

## **AEP Attendance Policy**

The law regarding student attendance is, “students must attend at least 80% of the contact hours scheduled for the duration of the course if the course runs for less than a semester and 80% of each term and semester where the course runs for at least a semester”.

AEP students are required to attend at least 90% of their classes. To ensure this condition is met, you must attend every single class, every day, unless you are ill (when you will need a Doctor’s Certificate) or unless you have permission. It also means that you may not take extra time for holidays, even if your attendance is good.

A student’s attendance is recorded every hour by the class teacher. Arriving more than **10 minutes** late to class means being marked absent, unless there is a compelling reason. Weekly attendance percentage levels for each student are calculated. Students who are reported as absent by their class teacher frequently in a week are telephoned by the Assistant Director of Studies and counselled. Measures in place to manage continuing or persistent absences are outlined in the attendance section of this programme, as are details of the roles and responsibilities of other key personnel involved.

If a student is unable to attend class, he/she must phone 8303 9700 and explain the absence. If a student is ill, he/she must bring a Doctor’s Certificate to the AEP Assistant Director of Studies (ADOS) when he/she returns. The College cannot accept certificates from traditional Chinese herbalists.

## **Requirements for requesting leave from language studies (AEP)**

Leave is only granted in serious situations. For leave to be granted, students must provide the Director of Studies (DOS) with a letter of explanation from their parents outlining relevant information about the situation. Also, medical evidence, including doctors’ certificates or hospital reports from registered medical professionals, is required before leave can be granted. There are only two categories for leave: compassionate leave or leave because of chronic illness. If students take leave without permission from the DOS, their visas may be compromised.

*NOTE that DHA requires that you attend at least 80% of your classes. If a student’s overall attendance falls below 80%, he/she cannot be considered to have completed the AEP programme and his/her student visa may be cancelled. The Student at Risk - Attendance programme consists of 7 steps which are summarised in the following table.*

Step	Procedure
Step 1	Class teacher alerts student of falling attendance.
Problem	<b>If student's term attendance falls between 85%-90%, they are identified as Student at Risk Level 1 (SAR 1).</b>
Step 2	Letter and phone call to SAR 1 student's parents/guardian, and a Red Card for attendance is issued.
Problem	<b>If student's term attendance falls between 80%-84%, or does not improve from SAR 1 levels, they are identified as Student at Risk Level 2 (SAR 2).</b>
Step 3	SAR 2 student referred to Welfare Unit for counselling, red card issued again, letter and phone call to parents/guardian.
Problem	<b>If student's term attendance falls below 80%.</b>
Step 4	An Intention to Report letter is issued.
Step 5	Referred to the Grievance Counsellor.
Step 6	Student has 20 days to lodge an appeal with the Grievance Counsellor.
Step 7	If there is no appeal made, or the appeal is unsuccessful, the student is reported to DHA.

#### Policy Version Details

Owner	Principal, Taylor's College Sydney (or delegate)	
Approved by:	Head of International Study Centres - ANZ	
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#### Document History

Commencing Date	Summary of Changes	Next Review Date
31 August 2018	v1.0 Initial approval (codification of college rules to policy)	December 2022