

Policy Title

Attendance Foundation Year Policy

Purpose

To ensure that student attendance is monitored, that students who are at risk of failing to meet attendance requirements are adequately counselled and that students who fail to meet attendance requirements are reported, as required by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).

Scope

This policy applies to all Foundation Year students studying in Australia.

Policy Statement

1. Students' attendance will be monitored to ensure positive student outcomes and compliance with the National Code 2018.
2. Students are expected to be in class 100% of the time.
3. Students whose rate of projected course attendance drops below 85% will be classified as 'at risk' and will trigger the processes outlined in the Foundation Year Attendance Procedures.
4. To meet satisfactory course attendance, students must attend at least 80% of scheduled course contact hours.
5. Parents or legal custodians will be contacted if a student under the age of 18 is not meeting the attendance requirements of the Foundation Year program.
6. Students who are absent from class for three or more consecutive days will be classified as 'at risk', and will trigger processes outlined in the Foundation Year Attendance Procedures.
7. All students with a projected attendance rate below 70% will be reported to the Department of Education and Training and Department of Home Affairs via PRISMS for not achieving satisfactory course attendance regardless of the circumstances related to their poor attendance. Students are only able to appeal this decision on the grounds that a procedural irregularity has occurred.
8. Important attendance related information will be sent to students via their Monash College email address. Students are responsible for ensuring that they maintain their enrolment so they have access to their email address and regularly check this email account.
9. Students' attendance records are accessible to the Monash University Foundation Year Academic Progress Committee.
10. Students will be provided with Attendance Policy and Procedure information during orientation and the documents are also located on the Monash College website.

Records Management

The Attendance Policy Foundation Year is a Level 3 Policy. The latest approved version of the Attendance Policy will be stored in the Policy Bank on the Monash College intranet and Foundation Year's intranet page.

The policy owner will maintain a record of issues relevant to the Attendance Policy Monash University Foundation Year for consideration at the time of review.

Legislation and Standards

Education Services for Overseas Students (ESOS) Act 2000, including the National Code of Practice for Providers of Training and Education to Overseas Students 2018 (National Code 2018).

Reference Policies and Supporting Documentation	Attendance Foundation Year Procedure
Responsibility for Implementation	Director, Foundation Year
Status	Revised
Key Stakeholders	Executive Director, English and Foundation Year Unit Coordinators, Foundation Year Foundation Year Teachers Monash University Foundation Year students Student Administration Team Director, Foundation Year Head of Studies, Foundation Year Academic Governance Manager
Approval Body	Executive Director, English and Foundation Year
Date Effective	5/03/2018
Next Review Date	5/03/2020
Policy Owner Job Title Division	Director, Foundation Year

Policy Author	Academic Governance Manager
Contact	Executive Director, English and Foundation Year
Policy Level	Level 3

Definitions

At risk	When a student's projected course attendance falls below 85% or when a student has been absent from class for three or more consecutive days.
Projected Attendance	The projected attendance balance starts at 100% and reduces for all absences across the duration of the semester.

Implementation plan

Make Policy Available	<p>Upload to Monash College Policy Bank</p> <p>Upload to Moodle</p> <p>Include on the Monash College website under Foundation Year</p>
Communicate to students and staff	<p>Include a statement regarding attendance in all Unit Outlines</p> <p>Include key details during the Enrolment and Orientation Week Program of each trimester</p>

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.1	28/09/2011	Director, English & Foundation Year	Not applicable

1.2	14/08/2014	Director, English & Foundation Year	Simplified for clarity
1.3	16/11/2016	Director, English & Foundation Year	Additional information added to policy statement to provide more clarity on policy requirements. Definition for 'at risk' updated and a definition of projected attendance added.
1.4	04/07/2017	Director, English & Foundation Year	Additional information added regarding course attendance requirements and management of U18 student's course attendance.
1.5	05/03/2018	Executive Director, English & Foundation Year	Updated references to National Code.
1.6	28/09/2019	Director, Foundation Year	Updated reference to National Code within policy statement section. Updated policy owner. Hyperlinks removed. DET added as recipient of report.