

## **Procedure Title**

### **Attendance Procedure**

#### **Preamble**

This procedure was approved by Teaching and Learning Committee on 8 August 2018.

This procedure is consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

#### **Purpose**

This procedure outlines the process for monitoring the attendance of students and counselling students at risk of not obtaining a minimum of 80 percent attendance and, where required, for implementing intervention strategies and reporting of unsatisfactory attendance.

#### **Scope**

This procedure applies to all Deakin College students enrolled in the Foundation Program and Diplomas courses, irrespective of campus.

The reporting of unsatisfactory attendance as required by the National Code 2018 only applies to overseas students on an Australian student visa and enrolled in the Foundation Program.

#### **Policy**

Attendance Policy

#### **Related Documentation**

This procedure applies to all Deakin College students enrolled in the Foundation Program and Diplomas courses, irrespective of campus.

The reporting of unsatisfactory attendance as required by the National Code 2018 only applies to overseas students on an Australian student visa and enrolled in the Foundation Program.

## **Procedure**

### **Attendance Recording**

- 1.1.** Students will be marked as present by lecturer for a late arrival within the first half hour of each timetabled class. Thereafter, students will be marked as absent.
- 1.2.** Students are expected to attend classes for which they are timetabled. Students are permitted to attend a maximum of two alternative classes per unit of study in a given trimester. A *Lecture Attendance Variation Form*, which may be collected from Reception or downloaded from the Student Portal, must be submitted to the lecturer of the alternative class to sign and verify the student's attendance. It is the student's responsibility to sit for a test/assessment on the scheduled date, according to the class they are enrolled in.
- 1.3.** Students are also expected to monitor their attendance throughout the trimester through the Student Portal. For any anomalies or absences incorrectly recorded by a lecturer, students will have up to 7 working days from the scheduled class to resolve the issue directly with the lecturer. The lecturer will be responsible for amendments, if any, to the attendance record.
- 1.4.** Attendance and absences will be recorded in Student Management System using the following categories:

- A = Approved. This indicates that the student's absence was due to other compassionate or compelling reason(s) and, supporting documentation provided.
  - M = Medical reason. This indicates that the student's absence was due to a serious illness or injury and, a medical certificate or documents provided.
  - N = No reason. This indicates that student did not provide a reason or documentation to explain their absence.
  - S = Substitute. This indicates that that the student was absent for their timetabled class but attended an alternative class.
- 1.5.** Students who are absent due to a medical or other compassionate or compelling reasons may submit an *Explained Absence Form* and supporting documentation in order to explain their absence and have this reflected against their attendance record. The *Explained Absence* form will only be accepted and processed for a minimum absence of three classes but cannot be used to authorise absences of more than one week. Students planning absence of over a week (for medical or compassionate reasons) should discuss their case with a Student Counsellor so that a suitable course of action (e.g. Leave of Absence where appropriate) can be determined.
- 1.6.** An approved *Explained Absence Form* will be reflected on the student's attendance as "A" or "M", and an approved *Lecture Attendance Variation Form* will be reflected on the student's attendance as "S" in order for the student to continue to meet the minimum attendance requirements.
- 1.7.** Students are responsible for accurate completion of paperwork. *Lecture Attendance Variation Forms* with incomplete details (unit code, date, or similar) will not be processed.
- 1.8.** If a student is absent for three consecutive classes and the absence is reflected on the student's attendance as "N", the lecturer must notify Student Services by submitting a *Student At Risk Form*. Student Services will then follow-up and contact the student.

