

## **Policy Title**

### **Attendance Policy**

#### **Preamble**

This policy is consistent with:

- The Education Services for Overseas Students Act (ESOS) 2000
- National Code of Practice for Providers of Education and Training to Overseas Student 2018

#### **Purpose**

The policy establishes the criteria and processes used to determine satisfactory attendance.

#### **Scope**

The policy applies to all students enrolled in the Foundation Program and Diploma courses at all campuses of Deakin College.

#### **Policy**

This Policy is underpinned by the following principles:

- Deakin College will monitor and record the attendance of students for each enrolled unit in any given trimester.
- Deakin College will identify, contact, counsel and provide support to students who are at risk of not meeting attendance requirements.
- Deakin College expects all students to maintain a satisfactory attendance record each trimester, therefore maximising their learning opportunities.
- Information regarding attendance requirements are provided to students during Orientation and is available through the Deakin College website and Student Portal.
- For Foundation Program students, unsatisfactory attendance may result in the cancellation of their Confirmation of Enrolment (COE), which may have implications on their student visa.
- Students are also expected to monitor their attendance and engage with Deakin College staff if any anomalies to their attendance is identified, or seek assistance if experiencing academic or personal difficulties that is impacting on their attendance.
- Reports on the attendance monitoring process will be provided to the Teaching and Learning Committee tri-annually by the Academic Director.
- If a student has been absent due to illness or other compassionate reasons and have supporting documentation, i.e. a doctor's note, they may submit an *Explained Absence form* to have valid absences approved.

### **1. Attendance Requirements**

- 1.1.** For any given trimester, on-campus students are required to attend a minimum of 80 per cent (80%) of their scheduled contact hours for all enrolled units of study.
- 1.2.** In each trimester students are required to attend the activities of specified units of study for which they are timetabled (time and day). Subject to vacancies in classes, students may change their activities and timetable by no later than the close of business on the Friday of week 2 of a given trimester.

- 1.3. Students are expected to arrive for the activities at the scheduled day and time and, attend the full duration of each activity.
- 1.4. Students who are absent from an activity due to a compassionate or compelling circumstance beyond their control are required to submit an [Explained Absence Form](#) and relevant supporting documentation within seven (7) working days of the absence.
- 1.5. If absent from their scheduled activity, a student may attend a maximum of two (2) alternative activities per unit of study in a given trimester. A student must submit a signed and verified [Lecture Attendance Variation Record Form](#) within seven (7) working days after the initial activity.

## 2. Attendance Recording

- 2.1. For each activity, teachers will take attendance at the beginning of the activity. Attendance will be recorded electronically on the Student Portal.
- 2.2. A teacher may take additional attendance by paper at any other time during the activity, however, a student's formal attendance is based on the attendance details recorded on the Student Portal.
- 2.3. Students who arrive late or leave early without approval will have the approximate time (within 15 minutes) noted by the teacher.
- 2.4. Approval of the *Explained Absence Form* or *Lecture Attendance Variation Record Form* will be reflected on the student's attendance record in order for the student to continue to meet the minimum attendance requirements.

## 3. Attendance Monitoring

- 3.1. Maximum possible attendance is monitored electronically and calculated as a percentage of the maximum projected attendance that can be achieved if a student attends all future scheduled contact hours in a trimester.
- 3.2. Attendance checks are undertaken regularly each trimester. Attendance Reminder and Warning Notices will be sent to on-campus students via email to students' Deakin College email addresses:
  - Attendance Reminder Notices will be sent to students whose maximum possible attendance is from 88 per cent (88%) to 91 per cent (91%) in a given trimester.
  - Attendance Warning Notices will be sent to students enrolled in the Foundation Program, whose maximum possible attendance is 87 per cent (87%) or below in a given trimester.
- 3.3. In addition to the Attendance Warning Notices, students whose maximum possible attendance of 80 per cent (80%) to 87 per cent (87%), including students under 18 years of age, will be contacted and invited to arrange an appointment with a Student Counsellor to discuss their attendance and any academic or personal issues affecting their attendance.

- 3.4. If the Student Counsellor determines that the student's personal circumstances are conducive to taking Leave of Absence, this will be recommended to the student and their enrolment status adjusted accordingly.

