
Attendance Policy

Purpose

This policy sets out the requirements for achieving satisfactory attendance, the way in which attendance is monitored, how attendance requirements are communicated to students and the consequences of failing to maintain satisfactory attendance.

Policy Statement: Part A of this policy sets out attendance standards that all international students are expected to adhere to. Part B of this policy sets out the way international students on a student visa enrolled in VET courses are monitored and the consequences for failing to achieve satisfactory attendance are also set out in this policy.

PART A

This applies to all George Brown College (GBC) International students studying VET Courses of study in face to face mode of delivery. GBC encourages 100% attendance by all students for all classes. All students are required to attend at least 80% of their classes.

It is the student's responsibility to arrive at class on time and to stay until the class is finished. Attendance policy is published on George Brown College Website and also is available in Student Handbook for our students and agents. Students are informed of this policy on the Orientation day.

PART B

Note: GBC defines satisfactory attendance as attendance of over 80% of course contact hours.

Monitoring Attendance:

GBC has their student attendance recorded for each class in which they are scheduled to attend. This data is stored electronically and used to calculate the student's attendance for every week of each academic term. Students are required to produce a medical certificate or relevant documents for exceptional circumstances due to which they are unable to meet the attendance requirement. All documentation relating to attendance is kept on the student's file.

The College reviews attendance records weekly and will provide a written Warning/Intention to report to any student identified as being at risk of unsatisfactory attendance.

Below table will be used for sending Warning letters/Intention to report to students to ensure students get warning letters if they are absent for more than five(5) consecutive scheduled course days without prior approval.:

Attendance \geq 90% No warning

85% \leq Attendance <90% Warning 1

80% \leq Attendance<85% Warning 2

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Attendance <80% ITR (Intention to Report)

The first written warning will remind the student of the College's attendance requirements.

Second written warning will remind the student of the College's attendance requirements and request that the student meet with the Student Support team to discuss their individual situation.

If the student has indicated that they have engaged an education agent, the agent will be notified that a student is at risk of being reported for unsatisfactory attendance. At this meeting the student will be required to sign a "Student at Risk Agreement Form" to confirm that they understand that. If at any time, it becomes impossible for them to achieve the required attendance rate of over 80% for the entire course, the College will notify the student of its intention to report him or her to the Department of Immigration and Border Protection (DIBP) through the Provider Registration and International Students Management System (PRISMS) for unsatisfactory attendance.

If at any time it becomes impossible for a VET student studying on a student visa to achieve an attendance rate of over 80% for the entire course, they will be issued an intention to report letter which sets out that the College intends to report the student's unsatisfactory attendance to DIBP through PRISMS. The student has 20 working days to appeal against the College's intent to report for unsatisfactory attendance.

Consistent with the Complaints and Appeals Policy – Students can appeal the College's decision to report them for unsatisfactory attendance if there is evidence to support that the student has in fact attended over 80% of all scheduled course contact hours. The College is required to report unsatisfactory attendance under the National Code 2018

The College is only permitted to decide not to report a student for breaching the attendance requirements if the student's records clearly indicate the student is making satisfactory course progress and the student is attending at least 70% of all scheduled course contact hours. Outside of the above reasons there is no discretion for the College not to report a student, even if the student has a genuine reason for all absences (such as an illness) and supporting documentation (such as a medical certificate). In these cases, however, the College may choose to provide documentation to DIBP in order to support the student's continuation of study.

Reporting a student for Unsatisfactory Attendance

If an international student enrolled in a VET course and studying on a student visa has been sent an Intention to report letter, and

- does not access the College's complaints and appeals process within 20 working days,
- completes the complaints and appeals process but the process finds to support the decision of the College

The College must notify DIBP through PRISMS that the student has not achieved satisfactory attendance as soon as practicable. If the student is reported for breaching this condition, the College will issue the student with a letter stating that the student has been reported to DIBP for unsatisfactory attendance. DIBP will then attempt to contact the student using the last address provided to the College registered on PRISMS.

Students may also contact DIBP if they have concerns regarding their student visa. If DIBP is unable to contact the student, it may result in automatic cancellation of the student's visa. For this reason, it is vital that students provide the most up-to-date contact details to the College at all times.

Variations

GBC reserves the right to vary, replace or terminate this policy from time to time.

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