Attendance Policy

RSY-ACAD-PY-015-v2.0 Attendance Policy
## Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Review</th>
<th>Date of Implementation</th>
<th>Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>-</td>
<td>18 Jun 2009</td>
<td>-</td>
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<tr>
<td>1.1</td>
<td>Sep 2011</td>
<td>29 Sep 2011</td>
<td>Amended format of Policy. Updated Policy Framework for minimum attendance from 75% to 80% in a given subject/term, failing which, the student's work will be ineligible for assessment.</td>
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| 1.2     | Oct 2014       | Jan 2015               | Updated Policy Framework for the following:  
|         |                |                        | • Section 2b Students will be marked as absent if they are late for more than 30 minutes for a scheduled class  
|         |                |                        | • Section 2c-d Degree / VET students will be marked absent for a full class if they are marked late 3 times and 2 times respectively in a single term |
| 2.0     | Apr 2015       | 1 May 2015             | • Updated to RCDC standard policy template  
|         |                |                        | • Section 2 Updated Definitions of Terms  
|         |                |                        | • Section 6 Added Procedure for Monitoring Attendance  
|         |                |                        | • Section 7 Added Attendance Requirements for International Students in VET courses  
|         |                |                        | • Section 8 Added References and Documents |

**Approved by:** Academic Board on 1 May 2015

**Distribution List**

To:  
RCDC Academic Staff  
RCDC Student Services Staff  
RCDC Students

Cc:  
Chair, Council  
Chair, Senior Management Committee
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1 Purpose

The objective of the Policy is to:

- Promote the benefits of attending classes.
- Make accessible information to students of the impact of sustained periods of non-attendance or lateness.
- Encourage the habit of punctuality

RCDC encourages students to attend all scheduled classes to optimise academic success and practice discipline needed in the work place.

2 Scope

This policy applies to all RCDC onshore students.

3 Definition of Terms

A scheduled class refers to one session of class time, in accordance to the attendance roll.

A full class refers to the total contact hours timetabled for the subject in a week.

Onshore students refer to RCDC’s students (both domestic and international) studying in its Australian campus.

PRISMS refers to Provider Registration and International Student Management Systems

Satisfactory attendance refers to at least 80% of the scheduled course contact hours for the duration of the study period.

4 Policy framework

4.1 RCDC encourages students to attend all scheduled classes to optimise academic success. When a student’s attendance falls below 80% without adequate explanation their final mark will be automatically limited to, at best, a Pass.

4.2 Punctuality is encouraged as best practice to prepare students for industry.

a. Students who are more than 10 minutes late for a scheduled class will be marked late (L).

b. Students who are more than 30 minutes late for a scheduled class will be marked absent (.), and not allowed to enter the room until a suitable break.

c. If a Degree student has been marked late 3 times in a single term, they will be marked absent for a full class.

d. If a VET student has been marked late 2 times in a single term, they will be marked absent for a full class.

4.3 RCDC will act in a fair manner.

a. Student appeals on lateness and non-attendance will be dealt with on a case by case basis at the discretion of the Program Director (PD).

b. If a student is absent for medical reasons they must submit a medical certificate to Student Services. (Normally they will not be marked absent, however further enquiries can be made.)
c. If a student is absent on compassionate grounds they must make an appointment with the relevant Program Director for special consideration. In some cases further enquiries may be made.

5 Policy Requirements

5.1 RCDC will comply with the requirements of external accrediting and funding authorities in monitoring student attendance.

5.2 RCDC will comply with the requirements of 3rd party agreements with regards to monitoring student attendance.

5.3. RCDC will make information accessible to students relating to the impact of sustained periods of non-attendance.

6 Procedure for Monitoring Attendance

6.1 Attendance is recorded for every class. Students are expected to attend all classes on time as scheduled on the timetable. Satisfactory attendance is deemed to be greater than 80% of the scheduled course contact hours. Anything below the minimum attendance requirement of 80% is not regarded as sufficient if a student is to perform well at study.

6.2 Students who fail to meet the minimum 80 % attendance during the study period will be deemed in breach of the RCDC’s attendance policy. Written and verbal communication will be made during the monitoring stage.

