



**Alkira**  
Secondary College

*Personalised learning for all. Respect for the individual learner.*

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## **International Students- Attendance Requirements Policy**

### **Rationale:**

The Migration Act 1958 provides for the automatic cancellation of student visas where visa holders fail to meet attendance or academic requirements as set out in visa condition 8202. International students must remain enrolled in a full time registered course and must attend at least 80% of the contact hours scheduled for each term or semester of the course. Cancellation of a student visa is a very serious matter having potentially lifelong consequences for the international student.

Alkira Secondary College will implement the following staged response to all attendance issues for International Students, utilising DET provided contracts, templates and processes, as required:

### **Policy:**

#### **Stage 1 - INTERVENTION**

##### **If a student's attendance falls to 90%:**

- The student should be advised about the importance of fulfilling all visa conditions, especially visa condition 8202.
- The student should be counselled to ensure that problems affecting attendance are addressed and resolved.
- The student's parents should be advised of the poor attendance in writing and any school contract should be brought to the student's attention.

#### **Stage 2 - CLOSE MONITORING**

##### **If a student's attendance falls below 90%:**

- The student should be again reminded of the need to comply with their visa conditions and placed on a school contract with an appropriate review date (between 3-6 weeks).
- The Principal or Assistant Principal with oversight responsibility for international student welfare and the homestay host should be advised formally in writing of the issues. The homestay hosts should be made aware that there is an attendance issue and their assistance sought in managing the problem. (This must be documented using the International Student Welfare and Compliance Record.)
- The Program Development Officer (PDO) must also be informed of the student's attendance and of any counselling session/s held and a copy of the school contract must be emailed to the PPSSU (Program Planning and School Support Unit).
- The student's parents should be informed in writing and a copy of the school contract sent to them. These documents must be translated into the native language of the parents, if applicable.

##### **If the student has been counselled several times and attendance falls to 85%:**

- The school informs the PDO of the breach of the school contract.
- The PDO will then organise a meeting with a representative from the school with responsibility for oversight of international student welfare, and the student to discuss the student's non-attendance.
- The student has the option of inviting a Department of Immigration and Border Protection (DIBP) approved relative or nominated third party.
- Prior to the meeting – The school must email the PDO an updated report of the student's attendance (in percentage) for each subject and any other relevant information, including any copies of written correspondence sent to the parents and evidence of counselling session/s held (International Student Welfare and Compliance Record and International Student Attendance Summary Report).
- The student will be placed on a PPSSU Contract, with a review date to be determined by the PPSSU.
- The student will be counselled and advised of the consequences of breaching the PPSSU Contract if they fall below 80% attendance (i.e. the student will be issued with a Notice of Intention to Report Letter), once all above mentioned procedures have been met and accompanied by the relevant documentation.
- The school must inform the parents in writing of the student being placed on a PPSSU Contract. Letters must be translated into the native language of the parents and sent together with a copy of the PPSSU Contract.
- The school must subsequently update the PDO on the situation as required.
- After the meeting – the school must inform the student's parents in writing (letter to be translated, if necessary) of the results of the meeting, and the consequences of the student breaching the final contract.
- The school must email the PDO a copy of the letter which is sent to the parents.
- The school must advise the PDO immediately if the student's attendance continues at or falls below 85%.
- The student's attendance must be monitored fortnightly to ensure compliance with visa condition 8202.

### **Stage 3 – REPORTING**

- Any time the student's attendance falls below 80%, IED will begin the process of reporting the student to DIBP as being non-compliant.
- Alkira SC will follow the procedures as described above and will complete all required documentation to enable this step to occur.

Unusual circumstances, such as when a student has not turned up to school for at least three consecutive days and cannot be contacted or located, must also be reported to the PPSSU.

(Refer to ESOS National Code Standard 11.4)

\*\* At all times where attendance of an international student becomes a concern, his/her parents will be informed of this in writing and of any further action to be taken.

Additionally, homestay providers will be an involved and inclusive part of all attendance processes or strategic intervention.

### **Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **February 2017**

**Victorian Department of Education and Training (DET); CRICOS provider code: 00861K**