## 2. Attendance Monitoring

- 2.1.** Formal attendance checks will be undertaken by Deakin College in weeks 4 and 6 of each trimester. Class attendance will be monitored electronically and calculated as a percentage of the total number of classes which a student attends (n) against the total number of timetabled classes per weeks during the trimester (t) =  $(n/t) \times 100\%$ .
- 2.2.** In week 4, the *Attendance Warning Notice*, covering weeks 1 to 3 of each trimester will be sent by the Quality and Compliance Officer via email to students at risk of not achieving a minimum attendance of 80 percent. Students are advised to make an appointment with a Student Counsellor to discuss any academic or personal issues affecting their attendance.
- 2.3.** In week 6, the *Attendance Warning Notice*, covering weeks 1 to 5 of each trimester, will be sent by the Quality and Compliance Officer via email to students with an attendance

below 80 percent. Students are advised to make an appointment with a Student Counsellor to discuss any academic or personal issues affecting their attendance.

- 2.4. The projected attendance of the current trimester will be also provided in the *Attendance Warning Notices*.
- 2.5. Following both attendance warning notices, Student Services at each campus will contact any student whose attendance is below 35% over weeks 1 to 3 of each trimester and, any student whose attendance is below 25% over weeks 1 to 5 of each trimester.
- 2.6. Reports on the attendance monitoring process will be provided by Quality and Compliance Officer to the Deakin College Teaching and Learning Committee as required by the Academic Director.

### 3. Overseas Students Enrolled in the Foundation Program

- 3.1. Students enrolled in the Foundation Program will have their attendance monitored as per sections 2.1 to 2.4 of this procedure.
- 3.2. Following *Attendance Warning Notices*, overseas students enrolled in the *Foundation Program* will be contacted by Student Services to ascertain the reasons for their low attendance and what support they can be provided. Students are reminded about satisfactory attendance and the implications on their student visa.
- 3.3. At the end of any trimester, if a student on a student visa's actual attendance is below 80% and the student is unable to meet satisfactory attendance for the trimester, a *Notification of Intention to Report* to the relevant Australian Government agencies will be issued and sent via email to the student's Deakin College email address.
- 3.4. As per Standard 8.15 of the National Code of Practice 2018, Deakin College may decide not to report the unsatisfactory attendance of a student on a student visa to the relevant Australian Government agencies if:
  - The student is still attending at least 70 per cent (70%) of their timetabled classes and,
  - The student is able to demonstrate and provide genuine evidence that compassionate or compelling circumstances apply
- 3.5. The *Notification of Intention to Report* will also advise the student that he or she is able to lodge an appeal to the Deakin College Appeals Committee within 20 working days from the date of the *Notification of Intention to Report*. There is no fee in accessing the appeals process and Deakin College will not report a student to the applicable Australian Government agencies whilst an appeal is in progress.
- 3.6. A student who has been identified for unsatisfactory attendance may continue their enrolment and will not be precluded from re-enrolling in the following trimester subject to meeting the requirements of the Academic Progress Policy.
- 3.7. The student who received the *Notification of Intention to Report* will be reported for unsatisfactory attendance via the Provider Registration and International Student Management System (PRISMS) if:

- the internal and external appeal processes has been completed and the decision or recommendation supports the decision to report, or
  - the student has chosen not to access the internal appeal within the 20 working day appeal period, or
  - the student has chosen not to access the external appeal within the 10 working day period from internal appeal outcome, or
  - the student withdraws from the internal or external appeals and notifies Deakin College Appeals Committee in writing.
- 3.8.** Once a student’s unsatisfactory attendance is reported to the relevant Australian Government agencies via PRISMS, the Quality and Compliance Officer will issue and send a Notification of Reporting letter to the student. The Notification of Reporting letter will be sent via email to the student’s Deakin College and personal email address. At that stage, if the student is eligible and re-enrols in the Foundation Program, the student will be issued revised Confirmation of Enrolments (COEs).

**Status and Details**

<b>Status</b>	Current
<b>Effective date</b>	8/08/2018
<b>Review date</b>	8/08/2021
<b>Approval Authority</b>	Other
<b>Implementation Officer</b>	Quality and Compliance Manager
<b>Enquiries Contact</b>	Andrea Clifford