## Attendance Monitoring and Reporting Flow Chart



Students who are absent for five consecutive days receive a phone call from Shafston to ensure their safety and well-being Students are responsible for maintaining an overall attendance of 80% and updating their Address with Students whose attendance falls below 85% are posted a Warning Letter. Shafston. These are conditions of all Student Visas. Students whose attendance falls below 80% are posted a Letter of Intent to Report. Student has 20+3 working days to access the appeals process from the date on the letter. 20 working days elapses with Student accesses the **Appeals Process** via the Shafston Reception counter. No Response from the student. STUDENT REPORTED Shafston Attendance Counsellor hears the to DIAC via PRISMS. student's appeal, collects documentary evidence and makes a decision on the appeal in accordance with Standard 11.9 of the National Code. 2007 Student receives a letter from Shafston notifying that they have been reported to DIAC. **UNSUCCESSFUL APPEAL** SUCCESSFUL APPEAL Counsellor informs student in writing of the Counsellor informs student DIAC may make contact with the in writing of the successful student and request unsuccessful appeal and reminds student of information in regards to the attendance breach. their right to an external appeals process. appeal. The Student must now, until the end of the course, maintain an overall attendance of 70% or higher to avoid being reported. Student does Student claims not reply to Student chooses Student accepts Student chooses to to DIAC that DIAC's request responsibility and NOT to access an access an external appeal they did not for information gives DIAC external appeal and Counsellor arranges for receive the Student's attendance reasons and any signs the independent mediation falls below 70% letter and/or documentary Statement. in accordance with were not evidence to Shafston's **DIAC** may informed of support the Grievance/Appeals Policy implement a their rights by Student is Intention to Report absences. and Procedures for all discretionary visa Shafston. reported to Letter posted and Non-Academic Decisions cancellation DIAC via emailed to the student. PRISMS DIAC takes a statement from the student and passes Student has 20+3 Steps above DIAC may request Further action it to DEEWR working days to access the are repeated Shafston to write a dependant upon the appeals process from the from letter of support outcome of the external **STUDENT** date on the letter. for the student **DEEWR** requests Shafston to supply appeal. **REPORTED** and give any evidence supporting the decision to additional report. Shafston complies. information to assist them in Student accesses the appeals 20 working process via Reception counter. days elapse with no **DFFWR** response from **DEEWR** decides decides the student. Shafston was If the student is between 60% Shafston Based on the Based on the and 70% they must present non-compliant-: evidence provided evidence provided strong supporting evidence. No Shafston issued compliant-: by the student, by the student, evidence and the appeal will be with a directive to The case will Student DIAC may decide **DIAC** may unsuccessful. If student is **below** start the appeals be returned reported to not to implement a implement a 60% they will be reported. If the to DIAC. process again. DIAC via discretionary visa cancellation. appeal in unsuccessful the **PRISMS** The student visa cancellation. The Counsellor informs student in visa will remain student visa will be writing of the unsuccessful active. cancelled appeal and reminds the student of their right to an external Steps above appeals process. are repeated DIAC Steps above are decides repeated from STUDENT whether or Letter of Intent to REPORTED not to cancel Report Steps above are repeated from the student's UNSUCCESSFUL APPEAL