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English Path

Student Attendance, Monitoring and Reporting Policy

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Introduction

The Student Attendance Monitoring and Reporting Policy ensures that student attendance for CRICOS-registered ELICOS courses at Green Academy Pty Ltd trading as English Path Australia herein after known as English Path is effectively monitored and managed. The policy outlines procedures for recording attendance, identifying students at risk, and implementing intervention strategies to maintain satisfactory attendance levels. It emphasises compliance with the National Code and ESOS Act, ensuring that students meet visa requirements while receiving necessary support for attendance issues. Regular reports and warnings are issued to help students improve and maintain their attendance.



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Contents

1. Purpose.....3

2. Definitions.....3

3. Responsibility3

Teachers are responsible for recording daily attendance in the Teacher Portal.3

4. Scope4

5. Policy.....4

6. Procedure4

 6.1 Attendance Recording4

 6.2 Weekly Attendance Reporting and Monitoring5

 6.3 Warning and Intervention Strategy6

 6.4 Five-Day Absence Warning.....6

 6.5 Final Attendance Statement.....6

7. References.....6

8. Forms7



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1. Purpose

This policy outlines the requirements and procedures for monitoring and recording student attendance for CRICOS-registered ELICOS courses at English Path. It ensures compliance with Standard 8 of the National Code 2018, and Section 19 of the ESOS Act 2000, which mandates the provider's responsibility to identify, notify, and assist students who are at risk of failing to meet attendance requirements.

2. Definitions

Satisfactory attendance: Attendance above 80% over the course duration

Unsatisfactory attendance: Attendance of 79% or lower without documented compassionate or compelling circumstances

Compassionate or compelling circumstances: Events outside the student's control that significantly impact attendance (e.g., illness, bereavement)

PRISMS: Provider Registration and International Student Management System

DHA: Department of Home Affairs

CoE: Confirmation of Enrolment issued via PRISMS

ESOS Act: Education Services for Overseas Students Act 2000

3. Responsibility

Teachers are responsible for recording daily attendance in the Teacher Portal.

- The Director of Studies monitors attendance percentages weekly, identifies students at risk, arranges meetings to discuss absences, and sends appropriate warning letters.

- The Director of Studies oversees the intervention process and, if a student's attendance falls below 80% without valid compassionate or compelling circumstances, initiates reporting via PRISMS in accordance with the ESOS Act and National Code Standard 8.



4. Scope

4.1 This policy applies to all overseas students enrolled in CRICOS-registered ELICOS courses at English Path, and to all staff involved in the monitoring, recording, and reporting of attendance.

4.2 The policy ensures that attendance is tracked effectively and that early intervention strategies are implemented to support students at risk.

4.3 This policy covers: 4.3.1 All CRICOS-registered ELICOS courses delivered by English Path 4.3.2 Student obligations regarding attendance 4.3.3 Responsibilities of teachers, academic managers, and student support staff

5. Policy

5.1 English Path systematically monitors, records, and assesses student attendance to ensure compliance with student visa conditions and the requirements of the National Code

5.2 Overseas students must attend at least 80% of the scheduled course contact hours during their enrolment period

5.3 Attendance requirements and consequences are communicated to students:

- Prior to enrolment and in the student agreement
- During Orientation
- Through the Student Handbook, website, and direct communications

5.7 English Path may choose not to report a student whose attendance falls between 70%–79% if compassionate or compelling circumstances exist and supporting evidence is provided (Standard 8.15).

6. Procedure

6.1 Attendance Recording

Teachers record attendance digitally via the Teacher Portal for every scheduled class session.

Attendance is marked daily and submitted by teachers, then reviewed weekly by the Director of Studies.



6.2 Weekly Attendance Reporting and Monitoring

An attendance report is generated weekly to identify students who attended less than 80% of their classes during the previous week.

To generate the report:

- Use the “Present, Prov and Future” report under Quick Reports in CLASS.
- Select date range: Monday to Friday (previous week).
- Tick the “Class name” box (if not already selected).

Export the report to Excel and filter out:

- Students who finished the previous Friday (using ‘Enrolment to’ column)
- Students who started the previous Monday (using ‘Enrolment from’ column)
- Students with over 80% attendance (using ‘Enrolment attendance percentage’)
- Cancelled courses and one-to-one bookings

Cross-reference student numbers with the ‘previous week’ tab.

If a student received a warning email within the last two weeks, note it in the ‘notes’ column.

If a student has not received a warning, or their last warning was sent more than 4 weeks ago:

Check the student account on CLASS for existing notes or approved absences (e.g. holidays).

If no valid reason is found, send an attendance warning email. This is then recorded in their CLASS profile under the ‘general’ tab.

If valid evidence is found, record the explanation in the spreadsheet.

Important: When sending group emails, always use BCC to protect student privacy.



6.3 Warning and Intervention Strategy

Students identified through this process are sent one of three-tiered warning letters based on their current and past attendance:

- **First Warning Letter** – Sent if attendance drops between 85–90%.
- **Second Warning Letter** – Sent if attendance drops between 80–84% or if further decline is recorded after the first warning.
- **Final Warning & Mandatory Meeting** – Sent if poor attendance continues. This includes:

A directive to attend a meeting with the Director of Studies.

The purpose of this meeting is to identify any support needs and to implement an action plan to improve attendance.

If attendance does not improve following this intervention, a decision will be made regarding course cancellation and reporting to the Department of Home Affairs (DHA) in line with Standard 8.13–8.14.

6.4 Five-Day Absence Warning

If a student is absent without approval for five consecutive days, they are issued a 5-Day Absence Warning Letter and requested to contact Student Services immediately to avoid escalation.

6.5 Final Attendance Statement

At the end of their course, students receive a Statement of Attainment indicating whether their attendance was Satisfactory or Unsatisfactory (based on the 80% threshold).

Students may also request an Attendance Certificate, which will display their exact attendance percentage.

7. References

National Code of Practice 2018 – Standard 8 Education Services for Overseas Students (ESOS) Act 2000 – Section 19

English Path Complaints and Appeals Policy

English Path Brisbane Student Handbook

8.0 Forms

Attendance Warning Letter 1 – Attendance Below 90%

Attendance Warning Letter 2 – Attendance Below 85%

Intention to Report – Final Warning Letter

Five-Day Absence Warning Letter

ELICOS Complaints and Appeals Form

ELICOS Attendance Report Request Form