

STUDENT ABSENCE APPLICATIONS

This Policy and Procedure is in compliance with National Code Part D, Standard 11

Policy

The ASC International, in conjunction with the registered schools, will not give any student permission to be absent from School other than for illness or serious personal matters, in recognition that consistent school attendance, academic success and school completion are positively correlated. Also, international students must comply with the conditions of their Student Visa with respect to attendance. The School works actively with students and parents to ensure that all students maintain a high rate of attendance; however it cannot prevent a parent from allowing their child to be absent.

Procedure

In conjunction with the School for cooperation and compliance

1. The School receives written advice from a parent/carer regarding an expected forthcoming absence, giving the reason(s) for such absence.
2. Student Services will record the student's absentee record.
3. Where the absence will risk breaching the conditions of the School, attendance requirements and/or the student's Visa. The School will advise the students when and if attendance reaches 95%, 90% and 85%. ASC International will also issue an International Student Intervention Plan Recommendation to the school and ASC International staff to ensure the appropriate plan of action is made aware to all stakeholders. Where attendance reaches 82% ASC International, having access to these notices, will notify the student of its intentions to inform the DIBP of the student's record in the event that attendance drops further.
4. The parent/carer will be contacted to advise them of the situation, which may affect their decision to allow the student to be absent from School.
5. Heads of Department are to ensure that all teachers in their Department have materials and all homework/assessment requirements available to students electronically so that students can access these from a remote location in case of absence.
6. In all cases, parent(s) will be contacted to explain that the School cannot give permission for any absence, but that it is their decision to allow their child to be absent and they take responsibility for any consequence thereof.
7. Letters to and from the parents and the School, in these regards are recorded on the School's DMS.

Authority: Director of International Programs
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