

Attendance Policy

Purpose

The purpose of this policy is to ensure that student's attendance progress is monitored and reviewed, as per the requirement of Standard 11 of the National Code 2007.

Scope

This policy applies to all international students who have accepted a place at Gurkhas Institute and students currently enrolled at the Institute.

Responsibility

The Student Administration Manager is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

Requirements

- 1.1 Trainers/Teachers must use the Student daily attendance record to record student attendance at each scheduled class and note early departures and late arrivals.
- 1.2 Use the attendance spreadsheet to collate and review each student's attendance on a fortnightly basis based on the trainers attendance records.
- 1.3 If a student presents a medical certificate for absences record it as an absence with medical certificate (amc), and copy the medical certificate into the students file.
- 1.4 If a student is absent for 5 consecutive days or more, the following will occur:
 - Contact student by telephone and/or in writing
 - Contact student's emergency contact
 - If the student's attendance is at risk of falling below 80% due to the absence, issue the attendance warning letter and arrange a counselling session with the Training Manager or Student Administration Manager. The details for the warning letter are contained in the document titled "Student attendance warning letters".
- 1.5 If student's attendance is above 90% on the Projected Attendance (%) no action is required.
- 1.6 If student's attendance fall below 90% on Projected Attendance (%) and above 80% on the Projected Attendance (%) to the end of the study period then a warning letter must be issued immediately and a counselling session arranged with the Training Manager or Student Administration Manager. The details for the warning letter are contained in the document titled "Student attendance warning letters".
- 1.7 If student's attendance fall below 80% (red) but not less than 70% on the Projected Attendance (%) for the study period then their course progress must be checked. The student may continue if course progress is satisfactory. A final warning letter must be issued immediately and a counselling session arranged with the Training Manager or Student Administration Manager. The details for the warning letter are contained in the document titled "Student attendance warning letters".
- 1.8 At the course counselling interview the following intervention strategies will be put in place:
 - Student attendance timetable drawn up
 - Student study time table drawn up
 - A fortnightly intervention meeting for the current study period with the Training Manager or a delegated person will be scheduled
 - A fortnightly academic involvement report requested from each subject teacher.

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- 1.9 Students failing to attend the course counselling interview without a reasonable excuse may be reported to DIAC for unsatisfactory attendance. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the Institute and a copy placed on the students file.
- 1.10 At the fortnightly intervention meeting the following will be reviewed:
 - Fortnightly attendance
 - Fortnightly academic involvement
 - Implementation of the study timetable
- 1.11 During the intervention period, students who fail to achieve 80% attendance, fail to achieve satisfactory academic involvement or fail to implement the study timetable may be reported to DIAC for unsatisfactory attendance.
- 1.12 Students failing to attend the fortnightly intervention meeting without a reasonable excuse may be reported to DIAC for unsatisfactory attendance. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the College and a copy placed on the students file.
- 1.13 If the student is below 80% (red) on Projected Attendance (%) to the end of the study period and course progress is unsatisfactory then the Institute must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The student must be informed they have 20 working days to appeal to the College. If the appeal is not upheld or the student withdraws from the appeal process then the Institute must report the student to DIAC. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the Institute and a copy placed on the students file.
- 1.14 If the student is below 70% (red) on the Projected Attendance (%) to the end of the study period then Gurkhas Institute must notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The student must be informed they have 20 working days to appeal to the Institute. If the appeal is not upheld or the student withdraws from the appeal process then the Institute must report the student to DIAC. Students who are reported to DIAC for unsatisfactory attendance will be sent a Section 20 breach notice will be generated by PRISMS, sent to the student's current address held by the Institute and a copy placed on the students file.
- 1.15 Copies of all warning letters, notes from counselling sessions, medical certificates, any other relevant documents and PRISMS breach letters must be placed on the students file.
- 1.16 Only include class time when collating student attendance on the spreadsheet. Do not include lunch breaks as attendance time.
- 1.17 Students in work-base training or practical placement are required to maintain their attendance as per the in-campus attendance requirement. The attendance record sheet and the log book will be reviewed to monitor their attendance and to take any appropriate actions if required.
- 1.18 Maintain the following in student files:
 - warning letters
 - notes from counselling sessions
 - medical certificates
 - appeal documents
 - any other relevant documents
 - PRISMS breach letters

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| Revision | Date | Description of modifications |
|----------|---------------|------------------------------|
| 1 | June 2008 | Original |
| 2 | June 2009 | No changes made |
| 3 | December 2009 | Minor formatting |
| 4 | December 2010 | Annual Review |
| 5 | December 2011 | Annual Review |

Reference: *Standard 11, the National Code 2007*