



Attendance Policy

1. Purpose

- 1.1 This policy specifies the definition, criteria and processes used to determine satisfactory attendance at Western Sydney University International College (WSUIC). WSUIC considers that both academic performance and attendance are critical to successful academic progression.
- 1.2 This policy also describes the intervention strategies implemented by WSUIC to ensure that students who do not meet, or are at risk of not meeting, satisfactory attendance are provided with appropriate and adequate support in a consistent and equitable way.
- 1.3 This policy should be read in conjunction with WSUIC's POL 08 Academic Progress Policy and Deferral, Suspension and Cancellation of Enrolment Policy.

2. Scope

This policy applies to all students studying at WSUIC Courses.

3. Definitions

'Academic Pathway Programs'

Includes, Diplomas and Foundation Studies programs unless otherwise stated in this Policy.

'Academic progress'

Refers to how a student is meeting the specified learning outcomes of a unit and their course by satisfactorily meeting the unit and course requirements.

'At Risk'

A student who, because of unsatisfactory academic progress, has been identified as requiring intervention. Students who are identified as being at risk are contacted by WSUIC, advised of their status, and offered support options to help them improve their academic performance.

'Engagement'

This refers to the active involvement of a student in the learning activities related to his/her unit/s of study. This may include participation in class discussions, providing additional researched information to support learning on an individual or group basis or volunteering to participate in class learning activities (e.g. role plays).



'Exclusion'

Refers to the cancellation of a student's enrolment due to unsatisfactory academic performance where they are prevented from any re-enrolment at WSUIC for a period which will not exceed 12 months.

'Registered Provider'

A provider approved to deliver a course to overseas students under the Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulation 2001.

'Satisfactory Attendance'

Attending at least 80% of the scheduled course contact hours for the semester.

'Student'

Refers to a WSUIC student. A WSUIC student is an international student who is studying in Australia on a student visa

'WSU'

Refers to Western Sydney University

4. Policy Statement

- 4.1 WSUIC requires attendance and active engagement with learning activities as an essential part of the learning process. As such, WSUIC expects all students to maintain a minimum overall attendance level of 80% or above for every term they are enrolled as a WSUIC student.
- 4.2 Under the provisions of the ESOS Act and the National Code, students enrolled in WSUIC Foundation Courses must, as a condition of their visa, maintain a minimum attendance rate of 80% in each session of study.
- 4.3 Attendance records will be maintained for all students. Those students who fail to meet satisfactory attendance requirements will be contacted by WSUIC Student Services and Course Convenors to seek an explanation and to identify any opportunities for assistance to the student to enable them to achieve the satisfactory attendance target.



5. Attendance Monitoring

5.1 Teachers will record student attendance via class rolls for all scheduled classes as follows:

Category	Attendance Parameters	Attendance Calculations
Present	Student present for 100% of the scheduled class time	100% of scheduled class time recorded as present in attendance calculations
Late	Student attended at least 50% of the class	75% of the scheduled class time recorded as present in attendance calculations
Absent	Student missed more than 50% of the scheduled class time	0% of class time recorded as present in attendance calculations
Medical	Student absent for 100% of the scheduled class time due to evidenced health or medical reason	0% of scheduled class time recorded as present in attendance calculations
Approved	Student absent for 100% of the scheduled class time on the approved basis including but not limited to compassionate or extenuating circumstance	0% of scheduled class time recorded as present in attendance calculations

5.2 Attendance records will be recorded electronically in WSUIC's Student Management System.

5.3 Although evidence of health or compassionate-related absences will be recorded, attendance records will be recorded according to 5.1 above.

6. Students at Risk due to Low Attendance

6.1 If for unknown reason a student is absent for five consecutive scheduled class days, the student will be sent a letter (email) by WSUIC Student Services requesting them to make contact with WSUIC Student Services to schedule a formal interview with a Course Convenor.