#### **4. Students Enrolled in the Foundation Program**

- 4.1. For any given trimester, a student enrolled in the Foundation Program is required to attend a minimum of 80 per cent (80%) of their scheduled contact hours for all enrolled units of study to meet satisfactory attendance requirements.
- 4.2. Students will be reminded in their Attendance Warning Notice(s) that they may be reported to the relevant Australian Government higher education and immigration agencies if they do not meet satisfactory attendance and their student visa condition.
- 4.3. Students identified as at risk of not meeting satisfactory attendance, will be required to attend an interview with a Student Counsellor to ascertain the reasons for their low attendance and what support they can be provided with.
- 4.4. At the end of any given trimester where it's determined that a student is unable to meet satisfactory attendance and, their attendance percentage is below 80 per cent (80%), a notification of intention to report for unsatisfactory attendance will be issued and sent to the student.
- 4.5. Students issued a notification of intention to report for unsatisfactory attendance will be provided the opportunity to submit an appeal against Deakin College's intention to report for unsatisfactory attendance.
- 4.6. A student may continue their enrolment and, will not be precluded from re-enrolling in the subsequent trimester subject to meeting the requirements of the *Academic Progress Policy*.
- 4.7. Reporting of a student's unsatisfactory attendance to the relevant Australian higher education and immigration agencies will not be completed until all avenues of appeal, internal and external, are completed.

#### **5. Appeals**

- 5.1. Students are entitled to appeal a decision under this policy by submitting an online [Appeal Application](#) to the Deakin College Appeals Committee. The appeal must be lodged within twenty (20) working days from the date the decision was communicated to the student in writing.
- 5.2. International students with attendance of at least 70 per cent (70%) of their scheduled contact hours for all enrolled units of study who have provided supporting documentation to demonstrate compassionate or compelling circumstances when submitting the appeal application will be assessed to determine if the student will be reported for unsatisfactory attendance.
- 5.3. International students with attendance below 70 per cent (70%) of their scheduled contact hours for all enrolled units of study will be reported to the relevant Australian Government higher education and immigration agencies regardless of any compassionate or compelling circumstances.

### Related Policies

Academic Course Progress Policy

Students at Risk Procedure

Appeals Policy

Assessment Policy

Student Support Policy

### Procedure

Attendance Procedure

### Definitions

Key Term or Acronym	Definition
Activity	A scheduled activity, including but not limited to lectorial, lecture, tutorial, practical and seminar at specified day and time.
Appeal	A submission by a student for a review of a decision made by Deakin College of an academic or non-academic nature. See also <i>Deakin College Appeals</i> .
Scheduled contact hours	The timetabled activity.
Confirmation of Enrolment (COE)	Confirmation of Enrolment. A document registered with the Australian Government confirming an overseas student's acceptance into a course for a specified duration.
Course	A program of instruction that leads to an award of the institution.
Course Progress	The measure of advancement within a course towards its completion. Also refer to <i>Academic Progress Policy</i> .
Day	Includes Indonesian, Victorian and Australian national public holidays and weekends.
Domestic Student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa, including a humanitarian visa.  For students at the Deakin College Jakarta Campus, this is defined as a citizen or permanent resident of Indonesia.
ESOS Act 2000	The <i>Education Services for Overseas Students Act 2000</i> . This Act regulates the delivery of education services to overseas students.

Deakin College Appeals Committee	The final appeals body at Deakin College which considers appeals from students against any decision by Deakin College of an academic or non-academic nature.
Maximum Possible Attendance	$\frac{\text{Activities attended} + \text{assume attendance of all future activities in a given trimester}}{\text{Total scheduled contact hours in a given trimester}} \times 100\%$
National Code 2018	<p>The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Established under section 33 of the ESOS Act 2000.</p> <p>The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.</p>
Overseas Student	A student on an Australian student visa.
Overseas Students Ombudsman	An Australian Government agency which receives and investigates complaints from overseas students about actions and decisions of private education providers.
PRISMS	<i>Provider Registration and International Student Management System.</i> A database developed by the Australian Federal Government for the purposes of compliance with the ESOS Act.
Satisfactory Attendance	Attendance in at least 80 percent of scheduled contact hours across all units of study undertaken in a trimester.
Satisfactory Course Progress	Satisfactory advancement within a course towards its completion.
Student Portal	Deakin College intranet providing academic and administrative information and internal communication to Deakin College students.
Temporary Resident	<p>A person, other than an overseas student who is:</p> <ul style="list-style-type: none"> <li>i. temporarily residing in Australia for a specific purpose including skilled, temporary work, international relations, training and research; and</li> <li>ii. holds a visa permitting study in Australia.</li> </ul>
Trimester	A defined and formal period of study of 13 weeks for Diploma courses and 14 weeks for Foundation Programs. Deakin College runs three compulsory trimesters annually.
Unit of study	A component of study within a course. Also referred to as a subject.

#### Status and Details

<b>Identification</b>	Attendance Policy
<b>Initial Issue Date</b>	31/05/2019
<b>Status</b>	Current
<b>Domain</b>	Student and Academic Services
<b>Effective Date</b>	25/10/2023
<b>Review Date</b>	30/12/2024
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	Director Quality & Student Services
<b>Enquiries Contact</b>	Robert Close