

INTERNATIONAL FEE-PAYING STUDENTS - ATTENDANCE POLICY

RATIONALE:

Ormiston Senior College recognizes that non-attendance at school has been identified as a major barrier to learning and a significant indicator of at-risk students. Ormiston Senior College will take responsible steps to ensure that students enrolled at school attend. Non-attendance will be investigated, recorded, and reported on.

GUIDELINES:

Procedures in place for Managing Attendance of International Students:

1. Electronic Attendance registers will document attendance and non-attendance
2. The college will have a rigorous system for marking electronic attendance registers
3. Attendance information will be placed on students' cumulative records
4. The college will use an enrolment procedure in line with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), International Students Contract of Enrolment, and school guidelines
5. Emergency closure procedures are in place
6. Suspension procedures in line with the Education Act, Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), International Students Contract of Enrolment, and school guidelines
7. Attendance monitoring systems will exist and referral to appropriate agencies will occur when required

References:

- Section 11H(1) Education Act 1989
- Education Amendment Act 2000 11A-11PB
- KAMAR (SMS) Manuals – Attendance
- Procedures for Managing Attendance of International Students

Reviewed:

June 2023

Sibylle Townsend
Presiding Member



Date:

28/06/2023

Next Review:

June 2024
