



## ATTENDANCE

### Policy

#### 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.

#### PURPOSE

The Attendance Policy establishes the expectation of acceptable attendance for students of the ACC.

#### SCOPE

This Policy 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

Specific attendance requirements apply to all students and are clearly stated in unit profiles. The attendance requirements in a unit apply to both on-campus classes and classes conducted by electronic means in that unit.

Any student who arrives , 15 minutes or more, late without prior permission will be marked as late.

Any student who leaves class, 15 minutes or more, early without prior permission or leaves in a break and doesn't return will be marked as late.

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.

Students who are absent for four (4) consecutive weeks, without notifying the College, will have their enrolment withdrawn as of the first working day of the fifth (5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. Changes to the enrolment status of a student will be

processed in line with the Alteration of Student Enrolment Status Policy and, where relevant, with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## IMPLEMENTATION and MONITORING

The Academic Dean is responsible for the management of the student attendance across ACC programs.

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

## POLICY REVIEW

The ACC's *Attendance Policy* 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>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 14 December 2022
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 22 February 2023
<b>Version:</b> V3.1	<b>Replaces Version(s):</b> V3.0	<b>Next Review:</b> February 2026
<b>HESF</b>	1.4 Learning Outcomes and Assessment	1.4.3 1.4.4
<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> <p>December 2022</p> <ul style="list-style-type: none"> <li>Separate Policy and Procedures</li> <li>Remove attendance requirements specific to International Students. Attendance for International Students is only required for ELICOS and VET, not higher education</li> <li>Remove attendance requirements specific for students receiving government support as this is not required</li> <li>Convert from future to present tense.</li> </ul> <p>February 2023</p> <ul style="list-style-type: none"> <li>Removed definition of International Student as it is not a term used in the Policy</li> <li>Included treatment of late students</li> <li>Amended leaving early from absent to late</li> <li>Included the HESF reference in the Version Control Table.</li> </ul>	