

PROCEDURE

STUDENT ATTENDANCE

1. SCOPE

This document describes the process to be followed when monitoring and recording student attendance.

It applies to teachers and students in all courses in order to maximise the use of class time when students are late or have to leave class early.

2. PURPOSE

2.1.1 To explain student attendance requirements so that students and staff are aware of the attendance requirements of the course.

2.1.2 To provide proof of attendance for audit purposes.

3. PROCESS

The student attendance process consists of four (4) components:

- Setting attendance expectations
- Students arriving late
- Students leaving class early
- Attendance problems affecting academic progress

4. SETTING ATTENDANCE EXPECTATIONS

Teachers must:

- keep a record of student attendance for each unit they teach
- explain to students at the first class for each unit:
- the attendance and participation requirements for the unit
- how these requirements affect assessment
- report to Administration if a student's lateness, leaving class early or
- Non-attendance causes disruptions and affects the progress of other students
- clearly explain the attendance requirements for International students and how this can affect their visas.

Students arriving late

Students

- have a responsibility not to create any disruption in class
- must observe the activities if it is difficult to participate in classroom activities.
- are responsible for finding out from the teacher or a classmate the material missed



Students leaving class early

Students

- must advise the teacher at the beginning of the class if they need to leave class early
- have a responsibility not to create any disruption in class
- are responsible for finding out from the teacher or a classmate the material missed

Attendance problems affecting academic progress

Teachers must:

- discuss with the student the effect that attendance is having on their academic progress
- determine whether there are legitimate reasons for the student being late or leaving early

Responsibility/Authority

- Teachers** are responsible for maintaining class attendance records and reporting all information to the office.
- Students** are responsible for regular class attendance and notifying the centre if they are to be absent
- Administration** is responsible for recording and reporting all attendance records received.