6.3 Attendance will be monitored by the lecturers supervising the class. Attendance rolls will be submitted by week two of the term to Student Services staff, who will review and monitor students’ attendance records. This progressive monitoring of attendance aims to ensure that a student’s attendance does not fall below 80%.

6.4 Where students have not met satisfactory attendance, Student Services will issue them with a low attendance warning letter (See Appendix One)

6.5 If the issue remains unresolved and attendance falls below 80% during the term, the measures described in this policy will be implemented. The student will be at high risk of failing the subjects undertaken in the term, thus making unsatisfactory course progress in their degree. International students who have made unsatisfactory course progress are in danger of breaching their visa requirements (Refer to Education Services for Overseas Students Act 2000 - National Code, Part D Standard 11)

6.6 Student Services staff are responsible for contacting students who have been identified as requiring intervention due to their unsatisfactory course progress caused by poor attendance before the start of the new term. Student Services together with the Program Directors are responsible for counselling students and recommending remedial action for the following term (Please refer to Course Progress Policy and Procedure). If students have any concerns or questions regarding their attendance they should consult either Student Services or their Program Directors.

6.7 Electronic copy of all correspondence with students will be recorded on the Student Management System.

7 Attendance Requirements for International Students enrolled in VET courses

7.1 In accordance with Education Services for Overseas Students Act 2000 - National Code, Part D Standard 11, international students enrolled in RCDC's VET courses are required to attend at least 80 per cent of the scheduled course contact hours.
7.2 RCDC will regularly assess the attendance of the VET student in accordance to this Policy. Where the student is at risk of not attending for at least 80% of the scheduled course contact hours for the course in which he or she is enrolled, a low attendance warning letter will be issued to the students concerned after the term’s census date.

7.3 Where RCDC has assessed the student as not achieving satisfactory attendance for the courses identified after mid-term (week 6), RCDC will notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The student will be informed that he or she is able to access RCDC's complaints and appeals process within 20 working days.

**Reporting to the Department of Immigration and Border Protection (DIBP)**

7.4 Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, or withdraws from the process, or the process is completed and results in a decision supporting RCDC, RCDC will proceed to notify the DIBP through PRISMS that the student is not achieving satisfactory attendance.

7.5 RCDC may only decide not to report the VET student for breaching the 80% attendance requirement where the student records clearly indicate that the student is maintaining satisfactory course progress, and RCDC confirms that the student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled in.

**8 References and Related Documents**

ESOS National Code, Part D Standard 11

Department of Immigration and Border Protection

RCDC Course Progress Policy and Procedure
Appendix One

Sample of Low Attendance Warning Letter

Date

First name Family name
Address
Student ID: Student No

Dear First Name,

It has come to our attention that your attendance has dropped below 80% in the following class(es):

Subject 1
Subject 2

This is an extremely serious matter. I hope that you understand the seriousness of this matter and I refer you to the following excerpt from the RCDC Attendance Policy available in the Student Handbook:

1. RCDC requires students to attend all scheduled classes to optimise academic success. When a student’s attendance falls below 80% without adequate explanation their final mark will be automatically limited to a Pass at best.

The best course of action for you to take is to discuss this matter with your lecturer and your Program Director. Please note that if you have medical certificates or other documentation that provide valid reasons for your absence, they must be brought to Student Services at your earliest convenience.

If you do not pass all your subjects this term, your course progress may be deemed as unsatisfactory and you may be placed on an academic intervention strategy the following term. Please refer to Raffles’ Course Progress Policy and Procedure available on our website (www.raffles.edu.au).

Visa implications for international students

Under the Education Services for Overseas Students Act 2000 - National Code, Part D the College is obliged to report to the Department of Immigration and Border Protection (DIBP) any international student who completes two consecutive terms with unsatisfactory course progress and any VET international student that fails to attend at least 80% of their course hours in any single term. This notification to DIBP will affect the status of your student visa.

Please be reminded that there are numerous staff members available to talk to about academic and non-academic issues, for example:

• Your Program Director
• The Academic Director
• Academic Support Officers

Yours sincerely,

Name
Student Services Manager