

## **ATTENDANCE POLICY AND PROCEDURES**

### **Purpose**

The purpose of this policy is to provide guidelines to overseas students and staffs of Jabin Hopkins Institute of Technology (JHIT) in maintaining course attendance which is related to amount of training, course progress, completing course on time and intervention strategies.

### **Policy**

- 1.1 Students enrolled in a VET program as an overseas student must maintain attendance requirement for the scheduled classes in each study period.
- 1.2 To ensure quality education and sufficient amount of training, JHIT will cancel student's enrolment upon sufficient warnings and appeal process if the projected attendance falls below 80% for a study period. JHIT may not cancel student's enrolment if the attendance is at least 70% and demonstrated satisfactory course progress for the study period.
- 1.3 For the purpose of attendance policy JHIT defines a study period as a period of 20 academic weeks. Workloads of a study period is equivalent to the workloads of 2 academic terms where each term consist of 10 academic weeks.
- 1.4 A student that is absent for 5 consecutive days without approval shall be identified and warned. Such students will be assisted by extra classes if there any compassionate or compelling reasons for the absenteeism.
- 1.5 Attendance requirements for a period of approved leave or deferment based on compassionate or compelling grounds will not be included in the attendance calculation.
- 1.6 Jabin Hopkins Institute of Technology will cancel student's enrolment based on attendance and reporting in the PRISMS will be considered as disciplinary action as poor attendance has a significant impact on quality education and classroom environment.

### **Procedures**

#### **2.1 Recording Student Attendance**

Student attendance is monitored in each and every session of scheduled class time using the 'Class Attendance Sheet'. Each trainer will be provided a 'Class Attendance Sheet' that will include the names of all students currently enrolled in each class. This 'Class Attendance Sheet' will be populated by Student Management System or by Student Administration at the beginning of each week. Each trainer shall also be responsible for ensuring the list of student names and recorded attendance are always accurate.

This attendance sheet is broken down into sessions (morning and afternoon) for a full day class and requires student to sign in the sessions as they attend. A student who arrives late or misses part of a session shall have their hours of attendance noted by trainer on the 'Class Attendance Sheet'. Students are to be given a 15 minutes leeway at the beginning of the session.

Student attendance is then tallied for the day and the Trainer will be required to sign the attendance sheet.

The 'Class Attendance Sheet' is to be submitted to Student Administration at the end of each day.

The Student Administration and Academic Coordinator will ensure these attendance sheets are maintained securely and collated as required.

All attendance shall be recorded in the Student Management System or Attendance Monitoring Excel Worksheet which shall record each student's attendance and shall calculate the projected attendance of each student if they were to attend all remaining classes.

Any period for approved leave or deferment on compassionate and compelling ground will be excluded from counting the attendance calculation.

All relevant staff (Student Administration & Trainers/ Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the RTO Manager/CEO.

## **2.2 Monitoring Student Attendance**

The Academic Coordinator and Student Administration will monitor student attendance via Student Management System or Attendance Monitoring Excel Worksheet that will calculate the projected attendance of the students for each course. The projected attendance will be monitored each week to ensure students are given every opportunity to rectify a poor attendance record and prevent reporting procedures being implemented.

The projected attendance will be monitored each week to ensure students can be given every opportunity to prevent their attendance falling below the 80% attendance requirement and avoid breaching their enrolment conditions.

At the beginning of each course the Student Management System or Attendance Monitoring Excel Worksheet will be set up with each of the students and their relevant required course hours.

All 'Class Attendance Sheet's' are to be submitted to Student Administration who will enter (or check entered data if it is done by trainer) into the Student Management System or Attendance Monitoring Excel Worksheet. At the end of each week it is the responsibility of the Student Administration/Academic Coordinator to ensure all attendance records are up to date and are accurate.

Where an individual student attendance falls into any of the following categories the associated action shall be taken by Student Administration or Academic Coordinator:

### **A. Any student who has missed 5 or more consecutive days of classes without prior approval**

A 'Five Consecutive Days Absent Warning' letter is to be sent to student by the Trainer or Student Administration to gain an explanation for being absent for 5 consecutive days or more and inform them of the need to attend classes and the effect on their projected attendance if they do not attend class regularly.

Where the student is not able to be contacted, the Academic Coordinator is to be informed and shall attempt to identify the student's current contact details. It must be noted that students have been

informed via the 'Enrolment Agreement' to notify the institute immediately of changing their address or contact details.

If the student does not comply or student is not able to be contacted or does not attend classes after being contacted or warned, the action to be taken as per the 'Deferment, Suspension and Cancellation of Enrolment Policy'.

#### **B. When a student's projected attendance falls below 90%**

The student is to be sent 'Attendance Warning 1' letter informing them of their projected attendance and the need to ensure they maintain a minimum of 80% attendance for the study period. This letter is to also contain the consequences of not achieving a projected attendance of 80% and invite students for a meeting to discuss their attendance requirements and an individualised intervention plan if needed.

If the student does not comply or student is not able to be contacted or does not attend classes after being contacted or warned, the action to be taken as per the 'Deferment, Suspension and Cancellation of Enrolment Policy'.

