



ATTENDANCE POLICY AND PROCEDURES - CRICOS

ADMINISTERED BY: Principle Executive Officer, Director of Studies

APPLICABILITY: All Trainers, Administrators and Students

PURPOSE

The purpose of this policy is to ensure Federation Academy's compliance with the National Code 2018, Standard 8 Overseas student visa requirements. Federation Academy has implemented an Attendance Policy and Procedures for CRICOS Providers of VET Courses to assist CRICOS students in meeting their VISA requirements.

POLICY

An accurate record of academic performance and attendance will be kept for each student.

An international student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a doctor's certificate) or other exceptional compassionate circumstances (such as death in the family) as per Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Where an international student defers commencement on any other grounds without FA's prior approval they will be deemed to have failed to commence as per their VISA requirements. Students that fail to attend the Orientation will be issued with a letter, via email or in person, informing them that they have 15 Academic Days (3 weeks) to commence studies. If they fail to commence during this period, or fail to submit an appeal relating to their deferral request, FA will cancel the enrolment/COE, and the student will be reported to the Department of Home Affairs

Attendance of all students at Federation Academy (FA) will be monitored on a weekly basis. The FA roll is a legal document that records the attendance of students. As it is legal document it is to be treated with care and must not leave the FA premises.

PROCEDURE

1. All trainer/assessors will use the same standard roll document.
2. All trainer/assessors are provided with a class roll when the term commences.
3. FA trainer/assessors will check the attendance during each 2-hour session, commencing at the start of every session.
4. The trainer/assessors will check and verify that the attendance roll filled is correct and accurate before submitting to the Reception to be entered into aXcelerate. Clarity and accuracy is important in marking attendances because incorrect information can lead to student visa cancellations.
5. Following is the key, for an attendance marking:
 - a. P (Present) - If a student is present all session / day
 - b. A (Absent) - If a student is absent all session / day
 - c. HS (Half Session = 1 hour) - If a student turns up after 15 minutes after the session has commenced.
 - d. S (Sick) - If a student has called in sick
 - e. E (Excused) - If a student has been excused from class due to emergency reasons or on compassionate grounds
6. The student is expected to have a minimum 50% academic course progress during his course of study. Which means he / she is required to have a healthy attendance record



- (weekly) to be competent to meet the minimum course progress requirements.
7. If the student's attendance is noticed to be on a gradual decrease and sliding below weekly attendance, the SSO or PEO will commence student counselling and student intervention procedures.
 8. Students with a minimum of 75% or higher attendance will be awarded one resit opportunity in the event of not passing a unit. Students with less than the minimum attendance will be dealt on a case-by- case basis.
 9. The SSO is responsible for the checking, monitoring, reporting and collating data regarding attendance. Trainer/assessors are required to notify the Reception when a student fails to attend regularly.
 10. Student Services Department will monitor attendance on a weekly basis.
 11. Attendance of all students is monitored weekly when the roll data is inputted into the aXcelerate program.
 12. The SSO will discuss with regards to the students at risk of failure with the SSO / PEO. Students are advised to arrange their holidays during the semester breaks.
 13. Medical Certificate from a registered medical practitioner is required from students who are absent for more than two days due to illness.
 14. A receipt for medical or hospital fees cannot be accepted in lieu of a medical certificate.
 15. Letters of explanation for student absences other than illness should be provided to Student Services so that acceptable absences may be credited towards attendance.

SSO and the office administration staff will be responsible for entering and monitoring weekly student attendance. The attendance of each student enrolled with FA will be monitored closely to ensure there is full- time study activity. Attendance is necessary for good course progress. However, as part of our academic support and monitoring, our internal policy is that all students must attend classes and we record attendance at every class.

Students are expected to maintain weekly classroom attendance (including medical related absences) at all times. Failure to attend required classroom sessions may lead to Students enrolment being cancelled. Non-attendance and no response to college notification and requests to attend counselling meetings with the SSO and Interventions, counselling support and warning letters support this process.

LEAVE

The PEO in conjunction with the SSO/PEO may consider granting the student special leave for compassionate reasons if evidence is supplied for approval and the appropriate Leave Request Form is completed.

ILLNESS

In cases of illness, students must provide certified documents (i.e. Medical Certificate) from a registered Medical Practitioner. The documents must state the reason for their absence and the dates they were deemed unfit for class. The documents must also clearly state the Medical Practitioner's contact details. Students must make a copy of these documents and write their student number on the copy before submitting it to their teacher for filing. The students must keep the original documentation in the event of an audit or appeal.