

Student Attendance Recording, Monitoring and Reporting Policy and Procedure HEPP70

PURPOSE

The purpose of this policy and procedure is to outline Southern Cross Education Institute (Higher Education)'s processes for recording, monitoring, and reporting students' attendance at scheduled classes.

SCOPE

This policy and procedure apply to all the Southern Cross Education Institute (Higher Education) staff responsible for recording, monitoring, and reporting the attendance of students.

DEFINITIONS

At Risk	Class attendance is significantly low (i.e., less than 80%) in all available classes in a unit or course during a study period for a given timeframe (e.g., semester), fails a pre-requisite unit, does not achieve satisfactory progress (50% or above), or fails to demonstrate satisfactory progress in a unit/course.
CoE	Confirmation of Enrolment
DHA	Department of Home Affairs
ESOS Act	Education Services for Overseas Students Act 2000
Intervention	A procedure where Student Welfare Officer (SWO) and Academic Support Coordinator (ASC) assist students to ensure satisfactory academic progress and general wellbeing by providing specific support services to the student or refers to an external support service.
PRISMS	Provider Registration and International Student Management System
SCEI-HE	Southern Cross Education Institute (Higher Education)
Student	A person (within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations. A domestic student will have Australian or New Zealand citizenship, or holds a permanent resident/humanitarian visa.

POLICY

1. The academic staff of SCEI-HE will record attendance for all classes, observe students' progress in their units and course regularly, contact SWO/ASC/Course Coordinator/Academic Director about students not making satisfactory progress, and help implement appropriate intervention strategies for satisfactory progress.
2. All international students are responsible for their own attendance to scheduled classes.
3. Students are required to attain a **minimum of 80%** of scheduled or available class attendances for a study period, unit, or a course (if 1 study period in duration) to comply with the National Code 2018 (e.g., Section 8.8).
4. To join SCEI-HE's professional placement programs, students with a minimum of 80% class attendances of all available classes they attended for a study period, unit or a course will get priority. However, we will consider some circumstances on a case-by-case basis if the minimum requirement is not met. These circumstances are:
 - 4.1 compassionate or compelling circumstance with documentary evidence;
 - 4.2 SCEI-HE's intervention strategy as a part of less than 80% class attendance requirement;
 - 4.3 Credit transfer and/or recognition of prior learning (RPL) are provided; or
 - 4.4 Co/Prerequisite units are not available in that study period.
5. All lecturers are informed of this policy and procedure and the importance of accuracy when completing the Attendance Record through induction and regular monitoring by Course Coordinators.
6. Students are made aware of the 80% attendance requirements outlined above through pre-enrolment information, at enrolment, at orientation, in the first 4 weeks of the semester, via Moodle, and throughout the study. Communication will be sent to students using their **SCEI-HE email addresses**.

PROCEDURE

1. Recording Attendance

- 1.1 The **Unit Lecturer** will record attendance at the **start of each class**, and update in Student Management System (Paradigm). It is the **Unit Lecturer's** responsibility to ensure all attendance records from that week are entered into the Paradigm **promptly**.
- 1.2 Paradigm automatically calculates the student's actual and projected attendance percentage based on the attendance data entered by the Unit Lecturer.
- 1.3 A student, who misses part of a class, shall be marked as absent for hours missed during the class. Only the hours attended will be recorded e.g., if a student attended from 9.00 am to 11.00 am, this is recorded on the attendance sheet.
- 1.4 Students who supply medical certificates for absences must still be recorded as absent for the period with a medical certificate. A copy of the medical certificate must be submitted to the **Student Services Officer** and filed in the Students Administration File and Paradigm.

2. Intervention Strategies

- 2.1 In consultation with the Course Coordinator and lecturer, the SWO and/or ASC will identify at-risk students.
- 2.2 The SWO or ASC will send a Student Attendance Warning Letter to those students identified at risk during semester break. Those students will be required to organise an appointment with SWO or ASC to discuss attendance records. SWO/ASC will identify and implement intervention strategies, and those need to be agreed upon, written, and signed by the student and SWO/ASC. Relevant lecturer and coordinator, and Academic Director will be informed and consulted as appropriate.
- 2.3 Copies of warning letters and all supporting documentation relating to attendance, including signed intervention strategies, must be placed in the Student's Administration File or Paradigm.
- 2.4 No action is required for students who maintain an average of 80% attendance of all scheduled classes for a unit, study period or course (if the duration is less than a study period).

RELATED DOCUMENTS

Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure HEPP58
International Student Monitoring Course Progress Policy and Procedure HEPP59
Student Complaint and Grievance Policy and Procedure HEPP03

LEGISLATIVE CONTEXT

Education Services for Overseas Students Act 2000
Education Services for Overseas Students Regulations 2001
National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8

RESPONSIBILITIES

Academic Director and Course Coordinators: Responsible for overseeing the implementation and compliance with this policy and to ensure that staff and students are aware of its application and implement its requirements.

Student Welfare Officer/Academic Support Coordinator: Responsible for implementing this policy and procedure.

Students: Responsible for abiding by this policy and procedure.

DOCUMENT AND RECORD CONTROL

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