

Student Attendance

Policy & Procedure

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1. PURPOSE

The purpose of this policy is to outline attendance requirements for students enrolled at JMC.

2. SCOPE

This policy applies to all enrolled students, international and domestic, as a condition of their continued enrolment at JMC. Within this document attendance processes, practices and the responsible officers are outlined.

However, the process of attendance monitoring does not apply to ESOS NC 8 (National Code of Practice for Providers of Education and Training to Overseas Students 2018) in that no international student will be reported to DoHA (Department of Home Affairs) on the basis of recording attendance to meet course progression requirements.

3. DEFINITIONS

All definitions are located in the *JMC Glossary*.

4. POLICY

This policy sets out the requirements for achieving satisfactory attendance, the way in which attendance is monitored, how attendance requirements are communicated to students and the consequences when students do not maintain satisfactory attendance.

5. PROCEDURE

5.1 ATTENDANCE

A student's attendance for all classes and activities, both on and off-site, is recorded, monitored, and managed according to *Policy #02.06 Assessment Management*. Student attendance records are maintained by Reception using class rolls which are taken at the start of every class/ activity. Students are also required to sign in and out at Reception when they arrive and leave each day, for workplace health and safety purposes in case of an emergency.

For successful Tier progression and course completion, students must maintain an 80% attendance rate and achieve a satisfactory result for every assessment task listed in the *Tier Assessment Plan*. For more information, refer to *Code of Conduct* of Student Handbook and *Policy Academic Progression*.

5.2 ATTENDANCE RECORDS PROCEDURE

- The Academic Team will collect, mark, and return their class rolls daily;
- Any delays in arrival must be accompanied by a phone call to the school, or email through to Admin;
- The Academic Team member will close the door promptly at class start time and mark the roll as they verbally note the students who are present (P). After ten (10) minutes, the Academic Team member will again open the door and allow in any late comers (without negotiation) but record them on the roll as being late (L). Two (2) 'lates' will be counted as one absence (2L = 1A)

- If students arrive more than ten (10) minutes after the allocated class start time, they will be marked as 'absent' (A) but will be allowed to join the class at lunch break at the Academic Team members discretion (without negotiation) if it is not too disruptive to the work.

The Academic Team have the discretion to refuse late entry to classes.

- The Academic Team will keep a copy of their own rolls and notify the administration team or Head of Department if a student misses two (2) consecutive classes or demonstrates a pattern of absences, to ensure any learning issues that may be arising can be addressed early.
- Students seeking to attend an audition or medical appointment during a class will not receive approval (no negotiation) and will be marked absent.

It is noted that students have one (1) scheduled day off per week for personal matters.

Alongside the provision of a Course Overview, students receive an Assessment Planner outlining Assessment Task/ Project delivery dates and deliverables required.

5.3 EXPLAINED ABSENCE

Students unable to attend class because of illness are to contact Reception before classes begin or as soon as practical. *Immediately* upon return to the Academy, the student must provide a Doctor's Certificate to Reception detailing the nature of their illness. In such circumstances, it will be noted on the students' attendance record that a medical certificate has been provided.

Note:

- Unless notification is made, and the appropriate medical certificates submitted, an unexplained absence will be recorded for each class the student is absent.
- Illness which involves extended absence may also mean that a student's place in the course is reviewed.

However, such circumstances are treated on a case-by-case basis.

5.4 LEAVE OF ABSENCE

Students may apply for leave of absence only in exceptional circumstances. The application must be made on the appropriate form, available from the Head of Department or Reception, and must be made as far ahead of the time requested as possible. Approval is not automatic but is determined on a case-by-case basis.

Generally, extended leave of absence will not be granted because of the negative impact on the student's studies.

