

PROCEDURE

Procedure Title

Attendance Foundation Year Procedure

Parent Policy

Attendance Foundation Year Policy

Preamble

These procedures outline the processes for dealing with students who are at risk of and/or who have been assessed as not meeting pre-determined attendance requirements.

Definitions

Absences	Monash College Foundation Year students who arrive up to 30 minutes late will have the period of their absence recorded. Students who miss more than 30 minutes of a scheduled class will be marked absent for the entire class. When relevant, students should submit to Student Administration documented evidence (medical certificate, police report etc.) to explain the reason for their absence. The absence will be recorded in the Monash College Foundation Year attendance database. The documented evidence will be kept on file to inform any subsequent appeal.
At risk	When a student's projected course attendance falls below 85% or when a student has been absent from class for 3 or more consecutive days.
Attendance Letter 1	Sent to a student when their projected course attendance falls below 85%.
Attendance Letter 2	Sent to a student when their projected course attendance falls below 80%.
Attendance Letter 3	Sent to a student confirming the outcome of their appeal regarding unsatisfactory course attendance.
Compassionate or compelling circumstances	Circumstances generally beyond the control of the student and which have an impact on the student's course attendance or wellbeing. This could include but not limited to: <ul style="list-style-type: none">• serious illness or injury where a medical certificate issued by a Doctor* (in line with the Australian Medical Association Guidelines) states that the student was or will be unable to attend classes;• bereavement of a close family member such as a parent or grandparent (where possible death certificates should be provided);

	<ul style="list-style-type: none"> major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies traumatic experience which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologist's reports). <p>Please note that backdated medical certificates (medical certificate issued after recovery from an illness) will only be accepted in exceptional circumstances where a student can provide suitable reasons why back dated medical certificate were required.</p> <p>The Doctor MUST be registered with the Australian Health Practitioner Regulation Agency. If unsure, please follow the link to check your practitioner.</p>
DET	Australian Government Department of Education and Training.
DHA	Department of Home Affairs
MUFY	Monash University Foundation Year (FY).
Satisfactory course attendance	To meet satisfactory course attendance, students must attend at least 80% of scheduled course contact hours.
Satisfactory course progress	A student's academic progress as determined at the discretion of the Director, English and Foundation Year, taking into consideration any internal assessments which the student may have completed as well as any advice provided by the student's teachers.
Scheduled course contact hours	Scheduled course contact hours for each semester that the student is enrolled in.
PRISMS	Provider Registration and International Student Management System
Projected Attendance	The projected attendance balance starts at 100% and reduces for all absences across the duration of the semester.

Procedure

Ref	Steps	Responsibility
1.	Marking Attendance Teachers will record attendance for each class by entering it into the Monash College attendance system.	Teachers

Ref	Steps	Responsibility
2.	Students who arrive up to 30 minutes late will have the period of their absence recorded. Students who miss more than 30 minutes of a class will be marked absent for the entire class.	Teachers
3.	<p>Students who are absent for 3 Consecutive Days</p> <p>The system generates a 'Consecutive Absence Report' daily and this report is forwarded to Unit Leaders and the FY Operations; this report lists students who have been absent without approval for three consecutive days.</p> <p>The Unit Leader contacts students, over the age of 18, who are listed on the 'Consecutive Absence Report' to advise them of the seriousness of being absent from class. If the student is under the age of 18 they will be contact by their Monash College Guardian.</p> <p>The Unit Leader and Monash College Guardian will record general notes of all contact and/or counselling made with the student in the notes section of the attendance database. If confidential, these records will be kept in secure storage with the Director Foundation Year.</p> <p>The intent of contacting the student is to find out why the student has been absent and to determine what support Monash College may be able to offer the student.</p> <p>Any student who is absent for five or more consecutive days or where information is provided that indicates the students health, safety and/or well-being is potentially at risk or compromised will be managed in accordance with the Monash College Missing Student Policy.</p> <p>Note that Monash College may temporarily suspend the enrolment of a student on the grounds of compassionate or compelling circumstances under Standard 9 of the National Code.</p>	Unit Leader
4.	<p>Warning of Unsatisfactory Course Attendance – Attendance Letter 1</p> <p>The attendance system generates the 'Unsatisfactory Attendance Report' on a weekly basis; this report lists all students with a projected course attendance which falls below 85%.</p> <p>Any student under the age of 18 who appears on the</p>	Student Administration