6.1.1 A student will be referred to a welfare officer or counsellor in the event that during the interview, they identify that they are experiencing personal or health issues which are affecting their ability to attend classes. The referral to and appointment with the welfare officer or counsellor will be coordinated through WSUIC Student Services.

6.1.2 The outcome of the formal interview between the student and the Course Convenor will be sent to the student via email and will be recorded in the Attendance At-risk Register by the Course Convenor.

6.2 Every two weeks, Foundation Studies students who are recorded as having below 85% attendance will be sent a warning letter (email) by the Academic Team advising them that they



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are in breach of their student visa requirements and that they must achieve and maintain satisfactory attendance until the end of the teaching session.

- 6.2.1 The student will be asked to attend a meeting with the Course Convenor to discuss strategies on how their attendance level could be improved to a satisfactory level.
- 6.2.2 The outcome of the meeting will be confirmed to the student via email and recorded in the Attendance At-risk Register by the Course Convenor.
- 6.3 Foundation Studies students who fail to meet the 80% attendance level by the end of the term, or for whom it is obvious during the course that they will not meet this requirement, will be notified in writing (email) by Student Services Team as directed by Academic Director and/or Course Convenor.
 - 6.3.1 The written notification informs the student that they will be reported for non-compliance with the attendance condition of their student visa.
 - 6.3.2 This notification will also advise the student that they have 20 working days from the receipt of the notification to appeal the decision. During this period the student must continue to attend classes.
- 6.4 WSUIC may decide not to report a Foundation Studies student for not meeting the required attendance level if the student is still attending at least 70% of the scheduled course contact hours and the student provides genuine evidence that compassionate or compelling circumstances apply in their situation.

7. Appeal against Intention to report due to Unsatisfactory Attendance

- 7.1 In the instance where a Foundation studies student wishes to appeal the decision for exclusion due to unsatisfactory attendance, they may do so in accordance with the WSUIC Student Complaint Handling, Appeals and Resolution Policy.
- 7.2 If the student does not choose to use the appeal mechanism, withdraws from the appeals process or if the appeal process results in a decision supporting WSUIC, then WSUIC Student Services will activate the notification process in PRISMS as required by Commonwealth Government legislation.

8. Quality and Compliance

- 8.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 8.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint



site for staff access.

- 8.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 8.4 New staff will receive policy information during the induction process where it relates to their position.

9. Related Documents

- WSUIC Attendance Warning Letter
- WSUIC Intention to Report Letter

10. Related Policies, Procedures, Guidelines and Legislation

- POL 08 WSUIC Academic Progress Policy
- POL 34 WSUIC Deferral, Suspension and Cancellation of Enrolment Policy
- POL 35 WSUIC Student Fees and Refunds Policy
- [Education Services to Overseas Students \(ESOS\) Act 2000](#)
- [Education Services to Overseas Students Regulations 2001](#)
- [National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students 2018](#)
- ESOS National Code 2018 Standard 8 Overseas student visa requirements; Standard 9 Deferring, suspending or cancelling the overseas student's enrolment; Standard 10 Complaints and appeals

Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Policy Owners:	Academic Director/Student Services Manager
Approval Date:	1 December 2017
Date for Next Review:	4 April 2025



Amendments		
Revision Date	Version	Summary of changes
1/12/2017	1	New policy developed
28/06/19	1.1	Integrated 4.2 with 4.1; reworded 4.3 (previously 4.4) Retitled section 6 to Students at Risk for Low Attendance from Student at Risk Reworded/revised/re-ordered sequence of section 6 Deleted 7.1 statement Updated section 10 with relevant National Code standards
31/07/19	2	Policy has been revised to adjust scope to include students studying WSUIC courses as per feedback from Board at June 28 th Board of Directors.
06/07/2021	3	Removal of mandatory attendance provision for Diploma students (Clause 6.5) Minor amendment to clarify responsible personnel.
04/04/2023	4	Table 5.1 amended to reflect current attendance rules