

Attendance Monitoring Policy and Procedure DEEWR-DIAC

Policy Purpose

The purpose of this policy is to monitor overseas and domestic student attendance to ensure compliance with state and federal legislative requirements and academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen Think: Colleges course.

Policy Scope

This policy applies to Think: Colleges vocational and higher education courses. This policy does not apply to students enrolled in a distance or online education program.

Definitions

Refer to *Glossary of Terms*.

Policy Content

Think: Colleges will record the attendance of students to support their academic progression. Overall monitoring of class attendance is managed by the Think: Student Services, which works in conjunction with each College to review attendance reports. Attendance is recorded and monitored for each study period, and includes all scheduled activities allocated to each student's timetable.

Think: Colleges must comply with the ESOS Act and its regulations and has elected to adopt the DEEWR-DIAC Course Progress Policy and Procedure. The regulations require private educational providers to monitor overseas student academic progress. Think: Colleges have a legal obligation to report overseas students who fail to comply with academic progress guidelines as per the National Code 2007.

Think: Colleges will monitor student attendance as one factor that may contribute to a student's Satisfactory Course Progress or a student being deemed Academically at Risk. The attendance requirements are detailed in the Student Handbook and this policy is made available to staff and students through the Think: Colleges website.

Think: Colleges use the following attendance criteria to assess, monitor, and support a student's course attendance obligations in each study period:

1. **75% to 66% of scheduled contact hours within the study period**

The Student Services Manager will advise the student of their falling attendance rate and issue a courtesy notification and record that letter on HERMES. The letter will indicate the importance of attendance in assisting the student to maintain or achieve Satisfactory Course Progress. A copy of the letter is placed on the student's file and provided to the relevant Head of College (or delegated nominee).

Note: Students absent for more than five consecutive days without approval will be contacted to make an appointment with the Student Support Manager. The Student Support Manager is to document this meeting in HERMES and advise the relevant Head of College (or delegated nominee) of the meeting.

The student may not be issued with an intention to report letter if, in the opinion of the Head of College (or delegated nominee) the student is capable of achieving Satisfactory Course Progress, refer to *Academic Progression Policy and Procedure*.

2. **65% or below of scheduled contact hours within the study period**

The Student Services Manager will advise the student of their falling attendance rate and issue a second courtesy notification and record that letter on HERMES. The letter will indicate the importance of

attendance in assisting the student to maintain or achieve Satisfactory Course Progress. A copy of the letter is placed on the student's file and provided to the relevant Head of College (or delegated nominee).

Students will be required to meet with the relevant Head of College (or delegated nominee) as per the *Monitoring and Intervention Strategies for Students Academically at Risk* in the *Academic Progression Policy and Procedure*.

Procedure for implementation

1. The lecturer must use the class attendance rolls to record student attendance at each scheduled class. The lecturer will take attendance in every session of the scheduled class.
2. Students that are 15 minutes late to a session are marked absent for that session. The lecturer returns the roll to the Think: Student Services office at the end of each scheduled class.
3. The Student Services Officer enters attendance records into HERMES on a daily basis and weekly attendance is calculated and a report is generated on HERMES.
4. The Student Services Officer will assess and identify any attendance issues on a weekly basis and report on identified issues to the Student Services Manager. The Student Services Officer provides a summary fortnightly report on student attendance to the Student Services Manager.
5. The Student Services Manager advises the relevant Head of College (or delegated nominee) and writes to the student if their attendance percentage falls into any of the categories above, as per *Policy Content*. A record of the letter being sent is recorded in HERMES. If attendance is 65% or below of scheduled contact hours within the study period, the letter advises the student to schedule a meeting with the Head of College (or delegated nominee).
6. The Head of College (or delegated nominee) and student discuss the student's academic progress as per the *Monitoring and Intervention Strategies for Students Academically at Risk* in the *Academic Progression Policy and Procedure*.

Record keeping and confidentiality

Records of all attendance handled under this procedure and their outcomes shall be maintained for a period of at least five years in HERMES for auditing purposes by the State or Territory Registering Body. Archived files are maintained for at least 30 years.

Publication

These procedures are to be published for students and staff in the Student Handbook, Staff Handbook and Think: Colleges website to ensure current and prospective students and staff has up to date and accurate information publicly available to them.

Responsibility	Student Services Manager, Student Support Manager and Head of College (or nominee)
Record Management	Class Attendance Roll Weekly Attendance Report Fortnightly Attendance Report Courtesy Notification Letter HERMES Student File
Reference	Record Management Policy and Procedure Academic Progression Policy and Procedure Academic Grievance Policy and Procedure Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	ESOS Act 2000 and National Code 2007 - Standard 11
Version Number	1.0
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