



ATTENDANCE

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.

PURPOSE

The Attendance Procedures outlines the roles and responsibilities of all ACC staff and students with regard to attendance of Classes and its monitoring.

SCOPE

This Procedure is allies to all staff and Students.

This Procedure applies to units which have attendance requirements, including units delivered on campus and elements of those units delivered online.

PROCEDURES

1. Attendance

1.1 Lecture Classes (Face to face, synchronous and asynchronous online)

- Attendance requirements do not apply to Lecture classes.

1.2 Tutorial Classes (Face to face and synchronous online)

- All students are required to maintain an attendance rate as specified in the Unit Profile.
- Students who are not meeting the expected attendance requirements during the semester will be reported by the Unit Coordinator to the Academic Dean. The Unit Coordinator will contact the student, via email, to confirm a written warning regarding attendance. The written warning will be

held on the student's permanent record. The Unit Coordinator will refer the student to support services as required

- Students who do not achieve the required tutorial attendance at the end of the semester will be reported to the Grade Moderation Committee which will determine if a penalty will be applied and, if so, which penalty will be applied
- The severity of the penalty will take the following into consideration:
 - the level of non-attendance;
 - the grade achieved by the student for the unit; and
 - the level of participation of the student in classes which they attended.
- The penalties that may be applied are:
 - the student fails the unit and is required to repeat the unit; or
 - the student is required to undertake additional assessment to confirm that they have met the learning outcomes. This may include an assignment with a 500 word limit for each hour of absence.

1.3 Practical Classes

- All students are required to maintain an attendance rate as specified in the Unit Profile.
- 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 meet the expected attendance requirements during the semester will be reported by the Unit Coordinator to the Academic Dean. The Unit Coordinator will contact the student, via email, to confirm a written warning regarding attendance. The written warning will be held on the student's permanent record. The Unit Coordinator will refer the student to support services as required.
- Students who do not achieve the required practical attendance at the end of the semester will be reported to the Grade Moderation Committee who will determine if a penalty will be applied and, if so, which penalty will be applied.
- The severity of the penalty will take the following into consideration:
 - the level of non-attendance;
 - the grade achieved by the student for the unit, with specific consideration of the grade/s achieved against practical components of the unit;
 - the level of participation of the student in classes which they attended; and
 - the assessment of academic staff involved in the unit of the sufficiency of the student's practical experience and capability of progressing to the next level of skill development.
- The penalties that may be applied are:
 - the student fails the unit and is required to repeat the unit; or
 - the student is required to engage in additional practical sessions scheduled by ACC; and/or
 - the student is required to undertake additional assessment to confirm that they have met the learning outcomes.

1.4 Student Clinical Placement

- Any unit in which a student is required to attend a clinical placement must maintain a 90% attendance.
- In the event of one or more of the following reasons, and with relevant supporting documentation, a student may be eligible to miss the equivalent of one full week of scheduled clinical placement sessions due to:
 - Serious personal or emotional trauma (death of an immediate family member);
 - Illness, with a certificate from a registered health practitioner;
 - Agreed absence for a student approved under the Elite Athlete and Performer Policy.
- Students are required to make up all excusable clinical placement sessions required to receive credit for the unit.
- Students who miss more than the allowable number of clinical placement sessions, or a quantum specifically authorised, will not be allowed to continue attending clinical placement sessions, will receive a Fail grade for that unit and will be required to re-sit the unit.

2. Recording Attendance

2.1 Present: a student will be recorded as present if they are in their class/placement setting within 15 minutes of commencement, or, if having arrived on time to class the student remained until at least 15 minutes prior to the end of the class/placement setting.

2.2 Late: a student is considered and will be recorded as late to class if the student:

- Is not in their class/placement setting within the first 15 minutes of the scheduled start time. Should the student arrive after the lecturer/tutor/clinical educator/supervisor takes the class roll, it is the student's responsibility to report to the class lecturer/tutor/clinical educator/supervisor to have attendance marked as late rather than absent; and/or
- Left class/placement, 15 minutes or more, early and without permission to do so.

2.3 Absence: a student is considered and will be recorded as absent from class if the student did not attend the class at all.

2.4 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;
 - Agreed absence for a student approved under the Elite Athlete and Performer Policy.
- Where a student requires exemption from participating as a model in practical classes, they are required to submit a request for exemption to the Academic Dean. The submission must include reasons and documentation supporting the request. Where the reason for requesting the exemption is that the student has physical conditions that would be negatively impacted by being engaged as a model in a practical class, the request must be supported by a letter from an independent, i.e. not a family member or friend of the student, APHRA registered practitioner.

- 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 the student's permanent record.
- 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.
- 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 in the Student Management System for each class, whether delivered face-to-face or on-line.
- Attendance records are monitored by the Lecturer, Unit Coordinator and Clinical Coordinator.
- The Unit/Clinical Coordinator will ensure that all attendance records are up to date and secure. These records may be required for confirmation of student attendance and for evidence in the event that:
 - the Unit/Clinical Coordinator is required to issue a written warning to the student or report unacceptable attendance to the Grade Moderation Committee; and/or
 - a student appeals in the event of receiving a fail grade or having a penalty applied due to non-attendance.

IMPLEMENTATION and MONITORING

The Unit Coordinators/Clinical Coordinator are responsible for administration of the attendance records and identifying students that are not meeting attendance expectations.

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

The Clinical Coordinator is responsible for the attendance of students within clinical placement sessions.

POLICY REVIEW

The ACC's *Attendance 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

Document: S005P Attendance Procedures		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: 15 January 2018
Reviewed and approved by: Academic Board		Date: 1 September 2021
Reviewed and approved by: Chair Academic Board		Date: 14 April 2023
Version: V3.0	Replaces Version(s): V2.1	Next Review: December 2025
HESF	1.4 Learning Outcomes and Assessment	1.4.3 1.4.4
Nature of Change	<p>September 2021</p> <ul style="list-style-type: none"> • Minor spelling, other text and formatting edits. • Addition of definitions • Attendance changed from 100% to 90% in clause 1.3 <p>December 2022</p> <ul style="list-style-type: none"> • Separate Policy and Procedures • Clarify the factors to be considered in determining a penalty for non-attendance • Clarify the penalties available for unsatisfactory attendance • Delegate authority to the Grade Moderation Committee to determine penalties for unsatisfactory attendance • Convert from future to present tense. <p>April 2023</p> <ul style="list-style-type: none"> • Provide further clarity on the distinction between Present, Late and Absent • Include the HESF reference in the Version control table • Other minor amendments to terminology, for example change of clinical practical to clinical placement. 	