



Student attendance for all Courses

1.0 **Purpose**

- 1.1 The purpose of this procedure is to outline the system used for ensuring students meet the attendance requirements in the CRICOS registered course in which they are enrolled.

2.0 **Definitions**

- 2.1 Study period means one term of study

3.0 **Responsibility**

- 3.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.
- 3.2 Students are responsible in ensuring a minimum of 20 scheduled contact hours per is maintained

4.0 **Requirements**

ANIB developed and intends to implement this documented policy and process for monitoring the attendance of overseas students if the requirement to implement and maintain minimum attendance requirements for overseas students is set as a condition of the provider's registration by an ESOS agency. This policy will be implemented along with any particulars provided from the Agency. Students undertaking studies are required to attend a minimum of 20 scheduled contact hours per week face to face classes

- 4.1 Students must attend at least 80 per cent of the scheduled course contact hours for each study period in the CRICOS registered course in which they are enrolled.
- 4.2 Students are required to adhere to the College student attendance requirements applicable to their course at all times and in line with their student visa conditions

5.0 **Method**

- 5.1 Trainers must use the student daily attendance record to record student attendance at each scheduled class and note early departures and late arrivals.
- 5.2 Trainers will record the attendance as directed in 5.1 into the course spreadsheet to collate and review each student's attendance on a fortnightly basis.
- 5.3 Trainers **must** report, to the Student Support Officer the details of any student who has missed 5 consecutive days so that contact may be made to determine the reason for the absence or counsel the students who are at risk of not attending for at least 80 per cent of the scheduled course contact hours. This must be documented in the Student Support File notes.
 - i) If the rationale is not determined to support 4.1 of this policy then an attendance warning letter is to be issued.
 - ii) If a student is able to present evidence to support 4.1 (Eg.a medical certificate) Trainers will record the absence on the spreadsheet as absence with medical certificate (amc), count it as an absence and copy the medical certificate into the students file.

6.0 **Possible interventions may include but are not limited to:**



- Advising students of assistance such as:
 - attending tutorial or study groups;
 - receiving individual case management;
 - referrals for attending counselling;
 - receiving assistance with personal issues which are influencing attendance;
 - Require the student to enter an agreement with a timeframe for demonstrating improvement and commitment;
 - or a combination of the above.
 - Reinforce to the student that unsatisfactory attendance may lead to the student being reported to Department of Education

- 6.1 If student's projected attendance has been calculated on the spreadsheet at 90% or below at the end of term then a 1st warning letter must be issued.
- 6.2 If the student's projected attendance continues to decrease and has been calculated on the spreadsheet at 80% or below at the end of term then a 2nd warning letter must be issued
- 6.3 If student attendance is below 80% on the projected hours at the end of term the College may decide not to report the student for breaching the 80% attendance requirement if **all** of the following circumstances apply:
 - a) the student produces documentary evidence which clearly demonstrates that compassionate or compelling circumstance and
 - b) the student is attending at least 70 per cent of the scheduled course contact hours in the course in which they are enrolled and
 - c) the student is maintaining satisfactory course progress and
 - d) the college has a policy of not reporting students with at least 70 per cent attendance and satisfactory course progress.

- *Please note that the ANIB will use their professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exists ANIB will consider documentary evidence provided to support the claim, and retain copies of these documents in the student's file.***

- 6.4 If the student is below 70% on the projected hours at the end of the study period **and** course progress is unsatisfactory then ANIB will notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notification will inform the student that he/she is able to access the internal and external complaints and appeals process as per Standard 8 and that the student has 20 working days in which to do so.
- 6.5 During the appeal process ANIB will maintain the student's enrolment until completed.
- 6.6 If the student does not appeal against an intention to report notification issued by the College within 20 working days, the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to the Department of Education through PRISMS.
- 6.7 Copies of all warning letters, notes from counselling sessions, medical certificates, and any other relevant documents must be placed on the students file.