

INTENSIVE ENGLISH LANGUAGE INSTITUTE

ADELAIDE ♦ SOUTH AUSTRALIA



ATTENDANCE POLICY

At IELI, we want students to achieve the best possible results in their studies. Consequently, students at IELI are expected to maintain at least 85% attendance at all of their classes. Failure to maintain your attendance may mean that you do not meet the academic requirements of your course.

Furthermore, under the ESOS National code of practice, IELI may report students studying on a Student Visa to the Department of Home Affairs if their attendance falls below 80% at any time during their course.

Legislation

This policy meets the requirements of the Commonwealth *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (the National Code).

Recording attendance

Class teachers will record attendance in every class each day. Attendance will be recorded as follows:

- if you miss the class, you will be marked as absent for that class
- if you are more than 30 minutes late for the class or leave more than 30 minutes before the end of the class, you will be marked as absent for that class
- if you are more than 10 minutes but less than 30 minutes late for class, you will be marked as late for that class
- if you are marked as late on two occasions, that will be equal to one absence
- for reporting purposes a 'term' is considered to be two 5-week sessions*

*you must maintain an average of 80% attendance over the current session and your last session

If you feel you have been marked as late or absent from a class incorrectly, you should speak to your class teacher or the Director of Studies as soon as possible.

Students starting a session late

You will be permitted to join classes if you arrive late in the session provided it is within the first two weeks of the session starting. However, you will be marked absent for all classes you missed since the start of that session. It is therefore important that you do not miss any further classes in the session.

What to do if you are sick

If you are unwell and cannot come to class, you should call IELI on 08 8201 5084 (IELI on the campus of Flinders) or on 08 8427 0114 (IELI City) before 9am.

You should see a doctor and get a medical certificate if you have missed more than one day. The Front Desk staff can assist you in finding a doctor if you need help.

When you return to school, give a copy of your medical certificates to the Front Desk staff. This will be added to your student file in case of any later issues with your attendance.

Notification of poor attendance and intent to report

If your attendance drops below 85%, you will receive a letter advising you of this. You will be asked to sign and return this to show that you are aware of your poor attendance and to confirm that you intend to improve your attendance.

If your attendance continues to go down, you will receive further warning letters and will be asked to meet with the IELI Director or other designated staff to discuss the reasons for your poor attendance.

If your attendance falls below 80%, you will be issued with an Intent to Report notification via email and asked to make an appointment with the IELI Director or other designated staff. Following this, IELI may notify the Department of Home Affairs that your attendance has fallen below 80%. If this happens, your Student Visa may be at risk.

Appeals

When you receive an Intent to Report notification, you will have 20 days to make an internal appeal to the IELI Director. You should submit your appeal in writing to ieli@flinders.edu.au.

If the internal appeal is unsuccessful, you may then make an external appeal to:

The Office of the Training Advocate
131 Grenfell St, Level 5
Phone: 1800 006 488
Email: trainingadvocate@sa.gov.au

During any appeals process, you should continue attending classes.

Getting help

If you have a medical or other issue that is preventing you from coming to class, it is important to seek help as soon as possible. You should make an appointment to speak to the campus Director of Studies, who will be able to talk to you about any academic issues, or with the IELI Director, who can give you more information about how to access support services.