

PROCEDURE UNSATISFACTORY ATTENDANCE FFPOS REPORTING

P-12-6	VERSION	2	ISSUE DATE	9 JULY 2009
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	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1	AIM	
1.1	The aim of this document is to outline the procedure for reporting non compliance attendance requirements by full fee paying overseas students	
1.2	These standards have been developed for School use in accordance with current Australian Government Immigration Regulations which mandate attendance guarantees for international students in Australia	
2	AUSTRALIAN GOVERNMENT REQUIREMENTS	
2.1	International pupils on a Student Visa must not be absent for more than 80% of the course programme at a minimum.	
2.2	Australian Government Immigration Regulations require the School to calculate attendance rates at least each term (or quarter year). It is the Form Tutor's responsibility to monitor attendance daily and the Deputy Head - Pastoral's responsibility to analyse and act upon accumulated absence as per 3.2 below.	Form Tutor, Deputy Head – Pastoral
3	ABSENCE	
3.1	Absence through illness must be supported by a medical certificate, preferably from a School approved doctor. School preferred doctors are at Dee Why Medical Centre (Oaks Avenue), Warriewood Medical Centre and Warringah Medical Centre.	
3.2	Absences will be totalled from the commencement of each term. The totals of previous terms will also be included when excessive absences are reported (ie. >10%). Accumulated absences as recorded in the pupil data management system (Quad) by administration are to be used to Deputy Head - Pastoral and Assistant Deputies..	
4	ACTION	
4.1	5 days Letter of warning sent by Assistant Deputy - Pastoral to homestay parent, guardian and parent. Interview with guardian and intervention strategy in writing provided by Deputy – Pastoral.	Deputy - Pastoral
4.2	20% Absence (depends on length of Term). Interview with Headmaster and guardian. Headmaster to meet with Deputy Head - Pastoral to assess and review reasons student has been absent. If ill, medical certificates must have been supplied. Letter sent to homestay parent, parent and guardian to notify them that the Australian Government will be notified of unsatisfactory attendance. They have 20 working days to appeal this decision in writing, supplying medical certificates or other evidence that absences should not be counted. At the end of the 20 working days the Government will be notified via 'PRISMS' by the Enrolment Officer if the appeal is not successful.	Headmaster, Deputy Head – Pastoral

NOTE

1. At 3.1 the Head of School reserves the right to only accept a medical certificate from a School nominated doctor and may require a student to submit a certificate from one of these.
2. Students and guardians should note that only properly registered medical practitioners can provide medical certificates under Australian Government Immigration Regulations.
3. The Appeals process -
 - A parent/guardian/student may provide in writing reasons why any absence should not be counted, supported by documentary evidence
 - The Head of School and Principal will assess the appeal within 10 working days and respond in writing within 20 working days
 - If the parent/guardian/student is dissatisfied they can then take the complaint/appeal/grievance to an outside agency
 - If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
 - The external body used for the Pittwater House School's external complaints and appeals processes is AIS Mediation Service.
 - During an Appeals Process a pupil will be suspended in School
4. Intervention Strategy: The School will develop an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress. Examples of evidence could include:
 - A written intervention strategy
 - Evidence in the student's file of the counselling and assistance given under the intervention strategy

The intervention strategy must specify:

- The procedures for contacting and counselling identified students
- Strategies to assist identified students to achieve satisfactory course progress
- The process by which the intervention strategy is activated

The intervention strategy could include:

- Academic skills support
- Study groups
- Mentoring
- Tutoring
- Reduction in course load
- Placement in a suitable alternative course
- Personal counselling



ENCLOSURES

1. 5 days absent letter
2. 20% absent letter

FROM THE HEADMASTER, COLLEGE AND GRAMMAR SCHOOLS

MSO/

<Date>

**<NAME> Grammar / College: <FORM>
ATTENDANCE AND PUNCTUALITY**

Dear <Parent/Guardian>

I am writing to let you know that <NAME> has been absent from School for five (5) days this term. The maximum allowed under <his/her> visa is 20% of the total number of School days in a term and I am notifying you that if it reaches this maximum I will have to inform the Department of Immigration. Any absences through illness have to be covered by a medical certificate issued by a registered government provider who is a member of the AMA (Australian Medical Association).

Absences history for the year to date is attached

<NAME> would have 20 working days to appeal. Any appeal would have to be in writing with documentary evidence.

<NAME> is placing his/her visa and also his/her place on the School roll in jeopardy.

Yours sincerely,

MARTIN ORROCK

FROM THE HEADMASTER, COLLEGE AND GRAMMAR SCHOOLS

MSO/

<Date>

Dear <Parent/Guardian>

**<NAME>Grammar/College <Form>
ATTENDANCE AND PUNCTUALITY – INTENTION TO REPORT**

I am writing to say that <NAME> has been absent for 20% or more of the total number of school days in the term.

Absences history for the year to date is attached

<NAME> will be reported to the Department of Immigration and has 20 working days to appeal this decision. Full documentary evidence must be provided in support. This may include medical certificates and they must be issued by a registered doctor provider who is a member of the AMA (Australian Medical Association).

During the appeal process <NAME> will be suspended from School.

Yours sincerely

MARTIN ORROCK