Captain Cook Institute Pty Ltd trading as
George Brown College
Level 5, 191 Thomas Street, Haymarket NSW 2000
+612 9279 4949

# Attendance Policy

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| Name: | **Attendance Policy** |
| Approved by: | PEO |
| Date Approved: | 18 November 2024 |
| Implementation Owner | General Manager – George Brown College |
| Maintenance Owner | General Manager – George Brown College |
| Review Date | 19 November 2025 |

## 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 the 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 as well.

*PART B*

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

*Monitoring Attendance:*

GBC has their student attendance recorded for each class 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 in the student's file.

*Students will receive:*

Reminder Letter when Attendance < 80% for 2 consecutive weeks
Warning 1 Letter when student has received Reminder and Attendance <80% for 2 Consecutive weeks.
Warning Letter 2 if Student has received Warning 1 Letter and has attendance < 80% for 2 consecutive weeks.
Intention to Report Letter when Student has received Warning 2 and has attendance < 80% for 2 consecutive weeks.

The written letters will remind the student of the College's attendance requirements. After Student receives written letters, Compliance Team will follow-up with Students by calling them and reminding them to come to class.

The second written warning (W2) will remind the student of the College's attendance requirements and request that the student contact the College. The Compliance team will advise students 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.

If Student fails to contact us to explain their situation or fails to attend class, they will be issued with Intention to Report (ITR) Letter. Students are allowed 20 working days within which they can appeal to College, against the ITR Letter issued to them. Compliance team will then arrange a meeting time with the student, so, students get the opportunity to explain the situation which caused them not to attend class.

Consistent with the Complaints and Appeals Policy – Students can appeal against the College's decision to report them for unsatisfactory attendance if there is evidence to support their situation. GBC may decide to hold or 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.
- if the student provides genuine evidence of compassionate or compelling circumstances. Student case will be assessed. In doing so, if it will be found that student can perform better, GBC can decide to hold the reporting and student can be given extension and student attendance will be monitored very closely. On the other hand, if student will be found not attending classes for the minimum hours, will be reported to the Department of Home Affairs.

If student appeal is unsuccessful, an unsuccessful appeal outcome letter will be sent to student where student will be advised of having an option of going for an external appeal against the decision of the College to Ombudsman, within 20 working days from the date of the unsuccessful appeal outcome letter. If Student does not appeal to Ombudsman within 20 working days, will be reported to the Department of Home Affairs. Student will be sent a breach reported letter and will be advised to contact Department of Home Affairs.

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

**Disclaimer:**
A printed copy of this document may not be the most recent version. Please check GBC Central Share-Point or GBC Website for current version

**Change History**

| Version | Approval date | Reviewed by | Approved by | Change |
|---|---|---|---|---|
| V.5 | 12 June 2019 | General Manager | PEO | Development of policy |
| V.6 | 30 May 2023 | General Manager | PEO | Changes made |
| V.7 | 18 November 2024 | General Manager | PEO | Change of address |