

HEPP70 STUDENT ATTENDANCE RECORDING, MONITORING & REPORTING

PURPOSE	
The purpose of this policy and procedure is to outline Southern Cross Education Institute - Higher Education's processes for recording, monitoring, and reporting students' attendance at scheduled classes.	
SCOPE	
This policy and procedure apply to all the Southern Cross Education Institute - Higher Education (SCEI-HE) staff responsible for recording, monitoring, and reporting the attendance of students.	
DEFINITIONS	
CoE	Confirmation of Enrolment
At Risk	Class attendance is significantly low (i.e., less than 80%) in all available classes in a subject or course during a study period for a given timeframe (e.g., semester), fails a pre-requisite subject, does not achieve satisfactory progress (50% or above), or fails to demonstrate satisfactory progress in a subject/course.
DHA	Department of Home Affairs
ESOS	Education Services for Overseas Students Act
Intervention	A procedure where student welfare and academic support assists students to ensure satisfactory academic progress and general wellbeing by providing specific support services to the student or refers to an external support service.
PRISMS	Provider Registration and International Student Management System
SCEI-HE	Southern Cross Education Institute - Higher Education
Student	A person (within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations. A domestic student will have Australian citizenship, a permanent resident/humanitarian visa, and is a New Zealand citizen.

POLICY	
<ol style="list-style-type: none"> 1. The academic staff of SCEI-HE will record attendance for all classes, observe students' progress in their subjects and course regularly, contact student welfare/academic support/course coordinator/Dean about students not making satisfactory progress, and help implement appropriate intervention strategies for satisfactory progress. 2. All international students are responsible for their own attendance to scheduled classes. 3. Students are strongly recommended to attain a minimum of 80% of scheduled or available class attendances for a study period, subject, or a course (if one study period in duration) to comply with the National Code 2018 (e.g., section 8.8). 4. To join SCEI-HE's professional placement programs, students with a minimum of 80% class attendances of all available classes they attended for a study period, subject or a course will get priority. However, we will consider some circumstances on a case-by-case basis if the minimum requirement is not met. These circumstances are: <ol style="list-style-type: none"> 4.1. compassionate or compelling circumstance with documentary evidence, 4.2. SCEI-HE's intervention strategy as a part of less than 80% class attendance requirement, 4.3. Credit transfer and/or recognition of prior learning (RPL) are provided, and 4.4. Co/Pre-requisite subjects are not available in that study period 	

5. All lecturers are informed of this policy and procedure and the importance of accuracy when completing the Attendance Record through induction and regular monitoring by course coordinators.
6. Students are made aware of the 80% attendance requirements outlined above through pre-enrolment information, at enrolment, at orientation, in the first four weeks of the semester, via Moodle, and throughout the study. Communication will be sent to students using their SCEI-HE email addresses.

PROCEDURE

1. Recording attendance

- 1.1 Attendance will be recorded regularly on the Attendance Record/Student Management System (Paradigm).
- 1.2 A student, who misses part of a class, shall be marked as absent for hours missed during the class. Only the hours attended will be recorded. E.g., if a student attended from 9.00 am to 11.00 am, this is recorded on the attendance sheet.
- 1.3 Students who supply medical certificates for absences must still be recorded as absent for the period with a medical certificate. A copy of the medical certificate must be submitted to the student services office and filed in the Students Administration File and Student Management System (Paradigm).
- 1.4 The Attendance Record is updated on Paradigm at the end of each class.
- 1.5 It is the Lecturer's responsibility to ensure all attendance records from that week are entered into the student management system (Paradigm) promptly.
- 1.6 Paradigm automatically calculates the student's actual and projected attendance percentage based on the attendance data entered by the Subject Lecturer.

2. Intervention strategies

- 2.1 The subject lecturer will record attendance at the start of each class, and update those in Paradigm.
- 2.2 In consultation with the course coordinator and lecturer, the Student Welfare Officer and/or Academic Support Coordinator will identify at-risk students.
- 2.3 The Student Welfare Officer (SWO) or Academic Support Coordinator (ASC) will send a Student Attendance Warning Letter to those students identified at risk during semester break. Those students will be required to organise an appointment with SWO or ASC to discuss attendance records. SWO/ASC will identify and implement intervention strategies, and those need to be agreed upon, written, and signed by the student and SWO/ASC. Relevant lecturer and coordinator, and Dean will be informed and consulted as appropriate.
- 2.4 Copies of warning letters and all supporting documentation relating to attendance, including signed intervention strategies, must be placed in the Student's Administration File or Paradigm.
- 2.5 No action is required for students who maintain an average of 80% attendance of all scheduled classes for a subject, study period or course (if the duration is less than a study period).

RELATED DOCUMENTS

HEPP03 Student Complaint and Grievance Policy and Procedure
HEPP59 International Student Monitoring Course Progress Policy and Procedure
HEPP58 Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure

LEGISLATIVE CONTEXT

Education Services for Overseas Students Act (2000)
Education Services for Overseas Students (ESOS) Regulations 2001
National Code of Practice for Providers of Education and Training to Overseas Students (2018); Standard 8

RESPONSIBILITIES

Dean and Course Coordinators

- Responsible for overseeing the implementation and compliance with this policy and to ensure that staff and students are aware of its application and implement its requirements.

Student Welfare Officers/Academic Support Coordinator

- Responsible for implementing this policy and procedure

Students

- Responsible for abiding by this policy and procedure

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