

Procedure Title

Attendance Procedure

Preamble

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 in a given trimester 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

Lecture Attendance Variation Record Form

Explained Absence Form

Procedure

1. Attendance Recording

- 1.1. Students are expected to attend activities for which they are timetabled. Students are permitted to attend a maximum of two alternative activities per unit of study in a given trimester. A *Lecture Attendance Variation Record Form*, which may be downloaded from the Student Hub in the Student Portal, must be submitted to the teacher of the alternative activity 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.
- 1.2. Students are also expected to monitor their attendance throughout the trimester through the Student Portal. For any anomalies students are to contact the College.
- 1.3. 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.

- P = Present. This indicates that student attended their timetabled activity.
- S = Substitute. This indicates that the student was absent for their timetabled activity but attended an alternative activity.

- 1.4.** Students who are absent due to a medical or other compassionate or compelling reasons may submit an *Explained Absence Form* which may be downloaded from the Student Hub in the Student Portal 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 activities 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.
- 1.5.** An accepted and processed approved *Explained Absence Form* will be reflected on the student's attendance as "A" or "M", and an accepted and processed approved *Lecture Attendance Variation Record Form* will be reflected on the student's attendance as "S" in order for the student to continue to meet the minimum attendance requirements.
- 1.6.** Students are responsible for accurate completion of paperwork. *Lecture Attendance Variation Record Forms* with incomplete details (unit code, date, or similar) will not be processed.
- 1.7.** Academic Coordinators are responsible for monitoring the recording of attendance records and advising teachers if systematic anomalies are identified in their attendance recording work.

2. Attendance Monitoring

- 2.1.** Formal attendance checks are undertaken regularly each trimester. Maximum possible attendance will be monitored electronically and calculated as a percentage of the maximum possible attendance that can be achieved if a student attends all future scheduled activities in a given trimester.
- 2.2.** Attendance Notices will be sent to students' emails. The Attendance Reminder Notice will be sent to students whose first time projected attendance is from 88% to 91% in a given trimester and the Attendance Warning Notice will be sent to students whose first time projected attendance is 87% or under in a given trimester.
- 2.3.** The actual attendance of the current trimester will be also provided in the Attendance Reminder and Warning Notices. Actual attendance is the percentage of scheduled contact hours a student has attended from the start of the trimester until the date the Notices are sent.
- 2.4.** Reports on the attendance monitoring process will be provided by the Timetabler to the Deakin College Teaching and Learning Committee as required by the Academic Director.

3. Overseas Students Enrolled in the Foundation Program

- 3.1.** As student on a student visa 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, the student will also be reminded of the implication of unsatisfactory attendance on their student visa.
- 3.3.** If a student under the age of 18 is absent for more than three (3) consecutive days without approval, they will be contacted to arrange an appointment with a Student Counsellor to discuss their attendance and any academic or personal issues affecting their attendance.
- 3.4.** 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.
- 3.5.** 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 contact hours and,
 - The student is able to demonstrate and provide genuine evidence that compassionate or compelling circumstances apply
- 3.6.** 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.
- 3.7.** 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*.
- 3.8.** 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, or
 - The student's attendance is below 70 per cent (70%) of their scheduled contact hours for all enrolled units of study.
- 3.9.** 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

Identification	Attendance Procedure
Initial Issue Date	31/05/2019
Status	Current
Domain	Student and Academic Services
Effective Date	27/02/2022
Review Date	30/12/2024
Approval Authority	Senior Management Group
Implementation Officer	Academic Director
Enquiries Contact	Jonathon Pura