

## Policy Title

Student Attendance Monitoring Diplomas Policy

## Purpose

Diplomas student attendance is monitored for workshops and tutorials to support and assist students achieving positive learning outcomes.

## Scope

This policy applies to Monash College Diplomas Melbourne students.

## Policy Statement

Students are required to attend all scheduled classes and a minimum attendance of 80% is expected. This level of attendance provides the best opportunity for students to satisfactorily complete their course requirements.

The Diplomas Attendance Monitoring System (AMS) is used to mark student attendance. AMS reports to monitor student attendance are accessible through Qlikview. Teachers are encouraged to mark attendance at the start of each class and should complete marking attendance within 24 hours. Access to the class list in AMS is limited to seven days from each class.

Student attendance is monitored and students with attendance below 80% in week 3, 5 and 7 are sent Attendance Warning Notifications. Students are encouraged to arrange an Academic Support Meeting with either a Learning Consultant or Team Leader/Academic Manager to help identify the difficulties impacting their attendance and academic progress or to refer them to the relevant support services.

Students that miss a class must provide supporting documentation to Student Administration within two teaching days of returning to class. Students who do not attend workshops/tutorials for ten consecutive days will be deemed an 'absent' student and will be escalated as a 'missing' student if they do not respond to attempts at contact within four teaching days as per the Missing Students Procedure.

Under 18 students are monitored as above but will be considered 'absent' if they have not attended workshops/tutorials for five consecutive teaching days and will be escalated as a 'missing' student if they do not respond to attempts at contact within two teaching days. Under 18 Guardians are also notified if an Attendance Warning Notification has been sent.

## Records Management

The Student Monitoring and Attendance Diplomas Policy is a Level 3 Business Unit Policy. The latest approved version of the Policy will be stored on The Source and the Monash College website. The policy owner will maintain a record of issues relevant to the Policy for consideration at the time of review.

<b>Legislation and Standards</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>Reference Policies and Supporting Documentation</b>	Absence Form Missing Student Policy Non-Academic Suspension and Exclusion Policy Student Attendance Monitoring Procedure
<b>Responsibility for Implementation</b>	Reporting, Planning and Operations Team Learning Consultant Team Leader Associate Directors, Diplomas Deputy Director, Diplomas Team Leaders, Diplomas Academic Manager, Diplomas Under 18 Guardian Manager Student Administration Team Student Engagement Team
<b>Status</b>	Revised
<b>Key Stakeholders</b>	Director, Diplomas Associate Directors, Diplomas Deputy Director, Diplomas Team Leaders, Diplomas Academic Manager, Diplomas Unit Leaders/ Subject Coordinator, Diplomas Student Administration Team Learning Consultants, Diplomas Teachers, Diplomas Under 18 Guardian Manager Student Engagement Team Students, Diplomas

<b>Approval Body</b>	Director, Diplomas and Director, Governance
<b>Date Effective</b>	14/02/2017
<b>Next Review Date</b>	14/02/2020
<b>Policy Owner Job Title</b>	Director, Diplomas Diplomas
<b>Policy Author</b>	Manager, Quality and Process Improvement
<b>Contact</b>	Manager, Quality and Process Improvement
<b>Policy Level</b>	Level 3

## Definitions

<b>AMS</b>	Attendance Monitoring System
<b>Absent Student</b>	A student over the age of 18 will be deemed as absent after 10 consecutive teaching days of absence without contact with Monash College.
<b>Missing Student</b>	A student over the age of 18 will be deemed missing when they do not respond to attempts at contact four working days after being identified as absent or at any stage when information is provided that indicates the students health, safety and/or well-being is potentially at risk or compromised.

## Implementation plan

<b>Step #1</b>	Upload to The Source
<b>Step #2</b>	Upload to Monash College 'Our Policies' page
<b>Step #3</b>	Outline key changes at a workshop and develop resources to support teachers.
<b>Step #4</b>	Update student orientation information.

## Change history

<b>Version number</b>	<b>Approval date</b>	<b>Approved by</b>	<b>Brief outline of changes</b>
1.0	26/07/2012	Monash College Board of Studies	Procedure created
2.0	14/2/2017	Director, Diplomas Director, Governance	Updated Attendance Warning Notifications sending dates and templates Updated Teacher attendance marking timeframes Updated absent student timeframes
2.1	04/06/2019	Governance	Hyperlinks removed; role titles updated; legislation references updated.