

## Student Attendance Policy

### Policy

Melbourne Metro College recognises the correlation between student attendance and achievement of course outcomes and the requirement. In turn, Melbourne Metro College maintains a Course Progress policy for all courses and for all class sessions. In addition, Melbourne Metro College also inform all students to Maintain Satisfactory Attendance during their course study. The Institute systematically records, monitors and assesses student attendance and where attendance falls below acceptable levels, the student will be counseled in line with this policy and procedure.

### 1.0 Guidelines

- 1.1 Satisfactory attendance for International Students is defined as attending 80% or more of the scheduled contact hours in each term
- 1.2 A term is considered to be 9/10 weeks in duration. Where a student commences a term late, the term will be considered as the remaining duration for that 9/10-week period e.g. Student commences Term 1, 2020 at the start of week 3, means that the student's term duration for Term 1, 2020 is 7/8 weeks
- 1.3 Student attendance is calculated by dividing the total number of scheduled minutes for the term, by the number of attended minutes by the student and multiplying the figure by 100.
- 1.4 Where a student has been issued with an attendance warning letter, student is not permitted back into class until they have seen the relevant college representative
- 1.5 All attendance monitoring communication between the student and the college will be recorded appropriately in the Institute's Student Management System, with documentation retained in the Students file.
- 1.6 Students will be informed of this policy and its consequences through the following means:
  - 1.6.1 Inclusion of information about the policy in the enrolment application form
  - 1.6.2 Inclusion of information about the policy in the student handbook
  - 1.6.3 Overview of the policy at the selection interview
  - 1.6.4 Inclusion of information about the policy in the offer letter and agreement form
  - 1.6.5 Overview of the policy at the student orientation program

### 2.0 Recording Student Attendance

- 2.1 The Student Services Department is responsible for preparing the Weekly Attendance Sheet for each class. In doing so, the Students Services Department will ensure the Weekly Attendance Sheet reflects accurate timetabling details, including listing only current students. Students not listed on the Weekly Attendance Sheet must see the Student Services Department to rectify the situation
- 2.2 The Trainer is to pick up the Weekly Attendance Sheet from the Student Services Department prior to commencement of the class for that week
- 2.3 Trainers are to record the arrival times of students in the sign-in column of the Weekly Attendance Sheet e.g. 9:00am
- 2.4 Trainers are to record the sign-out time of students in the sign-out column of the Weekly

Attendance Sheet e.g. 3.00pm

- 2.3 The comments column will be used to indicate whether medical certificates have been provided and any other relevant attendance related issues, including if the student left the class early (including the actual time), then returned to class prior to their final sign out time (including the actual time)
- 2.4 Trainers are to sign the Weekly Attendance Sheet to confirm that the information provided is true and correct
- 2.5 At the conclusion of the last class for the week, the Trainer is to immediately forward the complete Weekly Attendance Sheet to the Student Services Department
- 2.6 The Student Services Department ensures attendance is entered into the student management system within 5 working days of the final class for the week and signs the Weekly Attendance Sheet as confirmation that attendance has been entered accurately into the Student Management System

### **3.0 Monitoring Student Attendance**

- 3.1 Student Attendance is monitored on a regular basis by Trainers, the Student Services Department
- 3.2 Trainers monitor student attendance on a daily basis, based on the Weekly Attendance Sheet. Where students are not attending classes as scheduled, the Trainer will encourage and counsel students to improve their attendance. Where necessary, the Trainer will inform the Student Services Department to hold a formal counseling meeting with the Student
- 3.3 The Student Services Department monitors student attendance on a weekly basis, based on the information included in the Student Management System, and will counsel students as instructed by Trainers and the Student Services
- 3.4 The IT and Student Services Officer monitors student attendance on a weekly basis, based on reports from the Student Management System. The IT and Student Services Officer will counsel and report students in line with the requirements of this policy

### **4.0 Assessing Student Attendance**

- 4.1 The IT and Student Services Officer assesses student attendance on a weekly basis by analysing reports generated from the Student Management System
- 4.2 Students who have been absent for two or more weeks without approval, will receive a Warning Letter by e-mail, informing them of the requirements to attend classes. The letter will outline student visa condition 8202 and will request the student to contact the college's IT and Student Services Officer immediately to explain any extenuating circumstances, and provide supporting documentation for absences
- 4.3 Student will be advised to attend meeting with Student Services Officer department to discuss this matter.
- 4.4 Student will be provided with necessary support if deemed necessary.

### **5.0 Calculating Student Attendance**

- 5.1 Student attendance is calculated by dividing the total number of scheduled minutes for the term, by the number of minutes attended by the student and multiplying the figure by 100.

- 5.2 The calculation is based on the student's actual attendance in scheduled classes which is reflected in the Weekly Attendance Sheets.
- 5.3 Melbourne Metro College's Student Management System automatically calculates student attendance based on Weekly Attendance Sheets

### **Related Documents**

- Weekly Attendance Sheet
- Complaints and Appeals Form

### **Related Policies**

- Student Course Progress Policy
- Compassionate and Compelling Circumstances Policy
- Complaints and Appeals Policy