



## ATTENDANCE

### Policy and Procedure

#### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

**Classes:** Scheduled on campus or on-line learning sessions, including, but not limited to lectures, tutorials and practical sessions, which require student attendance and for which an attendance roll will be completed.

**Student:** An individual person who is formally enrolled to study at the College. The 'individual person' is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**International student:** A prospective or enrolled student who requires an international student visa from the Australian Government to study in Australia, whether applying to ACC from within Australia or from overseas.

#### PURPOSE

The Attendance Policy and Procedures establishes the expectation of acceptable attendance for students of the ACC. The procedure outlines the roles and responsibilities of all ACC staff and students with regard to attendance and its monitoring.

#### SCOPE

This Policy and Procedure is applicable to all enrolled students of the ACC and applies to elements of those units delivered online but which have attendance requirements as well as units delivered on campus.

#### POLICY STATEMENT

Australian legislation requires that student attendance rolls for international students and students receiving government assistance are kept and made available for inspection. Notwithstanding these requirements for particular categories of students, specific attendance requirements apply to all students and will be clearly stated in the appropriate unit profiles along with the consequences of not meeting those requirements. The general requirements to follow apply to both on-campus classes and classes conducted by electronic means.

Any student who leaves class early without prior permission or leaves in a break and doesn't return will be marked as absent.

Should the student arrive after the lecturer takes the class roll, it is the student's responsibility to report to the class lecturer to have attendance marked as late rather than absent.

In order to develop professional attributes in graduates, persistent tardiness will not be tolerated. As such, three late recordings will be counted as one (1) absence.

Any student who fails to attend the percentage of classes for tutorials/practical sessions specified in the unit profile, without prior notification, will be reported to the Academic Dean for follow up by an appropriate student support officer.

Students who are absent for four (4) consecutive weeks, without notifying the College, will have their enrolment withdrawn as of the first working day of the fifth (5<sup>th</sup>) week. Any changes to the enrolment status of international/overseas students will be processed in line with the Alteration of International Student Enrolment Status Policy and with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## PROCEDURES

### 1. Attendance

#### 1.1 Theory Classes (Face to face and asynchronous online)

- All students are required to maintain an attendance rate as specified in the Unit Profile.
- Students who do not meet the expected attendance requirements will be reported to the Academic Dean. The Academic Services Manager will contact the student via email in addition to mailing a written warning regarding attendance.

#### 1.2 Practical Classes

- All students are required to maintain an attendance rate as specified in the Unit Profile.
- The attendance requirements of practical classes are clearly identified in the unit profiles.
- Attendance and participation are required in practical classes including serving as models for each other to examine and practice technical skills.
- Students who do not achieve the required practical attendance will be asked to repeat the unit to ensure they have sufficient practical experience and are capable of progressing to the next level of skill development.

#### 1.3 Student Placement / Clinics

- Any unit in which a student is required to attend a clinical placement must maintain a 90% attendance.
- In the event of one of the following reasons and with relevant supporting documentation, a student may be eligible to miss the equivalent of one full week of scheduled placement / clinic sessions:
  - Serious personal or emotional trauma (death of an immediate family member);
  - Illness, with a certificate from a registered health practitioner;
  - Participation in a sporting event at a National or International level.
- The following are not considered valid reasons for missing placements or clinical sessions:
  - Work commitments;
  - Holiday arrangements;

- Social and leisure events or personal commitments (weddings);
- Transportation problems.
- Students are required to make up all excusable clinical sessions required to receive credit for the unit.
- Students who miss more than the allowable number of clinic sessions, or a quantum specifically authorised will not be allowed to continue attending clinic, will receive a Fail grade for that clinical unit and will be required to re-sit the unit.

## 2. Absences

**2.1 Absence:** a student is considered and will be recorded as absent from class if the student:

- i. Is not in class within the first 15 minutes of the scheduled class start time;
- ii. Did not attend the class at all;
- iii. Left class early and without permission to do so.

## 2.2 Excused Absence

- All students are eligible for excused absences.
- The following are considered acceptable reasons for excused absences:
  - Serious personal or emotional trauma (death of an immediate family member);
  - Illness, with a certificate from a registered health practitioner;
  - Participation in an ACC approved seminar, conference or professional development activity;
  - Participation in a sporting event at a National or International level.
- Students must provide supporting documents for unavoidable absences due to illness or for other exceptional reasons as soon as possible. All documents will be recorded and maintained on record.
- Content missed during the excused absence(s) remains the responsibility of the student.

## 3. Staff Responsibility

- It is the responsibility of the Lecturer(s) concerned to record student attendance for each class, whether delivered face-to-face or on-line.
- Attendance records, either physical or within the Student Management System, will be monitored by the Academic Services Manager.
- The Academic Services Manager will ensure that all attendance records are up to date and secure in the event that:
  - The College is required to provide evidence of a student's attendance to Australian Customs and Immigration;
  - Students seeking an appeal in the event of receiving a fail grade or having their enrolment in a subject cancelled due to non-attendance.
- Absences of International Students will be reported by the lecturer to the Academic Services Manager as and when they occur. All other students' absenteeism will be monitored by the lecturer and reported to the Academic Services Manager when individual levels approach both 10% and 20%. The Academic Services Manager will issue a warning letter to all students who start to approach unacceptable levels of attendance and will take further action as necessary with respect to students

whose attendance falls below the minimum attendance level for lectures and tutorials as prescribed on the Unit Profiles.

## IMPLEMENTATION and MONITORING

The Academic Dean is responsible for the management of the student attendance throughout the degree program.

The Director of Student Clinics will be responsible for the attendance of interns within clinical settings.

## POLICY REVIEW

The ACC's *Attendance Policy and Procedure* is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

## VERSION CONTROL

<b>Document:</b> S005 Attendance Policy and Procedures		
<b>Responsible Officer:</b> Academic Dean		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 15 January 2018
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 1 September 2021
<b>Version:</b> V2.1	<b>Replaces Version(s):</b> V2.0	<b>Next Review:</b> September 2024
<b>Nature of Change</b>	<ul style="list-style-type: none"><li>• Minor spelling, other text and formatting edits.</li><li>• Addition of definitions</li><li>• Attendance changed from 100% to 90% in clause 1.3</li></ul>	