5.5 ATTENDANCE ALERT NOTICE

The below outlines the attendance process and the responsible officers:

- 1) Attendance taken (Academic Team Member/s)
Student attendance is monitored daily via roll call sheets taken in class/ consults by Academic Team Member
 - 2) Attendance Maintenance (Admin)
Roll call sheets are entered into attendance spreadsheet by Admin
– Attendance percentage is tallied within this spreadsheet
 - 3) Poor Attendance (Admin)
As a student's attendance drops to 85% or below, the student is issued an Attendance Alert Notification:
 - 90-85%: Email warning
 - 85% below: Attendance Alert Meeting
- 90-85% Email warning
 - Student is emailed with a warning that their attendance is slipping
 - Update Attendance Register under ALERTS tab

- 85% and below
 - Attendance Alert Notice is compiled and issued to student via email with meeting request - (CC Head of Students Services and Admin & Head of Department)
 - Update Attendance Register under ALERTS tab
 - Print Alert Notice ready for meeting
- 4) Student attends meeting (Head of Students Services and Admin/ Course Supervisor or Director)
 - Discuss in meeting reasons for low percentage attendance, and strategies to improve attendance moving forward
 - Attendance Alert Notification paperwork is completed during meeting (signed by staff and student)
 - Student to be issued photocopy of Record
 - Photocopy of Record to go in student file
 - Scanned copy to be saved on server under Plans & Notices
 - Following meeting, update Attendance Register under ALERTS tab for meeting completed
 - If student requires further assistance, arrange follow up meeting with Head of Department, or Student Counsellor.
 - Issue student with a Student Support services_form
- 5) Student DOES NOT ATTEND meeting (Admin)
 - Follow up student to reschedule meeting (repeat process 3 & 4) and the student must meet with the Campus Manager to negotiate Tier completion.

5.6 Example ATTENDANCE ALERT NOTICE

RE: Attendance Alert Email

Dear Student,

All JMC students must maintain a minimum 85% attendance rate in order to satisfactorily progress within the tier/s to ultimately gain course completion.

Please be advised that your attendance is currently at **XX%** - you are at risk of falling into the 85% attendance range. We want to avoid this happening.

If you wish to discuss any concerns you are having which may be affecting your attendance at the Academy, please let your Head of Department know immediately.

If a student's attendance falls to 85%, an attendance alert notification is issued, and a meeting is held with the Head of Student Services to discuss strategies to help to complete the required classes/ project work and any support JMC can provide to ensure successful progression of studies.

If attendance falls below 85%, the student will be emailed a Second (2nd) Attendance Notification and required to meet with the Head of Department to discuss an intervention strategy.

If a Third (3rd) Attendance Notice is issued to a student during that same Tier, then the student must meet with the Campus Manager to negotiate Tier completion.

Further information on course progress is outlined in the Student Handbook and Policy Academic Progression available on the JMC website at <http://www.JMC.edu.au/admissions/domestic-students/policies-and-procedures>

5.7 Example ATTENDANCE ALERT NOTICE – MEETING TEMPLATE

JMC Attendance Alert Notice			
Student Name			
Date / Week No.			
Attendance Rate			
Course			
Tier			
Industry Focus			
NOTICE OF ATTENDANCE MEETING			
As your Tier attendance rate has fallen to XX% , you must attend a Professional Conduct Meeting, to discuss strategies to help you complete the required classes/ project work and any support we can provide to ensure successful progression through your JMC course.			
Date		Time	
Venue		Meeting with:	
JMC Course Attendance All JMC students must maintain a minimum 80% attendance rate in order to satisfactorily progress within the tier/s to ultimately gain course completion. Further information on course progress is outlined in the policy <i>Academic Progression</i> available on the JMC website at http://JMC.edu.au/student-resources/school-policies Reference: Student Handbook			

6 RELATED DOCUMENTS

- 6.1 JMC Glossary
- 6.2 Complaints and Appeals Policy and associated procedures

7 RELEVANT LEGISLATION

- 7.1 Standards for Registered Training Organisations (RTOs) 2015
- 7.2 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.3 ESOS National Code 2018

8 POSITIONS RESPONSIBLE

- 8.1 Campus Manager
- 8.2 Head/s of Department
- 8.3 Head of Student Services and Admin
- 8.4 Academic team
- 8.5 Administration
- 8.6 Students

9 APPROVAL INFORMATION

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Health Check approval authority	JMC CEO
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