



Document ID:	ACD 5.3.2 Attendance Policy
Responsibility:	Manager, Academic Development
Version:	9
Issue date:	28 July 2009

## POLICY TITLE: ATTENDANCE

### AMENDMENT HISTORY:

Issue Date:	Summary of Changes
10/10/2006	First draft
01/02/2007	Requirement to contact agent (subject to privacy approval by student record) PRIOR to reporting to DIAC has been added to procedure (step 8).  Change of DIMA acronym to DIAC (Dept. of Immigration and Citizenship)
15/10/2007	Complete review of policy based on revised National Code
3/1/08	Change of name to 'Attendance Policy' and further modification, in line with Standard 11 of National Code – ACN as Higher education provider is not required to monitor attendance but must monitor course progress as part of DEST and DIAC approved course progress policy and procedures.
2/4/08	Change Step 4 from Wks 2,4,6,8,10,12 to Wks 6 & 10
13/08/08	Replacing the old logo with Navitas branded logo and to change policy no. from ACD5.3.1 to ACD5.3.2
2/03/09	Updating responsibility title to Manager, Academic Development, change the scope of the policy to only include compulsory attendance taking and reporting for Foundation Studies component
29/06/09	Updating appeal from NSW Ombudsman to Victorian Ombudsman
28/07/09	Updating to reflect recommendations in ESOS Audit Actions



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## PURPOSE

This document identifies ACN Attendance Policy. The primary purpose of this policy is to ensure the Foundation Studies Program (FSP) students are managed responsibly and in accordance with the requirements of the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

## SCOPE:

This policy applies to all students holding a student visa enrolled at ACN.

## POLICY

ACN records the attendance of each student enrolled in its programs over 14 weeks per semester (includes exam period).

In order to maintain satisfactory attendance, a student enrolled in a Foundation Studies Program must attend at least 80% of the scheduled contact hours for each semester of their program. This attendance percentage consists of a student's actual attendance in class. A student who attends at least 70% of the scheduled contact hours but achieves satisfactory academic progress, as per FSDP's academic progress policy, may also be deemed to have met the attendance requirement.

Attendance is also recorded for students enrolled in a Diploma or Bachelor program for each semester. While it is not generally mandatory for Diploma and Bachelor students to attend 80% of their classes, it is recognised that a positive correlation typically exists between attendance and academic success. Accordingly, attendance records may be used to assist in identifying possible causes for those Diploma and Bachelor students identified as being at academic risk. (Refer to ACD5.3.3 Academic Intervention)

## PROCEDURES

### Monitoring Student Attendance

1. Teaching staff members record student absentees for each class every week via the portal at [www.auscampus.net](http://www.auscampus.net)
2. The Manager, Academic Development monitors attendance on the attendance by generating a MAZE report (DF20551) weekly for FSP students and in week 4, 6, 8, 10 and 12 for Diploma and Bachelor level students, identifying:
  - a. FSP students who are at risk of achieving an overall attendance rate of less than 80%,
  - b. FSP students who have failed to meet attendance requirement or
  - c. Other students (non-FSP students) who are at risk of failing, or have failed, to meet attendance requirement
3. For students identified in 2(a), if there is sufficient time in the semester for the attendance to be redeemed, the student is issued with a warning letter (REFERENCE ACD 5.3.2 R1 - Attendance Warning Letter), advising them of their current attendance percentage and the potential consequences of not achieving the required rate over the course of the semester.



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4. For students identified in 2(b), the student's attendance is determined to be less than 70% and there is insufficient time in the semester for the attendance to be redeemed. The student will be notified in writing (REFERENCE ACD 5.3.2 R2 - Notification of the Intent to Report) that they have failed to meet satisfactory attendance requirements and of the University intention to report them for unsatisfactory attendance. Students are informed of their right to appeal to the La Trobe University Ombudsman within 20 working days. A formal response to any such appeal will be provided within 10 working days. If the appeal is successful the student may continue their studies as per the enrolment. If the appeal is unsuccessful, the student may further appeal to the Victorian Ombudsman.
5. The student's enrolment will be maintained throughout the appeals process. Once all avenues of appeal are exhausted, the administrator will notify DIAC of the student's failure to reach the attendance requirement, and will notify the student via a S.20 letter.
6. For students identified in 2(c), they are deemed to be at risk academically. The intervention program (ACD 5.3.3 Academic Intervention) will apply in this instance.
7. At the end of each semester, if the overall attendance rate of a student is between 70% - 80%, the student is deemed to have met the attendance requirement if their academic progress is deemed to be satisfactory. In this instance, the Manager, Academic Development may recommend to the Principal that no further action to be taken.
8. In assessing any individual student's appeal, consideration will be given to compassionate or compelling circumstances that may have impacted upon the student's attendance. To be considered, such circumstances must generally be out of the student's control, and while not limited to, may include the following:
  - serious illness or injury, where a medical certificate states that the student was unable to attend classes,
  - bereavement of close family members such as parents or grandparents,
  - major political upheaval or natural disaster in the home country requiring emergency travel,
  - a traumatic experience involving a serious accident or crime.

It is expected that such circumstances are supported by documentary evidence. It is also expected that when such incidents negatively impact upon a student's attendance so that the rate of attendance falls below 70%, they would normally be dealt with by a request to defer or cancel enrolment, rather than via an appeal against attendance.

9. Once academic progress has been taken into account and all avenues of appeal have been exhausted, students whose attendance falls below 80% are reported to DIAC via PRISMS by the Manager Admissions. A S.20 breach notice is forwarded to the student.

REFERENCES:

Policy Number:	Policy Title
REFERENCE ACD 5.3.2 R1	Attendance Warning Letter
REFERENCE ACD 5.3.2 R2	Notification of the Intent to Report