

# PROCEDURE

## Procedure Title

Student Attendance Monitoring Diplomas Procedure

## Parent Policy

Student Attendance Monitoring Diplomas Policy

## Preamble

Student attendance is monitored to support students and to encourage positive learning outcomes. While students are strongly encouraged to attend all scheduled tutorials/workshops, a minimum tutorial attendance rate of 80% is expected as this provides the best opportunity for satisfactory completion of course outcomes. This procedure outlines the steps involved in identifying and contacting students who have not maintained an 80% attendance level for tutorials/workshops or who have been deemed an absent student.

## Definitions

<b>AMS</b>	Attendance Monitoring System. System used to enter and monitor student attendance
<b>Diplomas Absent Student</b>	A student over the age of 18 will be deemed as absent after ten consecutive teaching days of absence without contact with Monash College
<b>Diplomas Missing Student</b>	A student over the age of 18 will be deemed missing when they do not respond to attempts at contact four teaching 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.
<b>Under 18 Absent Student</b>	A student under the age of 18 will be deemed absent if they do not attend any scheduled classes for five consecutive teaching days and there has been no contact with Monash College.
<b>Under 18 Missing Student</b>	A student under the age of 18 will be deemed missing if they do not respond to attempts at contact two teaching 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.

## Procedure

Ref	Steps	Responsibility
1.	<p><b>Student Attendance Monitoring</b></p> <p><b>Attendance Monitoring by Teachers</b></p> <p>Teachers are encouraged to mark student tutorial and workshop attendance in the Attendance Monitoring System (AMS) at the start of each class and should complete marking attendance within 24 hours.</p> <p>Teachers will receive a daily system generated email from the AMS system until the attendance is marked.</p> <p>Access to the class list to mark attendance is limited to seven days from each class. Teachers who do not have access to AMS must use a printed class list from AMS to manually mark attendance. This is provided to teachers by the Administrative Assistant/Education Coordinator for each Diploma. The marked class list must be returned within one teaching day to update in the system.</p> <p>Teachers must email the Student Welfare Team Leader or the Student Counselling Service immediately if they have any concerns for the health or wellbeing of a student.</p>	Teachers
2.	<p><b>Students Responsibility for Attendance</b></p> <p>Students' overall attendance rate will be reduced if they arrive late, leave early or fail to provide supporting evidence for any absence. The attendance percentage is calculated by the AMS.</p> <p>Students that miss a class should submit an Absence Form and provide supporting documentation to Student Administration within two teaching days of returning to class for their attendance percentage not to be impacted. Such circumstances for class absence include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Illness or injury, where a medical certificate states the students was unable to attend.</li> <li>• Bereavement of a close family member/s such as a parent or grandparent.</li> <li>• Major political upheaval or natural disaster in the home country requiring emergency travel.</li> <li>• A traumatic experience which could include: involvement in, or witnessing of a serious accident;</li> <li>• Witnessing or being the victim of a serious crime that has impacted on the student (supported by police or psychologist report).</li> </ul> <p>Student Administration will validate the supporting documents and note it in the AMS within two teaching days of receiving it. In the case</p>	<p>Students</p> <p>Students</p>

	<p>where a student submits a special consideration form, Student Administration will also include a note in the AMS that the student was absent on the days applicable.</p> <p>At the end of a trimester, student tutorial attendance rates will be reset. Students have the right to request tutorial attendance information from their teachers at any point throughout the trimester. Students wishing to obtain attendance information from past trimesters must send a request via email to Student Administration (<a href="mailto:student.admin@monashcollege.edu.au">student.admin@monashcollege.edu.au</a>).</p>	Student Administration   
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	<ul style="list-style-type: none"> <li>• changed their address</li> <li>• logged onto the learning management system.</li> </ul> <p>After the check is done if there is no valid reason for the student's non-attendance and the student has not responded for a further 48 hours, the Academic Process and Policy team will attempt contact by telephone/SMS and/or email in an effort to advise the student that there are concerns about their welfare, and seeking a response from them.</p> <p>If no contact is made with the student within 48 hours, the student will be escalated in accordance with the Missing Student Procedure.</p>	
<b>5.</b>	<p><b>Absent Student Monitoring – under 18 students</b></p> <p>The Academic Process and Policy Team will monitor student attendance. Students identified as absent for five consecutive days will be investigated within 24 hours.</p> <p>If no contact is made with the student within 48 hours, the student will be escalated in accordance with the Missing Student Procedure.</p>	Academic Process and Policy Team

<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 Missing Students Procedure Non-Academic Suspension and Exclusion Policy Student Attendance Monitoring Policy
<b>Responsibility for Implementation</b>	Reporting, Planning and Operations Team Team Leader, Learning Consultants 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 Students, Diplomas Student Engagement Team

<b>Approval Body</b>	Monash College Diplomas Board of Studies
<b>Date Effective</b>	2/12/2021
<b>Next Review Date</b>	2/12/2024
<b>Owner Job Title</b>	Director, Diplomas Diplomas
<b>Procedure Author</b>	Manager, Quality and Process Improvement
<b>Contact</b>	Manager, Quality and Process Improvement

## 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	14/02/2017	Director, Diplomas Associate Director, Governance	Updated Attendance Warning Notifications sending dates and templates Updated Teacher attendance marking timeframes Updated absent student timeframes
2.1	25/06/2018	Executive Director, Diplomas	Included step 2 and expanded process for unallocated students.
2.2	04/06/2019	Governance	Hyperlinks removed; role titles updated; legislation references updated.
2.3	02/12/2021	Board of Studies	Removed workflow information related to AMS administration. Removed description of warning letter contents.

			Removed Learning Skills Advisors from consecutive absence interventions.
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