Ref	Steps	Responsibility
	<p>'Unsatisfactory Attendance Report' will be contacted by their guardian.</p> <p>Student Administration sends, via email, Attendance Letter 1 to students with a projected course attendance which falls below 85%; a copy of the Attendance Letter 1 is also placed on the student's file.</p> <p>Attendance Letter 1 warns students that they are at risk of not achieving satisfactory course attendance and they may make an appointment with a MUFY staff member by emailing fy.unitleaders@monashcollege.edu.au.</p> <p>Students are encouraged to bring to the meeting any documented evidence of compassionate and compelling circumstances which may have affected their ability to attend classes.</p> <p>The FY staff member will record notes of all contact and/or counselling made with the student in the notes section of the attendance database.</p> <p>The intent of the meeting is to find out why the student has been absent and to determine what support Monash College may be able to offer the student.</p>	
5.	<p>Notice of Unsatisfactory Semester Attendance and Intention to Report – Attendance Letter 2</p> <p>The attendance system generates the 'Unsatisfactory Attendance Report' on a weekly basis. This report lists all students with a projected course attendance which falls below 80%.</p> <p>Student Administration sends Attendance Letter 2, via email, to students listed in the 'Unsatisfactory Attendance Report' with a projected course attendance below 80%; a copy of Attendance Letter 2 is also placed on the student's file.</p> <p>Attendance Letter 2 informs the student of Monash College's intention to report them to the DET and DHA for unsatisfactory course attendance. Student have 20 working days to lodge an appeal to determine if there are compassionate and compelling circumstances which warrant the student not being reported.</p>	Student Administration

Ref	Steps	Responsibility
6.	<p>Appeal Outcome – Attendance Letter 3</p> <p>If it is determined that the student is maintaining satisfactory course progress and they have provided compelling reasons for their poor rate of attendance they will be informed, via email, that they will not be reported for unsatisfactory attendance. However, the student’s projected attendance will continue to be monitored and if it drops below 70% the student will be emailed a ‘Final Notice of Intention to Report for Not Achieving Satisfactory Attendance’.</p> <p>If the nominated Foundation Year staff member does not accept the reasons for the student’s unsatisfactory attendance, the student will be sent a ‘Final Notice of Intention to Report for Not Achieving Satisfactory Attendance’, via email, informing them that they will be reported for unsatisfactory attendance to the DET and DHA via PRISMS.</p> <p>If the student does not lodge an appeal they will reported for unsatisfactory attendance to the DET and DHA via PRISMS.</p>	FY Operations
7.	<p>Final Notice of Intention to Report for Not Achieving Satisfactory Attendance Appeal</p> <p>Students with a projected rate of attendance below 70% may appeal the decision to report for unsatisfactory attendance in accordance with the Monash College Academic and Non-academic Appeals Policy and Procedures within 20 working days of receiving a Final Notice of Unsatisfactory Semester Attendance and Intention to Report.</p> <p>Students with a projected attendance rate that is less than 70% may only appeal the assessment of unsatisfactory course attendance on the grounds that a procedural irregularity has occurred.</p>	FY Operations / Director, Foundation Year
8.	<p>Reporting</p> <p>If the student does not appeal or the appeal made by the student is unsuccessful, the Manager, Student Administration (or nominee) will send the required information to the Monash University Education Services for Overseas Students Reporting Officer to initiate the reporting process to DET and DHA via PRISMS.</p>	Manager, Student Administration

Legislation and Standards	Education Services for Overseas Students (ESOS) Act 2000, including the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
Reference Policies and Supporting Documentation	Attendance Foundation Year Policy
Responsibility for Implementation	Executive Director, English & Foundation Year
Status	Revised
Key Stakeholders	Executive Director, English and Foundation Year Unit Leaders, 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	Director, Foundation Year Director, Governance
Date Effective	29/11/2019
Next Review Date	29/11/2022
Owner Job Title Division	Director, Foundation Year Director, Governance
Procedure Author	Academic Governance Manager
Contact	Executive Director, English and Foundation Year

Change History

Version number	Approval date	Approved by	Brief outline of changes
2.5	28/10/2019	Director, Foundation Year	<p>Updated contact details for Warning Letter 1.</p> <p>Hyperlinks removed.</p> <p>Responsibilities updated.</p> <p>Job titles Updates</p> <p>Added DHA and PRISMS to definitions and process steps.</p> <p>Removed Australian Medical Association from criteria for assessing supporting documents.</p>
2.4	5/3/18	Executive Director, English & Foundation Year	<p>Definition of absences added and second step to teacher's responsibility for marking attendance.</p>
2.3	4/7/17	Director English & Foundation Year	<p>More detail added to the definition of compassionate and compelling circumstances and medical certificate requirements. Revision to the initial appeal process outlined. Information regarding the management of U18 students also added.</p>
2.2	NA (Change date 8/2/17)	NA	<p>Minor amendment. Removal of SEC and replaced with FY Operations Coordinator to reflect current process.</p>
2.1	16/11/16	Director English & Foundation Year	<p>Updates made to reflect revised process, including attendance case review procedure and revised Monash College Missing Student Policy and Procedure.</p>
2.0	14/08/2014	Director English & Foundation Year	Not applicable

1.0	28/09/2011	Director English & Foundation Year	Not applicable
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