

Student Attendance Policy and Procedure

Purpose

The purpose of this procedure is to outline the system used for ensuring students meet the attendance requirements for all accredited courses delivered by the International College of Melbourne.

Scope of the policy

This policy applies to ICM and its employees, international students and to all staff who deal with matters concerning Vocational Education and Training (VET) attendance requirements.

Responsibility

The Administration Manager including trainers are responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

Policy

The International College of Melbourne has implemented the Department of Education- DHA Approved Course Progress Policy and Procedures for its VET courses; however, for the purpose of its accredited courses ICM will record attendance and require a minimum attendance of 80 per cent. This approach provides the student with the best chance of achieving course progress and gaining the course outcome.

Procedure

1. Trainers must use the daily student attendance record to record student attendance at each
 1. scheduled class and note early departures and late arrivals to calculate attendance percentage.
 2. The Administration Manager will use the attendance spreadsheet to collate and review each student's fortnightly attendance based on the trainer attendance records.
 3. If a student presents a medical certificate for absences record it as an absence with medical certificate, count it as an absence and copy the medical certificate into the student's file.
 4. Trainers must report, in writing, to the Head of training the details of any student who has missed 5 consecutive days without delay.
 5. If a student is absent for 5 consecutive days or in any other way has an attendance record that may be detrimentally affecting the student's capacity to complete training and assessment requirements for a unit or complete the qualification within the expected duration of study, then the provisions of the completion within the expected duration of study and the course progress and intervention strategy procedures will be implemented by trainers/assessors in collaboration with admin personnel.
 6. The process for determining the point at which the student has failed to meet satisfactory attendance, and procedure for notifying students who has failed to meet satisfactory attendance requirements will include:
 - o Unauthorised non-attendance for 5 consecutive days (Or two weeks) from the commencement of the course or 5 training days during study period.
 - o Non-attendance and late coming for training or early leaving from training which affects.
 - o below 80% of attendance for the study period.
 - o Continuation of non-attendance or low attendance which affects below 80% of attendance during the study period.

7. Trainer will contact the student using email and/or telephone to discuss the reasons for non-attendance or conduct verbal face-to-face discussion for late coming for training or early leaving from training.
8. Trainer will conduct a counselling interview with the student in accordance with the attendance procedure.
9. Trainer will offer individual support for acceptable situations of student circumstances (Medical, family issues and or travelling situations). Refer to individual support policy and procedures.

Intervention procedure

1. ICM will initiate intervention strategy and students will be given first warning letter if:
 - a. A student has been absent for five consecutive days; or
 - b. A student’s potential attendance for the study period falls below 90%, (missed 5 days in total).
 - c. The Student Support Officer will also contact the student who is absent to discuss the reasons for low attendance and agree on solutions.-
2. Where the student fails to speak with the Student Support Officer or the student’s attendance drops to a point where a potential attendance rate for the study period of 80% is not achievable then a second warning letter will be sent, and:
 - a. If the student’s potential attendance falls below 70% of the projected hours for the study period and course progress is unsatisfactory, ICM will notify the student in writing of its intention to report the student for not achieving satisfactory attendance.
 - b. The written notification will inform the student that s/he is able to access the internal and external complaints and appeals process as per Standard 8 and that the student has 20 working days in which to do so.
 - c. If the student does not appeal against an intention to report notification issued by ICM within 20 working days, or the student withdraws from the appeal process, ICM must report the student to the Department of Education through PRISMS
3. The Institute will implement its Intervention strategy to assist and support students so that they can attend training regularly and achieve satisfactory course progress. It will be recorded in the Intervention strategy form and will be placed in student’s file.