

ATTENDANCE

The Academy's Attendance policy is designed to ensure you get the most from your studies and is rigorously enforced. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

Key Points:

- You are expected to attend at least 80% of classes in each unit you enrol in.
- The roll is marked twice in every class, and partial absences are noted.
- If you miss more than 20% of classes and do not receive Special Consideration, your final unit grade will be affected.
- If you miss more than one third of your classes in a unit, regardless of Special Consideration, you will not be eligible for assessment and will have to repeat the unit.

POLICY AND PROCEDURE: ATTENDANCE

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| Endorsed by | Director |
| Date created | 4 April 2005 |
| Revision date(s) and scope | 29 November 2005 – updated 28 June 2010 – updated to include new roll marking system 4 August 2010 – updated with new ‘At Risk’ warning procedure March 2011 – remediation policy revised following AB meeting 11/01 April 2014 – review of procedure January 2016 – updated as per Academic Board 15-04, to align procedure with new student management system |
| Review date(s) | November 2008 November 2011 November 2014 |
| Next review date | November 2017 |

Scope

This policy applies to Academy student attendance and related records for all courses/units.

Policy Statement

Regular, punctual attendance at scheduled classes is necessary to maximise student learning and opportunities for attaining learning objectives, to develop professionalism and a strong academic and creative community, and to ensure academic staff are confident that assessment work submitted is the student’s own.

The Academic Board is ultimately responsible for developing and overseeing this policy. The following document outlines delegations of responsibility, specific requirements for attendance, the mechanisms by which attendance is monitored to ensure the policy is applied effectively and consistently, and the consequences of non-attendance.

Procedure

Overview

Students are expected to attend at least 80% of classes in each unit they undertake.

Students who exceed the number of allowable absences will have their final unit grade moderated down one level, unless the additional absences are covered by approved Special Consideration.

Students absent for more than one third of classes will be ineligible for assessment and unable to satisfactorily complete the unit, irrespective of Special Consideration.

Responsibilities

Responsibility for administering this policy and for developing, implementing, monitoring and reviewing appropriate procedures is delegated to the Student Progress Committee.

The Registrar is responsible for operational matters including records management, compliance and quality assurance. Academic staff are individually responsible for ensuring their class attendance records are kept accurately and in accordance with correct procedure.

Administrative staff are responsible for ensuring students are informed of attendance requirements at Orientation, and that copies of the policy are readily available.

It is each student’s responsibility to keep track of their attendance for all of their units, and to consult the tutor if uncertain.

Attendance Monitoring and Calculation

Attendance is recorded via the Omnivox learning platform. In each class the tutor will sign in to the Omnivox portal. Tutors will note any late arrivals or early departures, recording absences for the appropriate date in round numbers of ‘hour or part thereof’. A student up to 10 minutes late may be excused; thereafter they will be considered absent for the full hour(s).

The Student Records Office will monitor the system to ensure that:



- tutors are keeping their class roll up to date, and
- students are attending regularly.

The Registrar will compile regular reports, using the online management system, to identify students at risk of Unsatisfactory Attendance (see below), as per the Academy's *Intervention Strategy*.

Unsatisfactory Attendance

A student's attendance will be deemed unsatisfactory if the student is absent for more than 20% of the total hours for the unit. This shall trigger an automated message to the student, via the Mio messaging system, noting that their attendance for the class has potentially reached an unsatisfactory level and reminding them of the Academy's attendance policy and the consequences of breaching attendance requirements.

A student who has accrued more than 20% absences but less than a third (33.3%) of the total unit hours shall be entitled to submit an application for Special Consideration to the Student Progress Committee. This application should be submitted to the Registrar's Office as soon as possible and no later than Week 16 of Semester – ie, the Test of Knowledge and Understanding. Approved Medical Certificates and other instances of Special Consideration related to non-attendance will be recorded by the Registrar.

A student whose attendance is deemed unsatisfactory and who does not submit an application for Special Consideration, or whose application for Special Consideration is unsuccessful, will have their assessed grade moderated by the Student Progress Committee, generally reducing it by 10% below the assessed grade.

For example:

- An assessed result of 86% (HD) would be moderated to 76% and receive a final grade of DI.
- An assessed result of 62% (CR) would be moderated to 52% and receive a final grade of PS, etc.

An assessed result in the 50–59% assessment bracket (PS) will be moderated to either:

- PC (Pass Conceded) grade, or
- SA (Supplementary Assessment), requiring additional work specified by the Student Progress Committee in consultation with the appropriate program coordinator. Students who satisfactorily complete the supplementary work will be graded PC (Pass Conceded).

A student whose attendance is deemed unsatisfactory and who successfully applies for Special Consideration for the additional absences in excess of the permitted 20% absences will retain their initial grade assessment.

If a student accumulates class absences totally a third (33.3%) or more of the total unit hours, regardless of any applications for Special Consideration, they will be deemed ineligible for assessment and will receive a unit grade of 'IR' (Incomplete - Repeat). They must repeat that unit at a later date and will be charged accordingly. In such a situation, a representative of academic administration will endeavour to contact the student as soon as possible and alert them to the unit outcome.