

Attendance & Participation Policy

Purpose

This policy establishes the principles and processes by which Collarts will monitor attendance within the rules of Collarts, the *Higher Education Standards 2015*, the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2018*.

Scope

This policy applies to all students enrolled in a course of study at Collarts. This policy also applies to College staff when recording and monitoring class attendance.

Related Policies

This policy should be read in conjunction with the following college policies:

- *Monitoring Academic Progression Policy*
- *Intervention Strategy Guidelines*
- *Special Consideration Policy*
- *Grievance & Appeals Policy*

All College policies referenced in this document can be accessed via the *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Definition of Key Terms

"Alert Letters" notification sent to students advising they are not achieving satisfactory course progression or maintain satisfactory course attendance and the intervention strategies available to them

"Intervention Strategy" individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance

"Academic Progression" successfully completing the requirements of all required units in their course of study to achieve the qualification (award)

Policy

Scheduled classes such as lectures, tutorials, seminars and workshops are an essential part of the program delivery at Collarts. Learning occurs in a number of ways and different types of classes are designed to achieve the learning outcomes specific to each course of study.

During classes there is a transmission of knowledge and skills through learning activities and the interaction of teacher and student, and student with fellow students. Where students do not attend class and/or participate in the learning activities, they may not be able to meet the learning outcomes and requirements of their course and are at risk of failing.

The most serious consequence of absence is the exclusion from this significant component of learning in a tertiary context. A further consequence of absenteeism is the undermining of morale and the normal functioning of a class.

Collarts encourages 100% attendance for all classes. However for some units of study, student absences undermine the morale and function of the class and these units have a minimum attendance requirement and attendance penalties will be applied for unexplained and undocumented absences

Addressing Participation

Attendance at lectures and other structured learning activities is recommended but not compulsory.

Compulsory or minimum levels of attendance may be prescribed for any professional experience or community experience program or any practical, laboratory or skill-based classes in which attendance is integral to achievement of the learning outcomes of the unit. Any unit where attendance is mandated, reasoning for the compulsory attendance requirement must be presented to the Teaching and Learning Committee for approval prior to the commencement of the unit.

For units where an attendance requirement is mandated, the attendance must be displayed on the Unit Outline together with the reasons why attendance is required, the consequences of not meeting those requirements and the procedures to be followed should a student fail to attend any required classes for the unit due to illness and/or personal circumstances beyond their control.

A **three step system** will be adopted to address absenteeism in those units where attendance is required:

1. **Notification.** A student must be contacted to meet with the Program Leader, when the student has recorded one of the following:
 - two consecutive absences for the unit; or
 - three cumulative absences for the unit
2. **Counselling.** Upon repeat of Step 1 (Notification) condition or failure to respond to notification and requires the student to attend a meeting with the Program Leader to develop an intervention strategy to support the difficulties or circumstances causing the poor rate of attendance which is recorded in the student file.
3. **Suspension of Enrolment.** To be utilised as a result of repeated and acute absenteeism; failure to attend classes or no response to Steps 1 (Notification) and 2 (Counselling). The recommendation will be made by the Program Leader to the Dean.

Attendance Rolls

A class roll will be organised for classes such as lectures, tutorials, workshops and ensembles. The lecturer or tutor will mark attendance during the class. The lecturer or tutor will not chase students who are not present at the time attendance is recorded. Attendance is recorded in the student management system and this becomes the student's record of attendance.

Approved Leave

There are three types of approved leave:

- a. **Internship:** where an internship activity is linked to an external event and is beyond the control of the student or the College, leave must be approved by the Program Leader.
- b. **Medical:** where serious illness or injury has prevented a student from achieving the minimum attendance requirement. Evidence requires a certificate from medical practitioner that has no personal relationship with the student and verification by Student Services or the Office of the Registrar.
- c. **Misadventure:** where compassionate or compelling circumstances beyond the control of a student has prevented them from achieving the minimum attendance requirement. Evidence requires a statement of support to the circumstances.

An *Absence from Class Form* and the appropriate evidence as identified above must be submitted to the Office of the Registrar within five working days of a missed class or assessment. The application form can be lodged via MyCollarts and the medical certificate must be hand delivered to Student Services to prevent the absence being recorded as unexplained and undocumented.

Absence from an Assessment

Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being a grade of Fail. Where the professional demands of a discipline require the absolute meeting of a deadline then it is acceptable to impose a 'no-tolerance' approach to an assessment deadline. An example of this circumstance is the staging of events. Where failure to attend impedes group work then it is permissible to exclude a student. Exclusion will result in a grade of Fail for the group assessment.

If a student is absent from an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration. To apply for special consideration, students should lodge an *Application for Special Consideration Form* with the required supporting evidence to the Office of the Registrar within five working days of the missed assessment. The form can be downloaded via the *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

For more information on applying for special consideration and how an application will be assessed, please refer to the College Special Consideration Policy which can be found in the Student Handbook or downloaded from the *Student Resources* section the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

International Students

The Education Services for Overseas Students (ESOS) Act 2000 requires all international students to attend classes in accordance with the College **Attendance & Participation Policy** during their study with Collarts.

There is a strong correlation between attendance and performance. The systematic approach by Collarts to record and review attendance assists in the monitoring of course progression of our international students in accordance with the National Code 2018. A decline in attendance will trigger a number of intervention strategies designed to assist a student to maintain satisfactory course progression. The first level of response is an '*Attendance Alert Letter*' which advises the student of their current attendance level and the impact this may have on course progression and their visa conditions should this pattern continue. Where attendance does not improve and the student is at risk of not achieving satisfactory course progression, an escalated response includes a series of *Academic Progression Alert Letters* and the implementation of an Intervention Strategy as per the *Intervention Strategy Guidelines*.

International students who do not achieve satisfactory academic progression in two consecutive trimesters will be advised of Collarts intention to report the breach to the Department of Home Affairs via PRISMS, which may result in the cancellation of their student visa. For more information on how Collarts reports unsatisfactory course progression, please refer to the College *Monitoring Academic Progression Policy* which can be downloaded from the *Student Resources* section the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Approvals:

Next Policy Review Cycle: December 2022

As part of the College Policy Review Cycle, this policy will be presented to the Teaching & Learning Committee at the meeting of January 2020 and awaits ratification by the Academic Board at the meeting of 19 February 2020.