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## ATTENDANCE POLICY

### **Purpose**

The purpose of this policy is to outline when and how SERO Institute will monitor the attendance of international students enrolled in CRICOS registered courses. SERO Institute has implemented the Department of Education – DIBP Course Progress Policy and Procedures for CRICOS Providers of VET Courses. Therefore, only students

### **Scope**

This policy applies to all staff involved in international student management.

### **Policy Statement**

SERO Institute will focus on monitoring the progression of all international student enrolled in CRICOS registered courses. If a student has been identified as being 'at risk' (ie. If they fail 50% or more units during a single study period) this will trigger an intervention. The student will be required to meet with the PEO to discuss an appropriate intervention strategy. At this time, the student will be advised that they must maintain a minimum of 80% attendance over the next study period whilst the strategy is in place. The student will also be advised that unsatisfactory course progress in two consecutive study periods could lead them to being reported to the Department of Immigration and Border Protection (DIBP) and their visa being cancelled, depending on the outcome of any appeals process.