



Attendance Policy and Procedure

Institution	Kingsway Institute
Policy Name	Attendance Policy and Procedure
Policy Governance	Academic Manager
Date of Approval	July 2020
Review Date	July 2021
Version No.	3.1

1 PURPOSE

- 1.1 The policy of Kingsway Institute is that students must maintain a minimum of 80% attendance throughout their enrolment at Kingsway Institute.
- 1.2 Comply with the requirements of the National Code 2018 - Standard 8 relating to attendance monitoring for students on an Australian student visa.
- 1.3 Proactively notify, consult, and assist students who are at risk of failing to meet attendance requirements.

2 DEFINITION

The Institute	Kingsway Institute
SMS	Student Management System
SSO	Student Service Officer
Current Attendance	Students attendance averaged to date from commencement
Overall Attendance	The maximum possible attendance a student can achieve, if they are present for every single class moving forward.
Unsatisfactory Attendance	Where the student does not meet the minimum overall attendance of 80% of the scheduled course contact hours
Compassionate or Compelling Circumstance	<ul style="list-style-type: none"> - serious illness or injury, where a medical certificate states that the student was unable to attend classes - bereavement of close family members such as parents or grandparent (where possible, a death certificate to be provided) - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies - a traumatic experience which could include: involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime

3 POLICY

The Institute will monitor the attendance of students, to identify students at risk, to provide timely and appropriate intervention/support strategies. The Institute endeavours for all students to complete their course satisfactorily and to comply with their student visa conditions.



4 RESPONSIBILITY

The Academic Manager (with the support of the Student Service Officer), is responsible for the implementation of this policy, and also ensuring that staff members and students are aware of and following this policy.

5 PROCEDURE

Teaching staff must:

- Use the Class Roll to record student attendance at each scheduled session and note early departures and late arrivals.
- If the student is late, mark with an L and note the number of minutes late.
- Inform the Academic Manager if a student is absent for five days without notification

Administration staff must:

- Issue warning letters as required
- Contact the student by phone if necessary at the time of any warning letter.
- Consult students after warning letters have been issued and also if the student has been absent for 5 consecutive days or more.

Procedure:

- Collect the rolls at the end of every week and input the attendance data into the Institute's Student Management System
- The SMS calculates the attendance level of the student and also predicts the attendance level of the student by the end of their enrolment.
- Inform the Academic Manager of any student whose overall attendance has fallen and is between 85% - 89% and issue a warning letter and a meeting must be arranged to discuss reasons behind their absences.
- Issue a second warning letter if the student does not respond appropriately to the first warning letter and their overall attendance has fallen between 80% and 84%. A consultation session must be arranged with the Academic Manager and student to discuss intervention strategies.
- Issue a final warning letter if the student does not respond appropriately to the first and second warning letters. A final warning letter and an intention to report will be issued when overall attendance has fallen and is below 80%. When a final warning letter and intention to report is issued, the letter advises the student that the Institute intends to report the breach via PRISMS and advises the student that they have the right to appeal within twenty working (20) days to the Institute.
- If the student chooses not to access the Institute's complaints and appeals process the breach will be reported via PRISMS.
- Notify the student of this and instruct them to contact the Department of Home Affairs (DHA) immediately.



Medical Certificates:

If a student presents a medical certificate for absences, it is to be recorded as an absence with medical certificate on the SMS. The medical certificate must be given to the Student Service Officer who will make a copy for the student's file and return the original to the student.

Absent for 5 Consecutive Days

If a student is absent for 5 consecutive days or more a warning letter must be issued immediately and a consultation session arranged with the Academic Manager or Administration Manager if the Academic Manager is not available.

Intervention and Consultation

If students have an overall attendance of 89% - 85% less to date, a first warning letter is issued and a meeting with student about reasons behind their attendance must be arranged.

If students have an overall attendance of 80%-84% less to date, then a second warning letter must be issued immediately and a consultation session arranged with the Academic manager to discuss intervention strategies for the student.

- At the course consultation interview the following intervention strategies may be put in place:
 - A fortnightly intervention meeting with the Academic Manager or a delegated person will be scheduled to review progress.
 - A fortnightly academic involvement report requested from the teacher.

Students who fail to attend the course consultation interview without a reasonable excuse may be reported to the DHA via PRISMS for unsatisfactory attendance.

Reporting attendance breaches

Where a student's overall attendance falls below 80% mid-way of a study period, despite consultations, the Academic manager or Student Services Officer reviews the student's circumstances to determine whether issuing of an Intention to Report notice is warranted.

The final warning and intention to report letter advises the student that the Institute intends to report the breach via PRISMS and advises them they have 20 working days in which to access the Institute's internal complaints and appeals process. If the student chooses not to access the Institute's complaints and appeal's process the breach will be reported to PRISMS. Notify the student of this and instruct them to contact the Department of Home Affairs (DHA) immediately.

Kingsway Institute may only decide to not report a student for breaching the overall 80% rate where:

- the student is still attending at least 70% of the scheduled course contact hours and provides genuine evidence of compassionate or compelling circumstances.



Calculation of Attendance

Attendance is calculated at the end of each week. Attendance will be inputted by the SSO into the SMS. The SSO will assess each student's overall attendance and issue any reminders and warnings as per the procedure.

Overall attendance is expressed as a percentage and is calculated as follows:

- Overall attendance is calculated as shown below:

$$\frac{A-B}{A} \times 100 = \text{Overall Attendance\%}$$

Where:

- A is the total number of scheduled course contact hours
- B is the total number of course contact hours that the student has been absent

Storage of Documents

Copies of all warning letters, notes from counselling sessions, medical certificates, and any other relevant documents must be placed on the student's file.

The following should be maintained in student files:

- warning letters
- notes from consultation sessions
- fortnightly academic involvement reports
- medical certificates
- appeal documents
- any other relevant documents

ATTENDANCE SCENARIO	ACTION
Overall Attendance has fallen and is between 85% and 89%	<ul style="list-style-type: none"> ▪ First Attendance Warning Letter is issued to student ▪ Inform Academic Manager ▪ Arrange a meeting with academic manager or student services to discuss reasoning behind absences.
Overall Attendance has fallen and is between 80% and 84%	<ul style="list-style-type: none"> ▪ Second Attendance Warning Letter is sent to the student's: ▪ Inform Academic Manager ▪ Arrange a consultation session with academic manager or delegated person
Overall Attendance has fallen and is 79% or below	<ul style="list-style-type: none"> ▪ Notice of Intention to Report to DHA is sent to the student. ▪ Advises the student of the potential breach of visa condition due to unsatisfactory attendance and their right to appeal within 20 working days ▪ Students are advised to provide evidence of compassionate and compelling circumstances (if any) ▪ If the review of compelling and compassionate circumstances is accepted, the student is provided an "outcome letter" advising they will not be reported for Unsatisfactory Attendance for current course. ▪ However, if no appeal and compelling or compassionate circumstances documentation is provided and accepted, then the student will be reported for Unsatisfactory Attendance via PRISMS



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| | <ul style="list-style-type: none">▪ If a student has submitted an appeal, which is deemed unsuccessful, the student is advised that their appeal is unsuccessful and they have 10 days to externally appeal and provide evidence. Otherwise, The Institute will report the student for unsatisfactory attendance.▪ If the student does externally appeal and evidence is provided, The Institute will place their decision to report on hold, until the external appeal process has reached an outcome.▪ All documents listed above are to be stored in electronic form in the student file. |
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