#### **C. When a student's projected attendance falls below 85%**

When a student's projected attendance is below 85% the student shall be sent 'Attendance Warning 2' letter. This communication will indicate the student is required to attend a meeting with the Student Administration/Academic Coordinator.

At this meeting the student is to be informed of their attendance requirements and an individualised intervention plan for support is to be set in place for the student as per the 'Course Progress, Completion and Intervention Policy' if it is not made yet for this study period.

If the student does not comply or student is not able to be contacted or does not attend classes after being contacted or warned, the action to be taken as per the 'Deferment, Suspension and Cancellation of Enrolment Policy'.

#### **D. When a student's projected attendance falls below 80%**

Where a student's attendance falls below 80% and they are not maintaining satisfactory course progress (below 50%) or where a student is maintaining satisfactory course progress (at least 50%) but their attendance falls below 70%, they will be deemed to be in breach of their attendance requirements for the enrolment and they will be sent a 'Notification of Intention to Cancel Enrolment for Unsatisfactory Attendance' letter.

The letter will indicate that the student has breached the attendance requirements. This letter will also indicate that the student's enrolment will be cancelled as per 'Deferment, Suspension and Cancellation of Enrolment Policy' due to unsatisfactory attendance (disciplinary reason). They will also be informed of their ability to access the 'Complaints and Appeals Policy and Procedure' and that they have 20 working days to access this process.

The student will then be added to the Student's Report Register that will be maintained to clearly identify when the student has been notified of their breach and when the appeal period expires, and the report of the breach is to go ahead.

### 2.3 Student Appeals against Unsatisfactory Attendance notification

Students will have 20 working days from the date the 'Notification of Intention to Cancel Enrolment for Unsatisfactory Attendance' letter is processed to appeal the decision by accessing the Complaints and Appeals Policy and Procedure.

- Successful student appeal against unsatisfactory attendance notification
  - A Student may access the appeals process (by following the processes outlined in the Complaints and Appeals Policy and Procedure) and provide evidence that:
    - of compassionate or compelling reasons that prevented them from maintaining satisfactory attendance, or
    - that the attendance records are incorrect.
  - In such cases all supporting evidence will be maintained in the student's file and action taken as required which may include but not limited to:
    - Intervention support services provided as required to allow completion of units/clusters
    - Where the attendance records are found to be incorrect, student's records will be adjusted and attendance re-calculated, taking into account the decision not to report them, so that it can be determined whether any further warning letters or action needs to be implemented in line with this policy and procedure.
  - All student appeals shall follow the complaints and appeals policy and procedure requirements and will include ensuring:
    - the student shall be notified in writing of the outcome of the appeal and, if relevant, their revised attendance record, along with any warning letters corresponding to their attendance rate
    - Maintaining all records associated with the appeal within the student file
- Unsuccessful appeal
  - Where a student's appeal is not successful, they will be notified in writing of the outcome and informed that the unsatisfactory attendance requirements will be reported. An unsuccessful appeal will generally be due to the student not successfully demonstrating:
    - that compassionate or compelling circumstances existed that contributed to their inability to maintain satisfactory attendance; or
    - that Jabin Hopkins Institute of Technology records of attendance were inaccurate.

### 2.4 Reporting Unsatisfactory Attendance of Student

Where a student's attendance falls below 80% and they are not maintaining satisfactory course progress (below 50%) or where a student is maintaining satisfactory course progress (at least 50%) but their attendance falls below 70% for a study periods shall have their enrolment cancelled and reported to PRISMS for unsatisfactory attendance (disciplinary reason) when the student:

- has been notified of the intention to report but not accessed the organisation's complaints and appeals process within 20 working days; or
- has been notified of the intention to report and accessed the complaints and appeals process within 20 working days but the appeal was unsuccessful and the process is finalised.

The RTO's PRISMS Administrator must cancel student's CoE in PRISMS for unsatisfactory attendance (disciplinary reason) within five (5) working days of:

- a student's appeal being unsuccessful; or
- the appeal period expiring.

## **2.5 Ensuring Integrity of the Data**

To ensure the integrity of the attendance data and records, the RTO Manager/CEO shall regularly review a sample of the attendance records to verify the data included in the Student Management System or Attendance Monitoring Excel Worksheet is accurate.

The RTO Manager/CEO shall use the 'Student Data (Attendance) Integrity Checklist' and review the following documents to ensure the data is consistent and accurately recorded between each document:

- Class Attendance Record Sheets for the student
- Student Management System or Attendance Monitoring Excel Worksheet
- Intention to Report/Cancel Register

The review of this data shall occur for a sample of 10% of currently enrolled students and will occur at the end of each academic term or study period.

The completed 'Student Data (Attendance) Integrity Checklists' will be maintained by the RTO Manager/CEO.

## **2.6 Record Keeping**

A copy of all letters, details of phone calls made, any reports from meetings with the student in relation to the attendance monitoring and appeal processes are to be maintained in the individual student's electronic file and or in the physical file.