

Attendance

Implementation Date: 23/03/2018

Version: 1.1

Audience

Education Queensland International (EQI), school staff, students.

Purpose

To outline EQI's policy on school attendance and to highlight where EQI policy differs from Department of Education International (DEi) requirements. To ensure that EQI, schools and students comply with DEi procedures, where applicable, as well as Commonwealth law and student visa conditions.

Policy Statement

Students enrolled in an EQI course are required to attend school on every school day. All state school students have their attendance recorded every school day. Schools regularly monitor student attendance and are proactive in identifying, notifying and assisting students who are at risk of not meeting attendance requirements.

Principles

Schools notify students and their parents if students are at risk of not meeting attendance requirements.

Schools develop and implement strategies to:

- inform students of school attendance requirements
- support students to attend school every school day
- assist students who are at risk of not meeting attendance requirements.

EQI reports students who have breached EQI's attendance requirements, as required by Australian law.

Requirements

Schools record student attendance in OneSchool in the same manner as for all other state school students, following the Roll marking in state schools procedure. However, the thresholds for intervention, attendance calculation and the consequences for breaching school attendance requirements are different for students enrolled in an EQI course. This is because:

- maintaining satisfactory attendance is a student visa condition
- Commonwealth law requires EQI to be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements
- EQI is required by law to report students who have breached attendance requirements.

School attendance percentages for students are calculated using OneSchool on a term basis rather than 'year to date'.

Schools develop and implement student-specific and circumstance-specific early intervention strategies to ensure that a student's attendance does not fall below 80% (generally ten full day's absence, or equivalent) in any school term. If a student breaches the minimum 80% attendance requirement in a school term, EQI may only decide not to report a student to the Commonwealth Government if both of the following apply:

- the student is still attending at least 70% of the scheduled course contact hours in any school term
- the student provides evidence demonstrating that compassionate or compelling circumstances apply.

Where compassionate or compelling circumstances apply, EQI or a student may initiate a temporary suspension of enrolment. When enrolment is temporarily suspended, absence from school is not included in attendance monitoring calculations. Schools are proactive in initiating a suspension of enrolment where compassionate or compelling circumstances could result in a student breaching the 80% minimum attendance requirement. An exemption from compulsory schooling or compulsory participation due to illness is not required.

Students can appeal decisions in relation to attendance, in accordance with the Complaints and appeals policy.

Records of interventions (for example, phone calls and meetings) are kept on the student's file in OneSchool.

Definitions

Compassionate circumstances	<ul style="list-style-type: none"> • are not in your control or created by you; and • adversely impact on your welfare or course progress (for example, illness, bereavement or traumatic events may qualify).
Compelling circumstances	Are circumstances which, in our opinion, are in your best educational interests.
Course	A course registered on CRICOS offered by Department of Education International trading as Education Queensland International.
Enrolment agreement	A written agreement with the overseas student or intending overseas student and their parent, which includes Standard Terms and Conditions, an Initial Invoice and Statement of fees; signed by the overseas student as well as parents or legal custodians.
EQI	Education Queensland International and employees of EQI.
Homestay	Overseas student accommodation arranged by EQI schools; where EQI is responsible for the welfare of the student at all times, including outside school hours.
Homestay provider	Homestay provider approved by EQI school to host overseas students in their home.

OneSchool	<p>OneSchool—a comprehensive program to help Queensland State Schools manage key teaching and school administrative activities. Its features cover a wide range of school operations:</p> <ul style="list-style-type: none"> • student management and student analytics • curriculum planning and learning • finance and asset management • resource management • performance • analysis and reporting.
Overseas student	Student in Australia on visa subclass 500 (schools sector).
School	Queensland state schools accredited by EQI to deliver international student programs.
School staff	Employees of EQI schools, for example – International student coordinator, Homestay coordinator, Head of department, Deputy principal, Principal.
Student	Overseas student enrolled in an EQI registered course.

Legislation

- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*

Delegations/Authorisations

- Nil.

Related policies

- [Complaints and appeals policy](#)

Related procedures

- [Attendance procedure](#)
- [Complaints and appeals procedure](#)
- [Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)
- [Roll marking in state schools procedures](#)

Guidelines

- [PRISMS User Guide](#)

Supporting information/websites

- [Every day counts](#)
- [Student visa conditions](#)
- [Standard terms and conditions.](#)

Contact

International Student Programs

Department of Education International

Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia)

Email: EQInternational@qed.qld.gov.au

Review date

01/01/2020

Superseded versions

Nil

