

These Procedures support the [Attendance Policy](#)

Procedures Owner: Director of Studies

Keywords: Attendance, ELICOS, ESOS Act, National Code of Practice, Foundation Programs

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1. INTENT

- 1.1 The purpose of these Procedures is to outline the way Attendance will be managed at Edith Cowan College for International Students Enrolled in English Language Intensive Courses for Overseas Students (ELICOS) Courses and ECC Foundation Programs.

2. ORGANISATIONAL SCOPE

- 2.1 These Procedures apply to all Students in English Language Intensive Courses for Overseas Students (ELICOS) Courses and to all Students in ECC Foundation Programs.

3. DEFINITIONS:

- 3.1 The [Glossary of Policy Terms](#) applies to these Procedures.

4. PROCEDURES CONTENT:

Attendance-taking

- 4.1 Attendance is taken in ELICOS classes several times each day from Monday to Thursday and twice on Friday, and once each class in ECC Foundation Programs.
- 4.2 Students who are absent for fifteen (15) minutes from any scheduled class will be marked as 'Absent' for the full session.

Medical Certificates and Medical Care

- 4.3 A Medical Certificate is required for all Absences from ELICOS and ECC Foundation Program classes on medical grounds.

- 4.4 ECC will only accept Medical Certificates from a registered medical specialist, hospitals or a medical practitioner as defined under the [Health Practitioner Regulation National Law \(WA\) Act 2010](#).
- 4.5 Certificates will not be accepted from pharmacists, herbalists or other providers not registered with the Australian Medical Board.
- 4.6 Medical Certificates will be accepted for phone/video consultation during which the person discusses their issue with the medical practitioner; Medical Certificates for online services for which the client merely completes an online form (e.g., <https://webdoctor.com.au> or <https://www.instantscripts.com.au>) will not be accepted.
- 4.7 Medical Certificates must follow the [Australian Medical Association Guidelines for Medical Certificates](#) and must contain:
 - a) name and address of medical practitioner issuing Certificate;
 - b) name of the patient;
 - c) date on which the consultation took place;
 - d) date on which the certificate was issued; and
 - e) date(s) on which the patient is or was unfit for Attendance.
- 4.8 The third time a Student submits a Medical Certificate, ECC will arrange for a meeting with the Director of Studies or the Academic Program Coordinator of the ECC Foundation Programs to discuss the Student's situation and assess their support needs.

ECC Responses to Low Attendance

- 4.9 ECC will take the following actions in response to Student Attendance in ELICOS and ECC Foundation Programs:
 - a) at 89.9% Attendance, an *Attendance Reminder* is sent, but no action is required by the Student other than to improve their Attendance;
 - b) at 84.9% Attendance, an *Attendance Warning* is sent but no action is required by the Student other than to improve their Attendance;
 - c) where a Student has been absent for five (5) consecutive days without approval or is at risk of falling below 80% Attendance, they will be contacted and reminded of this Policy and encouraged to meet with the Student Counsellor if personal issues are impacting their attendance. ELICOS students will be referred to the Director of Studies and ECC Foundation Students will be referred to the Academic Program Coordinator for an Attendance Meeting, which is a formal stage of consideration.
 - d) where an ELICOS student drops below 80% Adjusted Attendance, a *Notice of Intention to Report* letter is sent to the student with instructions on the Attendance Meeting and Student Appeals processes at ECC. The student will be referred to the Director of Studies.
 - e) where an ECC Foundation Student drops below 80% (Adjusted Attendance)

for the study period, an *Attendance Warning* is sent to the student and they will be referred to the Academic Program Coordinator for an Attendance Meeting. The APC will determine if there are valid reasons for Explained Absences and inform SAS which dates can be explained. SAS will adjust the attendance record accordingly. Once adjustment has been made, SAS will inform the APC. The APC will check if the student has dropped below 80% for the course.

