for lessons 2 or 3, will be marked absent. This information is visually present in each classroom.

Class rolls are generated from the computer every week and are kept in the class folder, which is taken into classroom for every lesson. Teachers mark the roll for each lesson throughout the day, and will sign or initial the roll at the end of each day.

Copies of class rolls are collected every day, and student's records are updated every Friday. A student's attendance percentage is shown in the database. This allows SELC to monitor attendance.

If a student enrolls for more than one course, attendance will be monitored over each of the CoEs (or courses), if one single course is not more than 6 months. In the case that one single course is more than 6 months, attendance will be monitored in the first 6 month period and then monitored separately for the rest of the period.

If a student changes courses and receives a new CoE, or extends enrolment in the current course, thereby getting a new CoE, attendance will be monitored over each of the CoE's separately, rather than over the entire period of the student's enrolment at SELC.

If a student is absent through illness, a student must provide a medical certificate to student reception. When calculating attendance, any absence, even if supported by a medical certificate, is counted towards the student's total absences. However, a medical certificate may be considered as compassionate or compelling circumstances, and SELC may choose not to report a student for the breaching of 80%, if attendance is at least 70%.



Procedure

If a student has been absent for more than 3 consecutive days without notifying SELC	AM or Head Teacher will inform marketers or student counselors to contact and counsel a student.
If attendance is between 80-85%	AM or Head Teacher will counsel and give a student an Attendance Warning Letter* . The letter will be uploaded to the student database sheet on the share drive.
If maximum possible attendance is below 80%	AM or Head Teacher will meet and give a student a Notification of Intent to Report* . A student will have 20 working days to access SELC's complaints and appeals process.
If a student fails to provide adequate compassionate or compelling reasons in 20 working days, SELC will report a student to DHA (www.homeaffairs.gov.au) for non-compliance with visa conditions. <i>(SELC may decide not to report a student for breaching 80% if attendance is at least 70% due to compassionate or compelling circumstances)</i>	DHA (www.homeaffairs.gov.au) may contact a student to cancel the visa. Students should continue to abide by the conditions of their student visa, including ensuring that they maintain enrolment in a registered course until DHA makes a decision to cancel the visa. No refund or compensation will be made by SELC in this case.

*If SELC fails to meet a student, the warning letter and Notification of Intent to Report will be sent to a student by email or post or via their agent.