ATTENDANCE POLICY AND PROCEDURE – LOCAL STUDENTS

1 PURPOSE

This document refers to Study Group Australia Pty Limited’s attendance requirements for local students and those not holding a student visa, and includes the procedures that will be implemented where poor attendance becomes evident.

2 SCOPE

This policy applies to local students enrolled within all vocational education and training programmes offered by Study Group Australia Pty Limited (SGA), trading as Martin College (the College). It also applies to students who are Permanent Residents, and holders of Temporary Visas, such as Working Holiday Visas and Tourist Visas. It does not apply to International Student Visa Holders; refer instead to Attendance Policy and Procedure – International Student Visa Holders.

3 GENERAL POLICY

The College monitors attendance closely. It is proactive in notifying and counselling students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course.

Students with children in child-care should, where possible, have alternative arrangements for care if the children are ill and cannot attend such child-care.

Students will receive an overall attendance rating on their reports. Ratings range from excellent to unsatisfactory; future employers will take note of this.

4 ABSENCE DUE TO ILLNESS

It is advisable for a student who is ill to obtain a medical certificate. This certificate is to be produced for recording, and then retained by the student. (A medical certificate does not cancel an absence; it only provides an explanation and must be presented within one month of its date of issue.)

A student who is too ill to immediately continue his/her studies may apply for special leave and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. (Refer to the Student Application to Defer or Temporarily Suspend Studies Policy for further information.)

Medical and dental appointments should be made after college hours when they will not conflict with scheduled classes.

5 ATTENDANCE MONITORING

Lessons commence promptly - please do not be late.

Each student’s attendance is recorded on the classroom roll for every class for which he/she is scheduled. This data is collated, stored electronically, and used to calculate the individual student’s attendance for every week for the duration of the course.

The College will review attendance records weekly, and will contact any student identified as having unsatisfactory attendance (i.e. less than 80%) within any one study block or who at any time is absent for more than 5 consecutive scheduled days without prior approval. The contact will be in the form of a written warning, reminding the student of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.
Should the student’s overall attendance level continue to fall until it is between 80% to 85%, a further written warning will be issued to the student, again reminding him/her of the condition of at least 80% attendance of all scheduled contact hours for the duration of the course, and asking him/her to meet with the nominated staff member.

If a significant improvement is not immediately noted, and the student’s attendance level continues to fall and he/she is unable to achieve at least 80% through total attendance for the remainder of the course, then the College will place the student on Provisional Enrolment.

The student will be required to sign a Provisional Enrolment contract, which sets out the College’s conditions in relation to attendance for a specified period. If these conditions are not met, then the College will notify the student in writing of its intention to cancel the student’s enrolment for not maintaining satisfactory attendance. The written notice of the College’s decision will inform the student that he/she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so.

A copy of the written notification will be placed on the student’s file along with records of all contact with and counselling given in relation to attendance.

6  SPECIAL CONSIDERATION

The College appreciates that from time to time, a student may not be able to attend classes due to circumstances beyond his/her control. In such circumstances, the Campus Director of Studies – Vocational Education and Training (DOS-VET) will use his/her professional judgement to assess each case on its individual merits, using the evidence provided. The DOS-VET may decide not to place the student on Provisional Enrolment if:

i)  there is documentary evidence demonstrating that compassionate or compelling circumstances apply; and

ii)  the student is maintaining satisfactory academic progress; and

iii)  the student attended at least 70% of the scheduled course contact hours.

A copy of the evidence will be retained in the student’s file.