POLICY

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 to staff 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 Skills Adviser or Team Leader 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.

Legislation and Standards	National Code of Practice for Providers of Education and Training to Overseas Students 2018
Reference Policies and Supporting Documentation	Absence Form Missing Student Policy Non-Academic Suspension and Exclusion Policy Student Attendance Monitoring Procedure
Responsibility for Implementation	Director, Diplomas Team Leaders, Diplomas Under 18 Guardian Manager Student Administration Team Student Engagement Team Manager, Academic Process and Policy
Status	Revised
Key Stakeholders	Director, Diplomas Team Leaders, Diplomas Unit Leaders, Diplomas Student Administration Team Learning Skills Advisors, Diplomas Teachers, Diplomas Under 18 Guardian Manager Student Engagement Team Students, Diplomas
Approval Body	Diplomas Board of Studies
Date Effective	2/12/2021
Next Review Date	2/12/2024

Policy Owner Job Title	Director, Diplomas Diplomas
Policy Author	Manager, Quality and Process Improvement
Contact	Manager, Quality and Process Improvement
Policy Level	Level 3

Definitions

AMS	Attendance Monitoring System
Absent Student	A student over the age of 18 will be deemed as absent after 10 consecutive teaching days of absence without contact with Monash College.
Missing Student	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 student's health, safety and/or well-being is potentially at risk or compromised.

Implementation plan

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

Change history

Version number	Approval date	Approved by	Brief outline of changes
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.
2.2	02/12/2021	Board of Studies	Updated role titles and stakeholders; updated approval body; clarified access to attendance data