



Student Attendance

1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system used for ensuring students meet the attendance requirements of the college.
- 1.2 The purpose is also to ensure compliance with the National Code Part D Standard 8.

2.0 Responsibility

- 2.1 The Student Services & Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

3.0 Requirements

- 3.1 Students are required to adhere to the AVTI student attendance requirements applicable to their course and in line with their student visa conditions.
- 3.2 Students must attend at least 80% of the scheduled course contact hours for each study period in the CRICOS registered course in which they are enrolled.
- 3.3 Students are required to attend a minimum of 20 scheduled hours per week. This may include face to face classes and online learning.

4.0 Definitions

- 4.1 Study period means one term of study (no longer than 6 months)

5.0 Procedures

- 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 In exceptional circumstances, where students are undertaking a course in a fully online mode, logon hours will be recorded and monitored.
- 5.3 The Student Services & Administration Manager will use the attendance spreadsheet to collate and review each student's attendance on a **fortnightly** basis based on the trainer attendance records.
- 5.4 If a student presents a medical certificate for absences, trainers are to record it as an absence and copy the medical certificate into the students file.
- 5.5 Trainers **must** report, in writing, to the Student Services Officer & Administration Manager the details of any student who has missed 5 consecutive days **without delay** so that contact may be made to determine the reason for the absence or counsel the students who are at risk of not attending at least 80% of the scheduled course contact hours and/or achieving satisfactory course progress. This must be documented in the Student File notes.
- 5.6 If a student:
 - o is absent for 5 consecutive days; or
 - o fails to achieve 80% in a study period; or
 - o in any other way has an attendance record that may be detrimentally affecting the student's capacity to complete the assessment requirements for a unit, or complete the qualification within the expected duration of study,

then the provisions of the Completion Within the Expected Duration of Study and the Course Progress and Intervention Strategy procedures must be implemented by AVTI.

6.0 Possible interventions

- 6.1 Possible interventions may include 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;
 - requiring the student to enter an agreement with a timeframe for demonstrating improvement and commitment;
 - or
 - a combination of the above.
- 6.2 Interventions must include reinforcing to the student that unsatisfactory attendance may lead to unsatisfactory course progress and the student being reported to the Department of Education.

7.0 Monitoring attendance

- 7.1 Trainers are to monitor student attendance on a two-weekly basis to identify and report to Student Services immediately any student who is absent for 5 consecutive days, or is not attending regularly.
- 7.2 If a student has been reported for being absent for 5 consecutive days or is at risk of breaching attendance requirements, the Student Services Officer is to contact the student immediately to find out the reason for the absence, counsel students and/or give a written notification via email.
- 7.3 The process for determining the point at which the student has failed to meet AVTI's attendance requirements, and procedure for notifying students who have failed to meet satisfactory attendance requirements and are at risk of not meeting satisfactory course requirements is as follows:

(a) First Warning letter - If student's projected attendance has been calculated on the spreadsheet at 90% or below at the end of two weeks then a 1st warning letter must be issued.

(b) Second Warning letter - If the student's projected attendance continues to decrease and has been calculated on the spreadsheet at 80% or below following the next two weeks then a 2nd warning letter must be issued

(c) Intention to Report Letter - If the student is below 70% on the projected hours at the end of the study period and course progress is unsatisfactory, then AVTI will notify the student in writing of its intention to report the student to the Department of Education for not achieving satisfactory course progress.

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.

If student's attendance is below 80% on the projected hours at the end of term, AVTI 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 there are compassionate or compelling circumstances; * 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.

** AVTI will use their professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exists, AVTI will*



consider documentary evidence provided to support the claim, and retain copies of these documents in the student's file.

- 7.4 During the appeal process AVTI will maintain the student's enrolment until completed.
- 7.5 If the student does not appeal against an intention to report notification issued by AVTI within 20 working days, the appeal is not upheld or the student withdraws from the appeal process then AVTI must report the student to the Department of Education through PRISMS.
- 7.6 Copies of all warning letters, notes from counselling sessions, medical certificates, and any other relevant documents must be placed on the students file

8.0 Revision history

Revision	Date	Description of modifications
1	April 2016	Original
2	June 2020	Updated and included provisions for online delivery
3		
4		
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