- f) If the student has dropped below 80% for the course, the APC will inform SAS to issue a *Notice of Intention to Report* letter to the student with instructions on the process for submitting a Formal Review. SAS will send the application for the Formal Review to the Academic Director.
- g) where an ELICOS or ECC Foundation Program Student has an Attendance rate of above 70% but less than 80% and the Attendance Meeting or Student Appeal determines that Compassionate or Compelling Circumstances exist, ECC will exempt the student from being reported to the Department of Home Affairs;
- h) if, following a *Notice of Intention to Report* letter, no evidence to change the Attendance outcome has been provided by the Student within thirty (30) Calendar Days or if the Attendance Meeting and Student Appeal stages have been unsuccessful, the Student will be reported to the Department of Home Affairs for poor Attendance and Excluded from the College; and
- i) when the Real Attendance or Adjusted Attendance figure falls below 70%, the Student will automatically be reported to the Department of Home Affairs.

Attendance Meeting

- 4.10 ECC will invite ELICOS Students with poor Attendance to an Attendance Meeting with the Director of Studies, to determine if there are Compassionate or Compelling Circumstances impacting the Student's attendance and/or if there are additional support needs.
- 4.11 ECC will invite ECC Foundation Program Students with poor Attendance to an Attendance Meeting with the Academic Program Coordinator, to determine if there are Compassionate or Compelling Circumstances impacting the Student's attendance and/or if there are additional support needs.
- 4.12 A Student must maintain Enrolment by being Registered in Foundation Units / ELICOS Courses and be attending classes until the outcome of the Attendance Meeting is received.
- 4.13 Students must request or book an Attendance Meeting within thirty (30) Calendar Days of the *Notice of Intention to Exclude* from ECC.
- 4.14 If, after the Attendance Meeting, ECC determines that Compassionate or Compelling Circumstances exist, ECC will exempt the student from being reported to the Department of Home Affairs.
- 4.15 If the Attendance Meeting outcome is that the Attendance Status is unchanged, ECC will inform the Student about ECC's Student Appeals process and proceed with the Attendance response outlined in 4.17.

Student Appeals

- 4.16 Students may lodge a Student Appeal of decisions made under this Policy if they have Attendance of 70% or above, under the [Student Appeals Policy](#). The Student Appeal must be lodged within thirty (30) Calendar Days of the *Notice of Intention to Exclude*.
- 4.17 A Student must maintain Enrolment by being Registered in Units / ELICOS courses and be attending classes until the outcome of the Student Appeal process is received.
- 4.18 If the Student Appeal is successful, ECC will exempt the student from being reported to the Department of Home Affairs.
- 4.19 Where a Student does not lodge a Student Appeal within thirty (30) Calendar Days of the date of the *Notice of Intention to Exclude* or where their Student Appeal is rejected, the Student will be reported to the Department of Home Affairs through the Provider Registration and International Student Management System (PRISMS) for unsatisfactory Attendance.

5. RELATED DOCUMENTS:

- 5.1 Relevant to this Policy are:

[Academic Progression Policy](#)
[Academic Progression Procedures](#)
[ELICOS Progression Procedures](#)
[Enrolment Policy](#)

- 5.2 This Policy has been developed in line with requirements set out in the:

[Education Services for Overseas Students \(ESOS\) Act 2000](#)
[ELICOS Standards 2018](#)
[Foundation Program Standards](#)
[National Code of Practice for Providers of Education and Training to Overseas Students](#)

6. CONTACT INFORMATION:

For queries relating to this document please contact:

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| POLICY OWNER | Director of Studies |
| ALL ENQUIRIES CONTACT: | Quality and Compliance Manager |
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7. APPROVAL HISTORY:

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| PROCEDURES APPROVED BY: | Senior Executive Team |
| DATE PROCEDURES FIRST APPROVED: | February 2024 |

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|----------------------------|---|
| DATE LAST MODIFIED: | |
| REVISION HISTORY: | <p>January 2024. Procedures created to support the principle-based <i>Attendance Policy</i>. Attendance Meeting added prior to Student Appeal for students facing Exclusion.</p> <p>November 2024. Changes made to 4.9 to allow for difference in procedure with Foundation students.</p> |
| NEXT REVISION DUE: | January 2026 |