

Recording and Monitoring of Student Attendance Policy

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Issue Date:	Issue History:
April 2015	Policy approved (V1.0)
April 2015	Updated information on the attendance warnings (V1.1)
August 2015	Re-enrolment conditions added (V1.2)
September 2016	Updated attendance notification letters (V1.3)
November 2016	Unit Repeat Form process implemented in 3.b (V1.4)
August 2017	Reviewed and revised (V1.5) Elicos removed
February 2018	Reviewed and revised (V2.0) Changed DIBP to DoHA Changed Standard 11 to Standard 8

Policy Title	Recording and Monitoring of Student Attendance Policy
1. Purpose	<p>Cambridge International College states that there is a direct relationship between the successful completion of assessment events and competency achievement with attendance and active class participation. Therefore the College monitors class attendance and keeps records of unexplained absences. Cambridge International College maintains a policy requirement of a minimum of 80% attendance to satisfy competency assessment and hence academic progress. Students are also required to participate in all class group tasks. This policy and these procedures are enacted to support students to complete their studies and achieve the qualification within the duration of their CoE.</p>
2. Scope	<p>All students enrolled in CIC who hold a current Student Visa granted by Department of Home Affairs (DoHA) or equivalent, and who use that visa to gain enrolment into those Programs. All staff with responsibilities for teaching and supporting students enrolled in CIC.</p>
3. Policy Statement	<p>While the College expectation is that students maintain full attendance for each enrolled unit/subject/class, International students enrolled in courses at CIC must maintain a minimum attendance rate of 80% for each study period/term in which they are enrolled.</p> <p>If a student's attendance is less than 80 per cent, or if a student is absent for more than five consecutive days, Cambridge International College may choose:</p> <ul style="list-style-type: none"> • to notify and monitor the student as a potential "at risk" student for not being able to make satisfactory academic progress • if absences are well below the College requirement of the minimum of 80% attendance in each unit/subject/class, the trainer may not be in a position to assess the competency of the student's assessment and thus the student may be required to re-submit and/or repeat the unit <p>Cambridge International College will thus monitor the attendance of each student to ensure that academic progress continues to be satisfactory.</p>
4. Related Policy:	<p>Academic Progress Policy and Procedure.</p> <p>Completion Within Expected Duration.</p> <p>Student support Policy and Procedure.</p> <p>Student Engagement Before Enrolment Policy and Procedure.</p> <p>Complaints and Appeals Policy and Procedure.</p>
5. Related Forms	<p>Unit Repeat Form</p>
6. Policy Owner and Delegated Authority:	<p>Director of Studies – Melbourne, Perth Director of VET Education</p>
7. Approved by:	<p>CEO</p>

<p>8. Approved Date:</p>	<p>February 2018</p>
<p>9. Definitions</p>	<p>eCOE- certificate of enrolment. Intervention Strategy -Those actions, that the trainer or management recognises as needed for a student to successfully complete a course (see Academic Progress Policy and Procedure) Satisfactory progress - successfully completing or demonstrating competency in at least 50% of the course requirements in a study period/term. Satisfactory attendance –meeting the 80% attendance rate for scheduled classes in a study period/term which is required to meet student visa conditions, and making satisfactory academic progress. At Risk - Being “at risk” of not meeting satisfactory academic progress requirements means: Being deemed Not Competent in 50% or more of the total units in a study period/term.</p>