

## Student Attendance Procedure – (Non HE) Box Hill Institute and CAE

<b>Related Policy</b>	Student Attendance Policy – (Non HE) BHI and CAE	
<b>Procedure</b>		<b>Responsibility</b>
<b>1. Student attendance requirements</b> <p>a) Determine student attendance requirements in order to ensure that performance can be assessed over time, within various contexts and using a range of evidence.</p> <p>b) Provide details of attendance requirements to students in the following manner:</p> <ul style="list-style-type: none"> <li>• Student attendance requirements are outlined in the unit/cluster or subject plan.</li> <li>• Details of attendance requirements, reasons for such, importance of attendance requirements and potential consequences of non-attendance are to be included in the Student Centre Handbook.</li> <li>• Details of any additional attendance requirements related to the status of a student enrolment as an apprentice, inbound international student, Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) or third party agreement are to be included in the Centre Student Handbook.</li> </ul> <p>c) Explain to students in the first class for each unit/subject the attendance and participation requirements for the unit/subject:</p> <ul style="list-style-type: none"> <li>• The relationship between attendance and participation to unit assessment requirements.</li> <li>• The potential consequences of non-attendance and lack of participation in the unit/subject.</li> <li>• Any additional attendance requirements related to the status of their enrolment as an apprentice; an onshore International Student, VCE, VCAL or by third party agreement.</li> </ul>		<p>Heads of School or Delegate</p> <p>Heads of School or Delegate</p> <p>Teachers</p>
<b>2. Recording Student Attendance</b> <p>a) All student attendance needs to be recorded using the Institute endorsed roll. The SAT roll (BHI) / MarkBook (CAE) are the mandated Institute/CAE endorsed rolls.</p> <p>b) If the SAT / MarkBook roll cannot be used then a temporary paper based roll can be used to record student attendance.</p> <p>c) If required to use a temporary paper based roll the minimum information to be recorded must meet the Institute's/CAE's Take 5 strategy.</p> <p>d) Inform students of any additional attendance requirements relating to on-the-job placements.</p>		Teachers

<p><b>3. Student Responsibilities</b></p> <p>a) Students are expected to meet the designated attendance requirements.</p> <p>b) Students who arrive late:</p> <ul style="list-style-type: none"> <li>• are not to behave in a manner that creates disruption to the class.</li> <li>• are responsible for obtaining session information and handouts at a time agreed to by the teacher or from a co-student.</li> <li>• may be requested by the teacher not to enter the classroom if it would be too disruptive to the class activity.</li> </ul> <p>c) Students leaving early are:</p> <ul style="list-style-type: none"> <li>• to advise the teacher at the commencement of the class of the need to leave early.</li> <li>• to leave in a manner that does not create disruption to the class and could be requested by the teacher to leave at a time which will not disrupt the commencement of a new class activity.</li> <li>• to be responsible for obtaining session information and handouts at a time agreed to by the teacher or from a co-student.</li> </ul> <p>d) Students wishing to withdraw from their studies (either the whole course and/or individual units of competency/subjects) or take a leave of absence are required to notify their course coordinator, complete and submit the required documentation.</p>	Students
<p><b>4. Attendance and progression in a course</b></p> <p>a) Teachers will inform:</p> <ul style="list-style-type: none"> <li>• Students whose progression is being negatively affected or are at risk of non-completion of the assessment requirements of the potential consequence(s) of their non-attendance.</li> <li>• Students that they may apply for special consideration in internal assessment under the VET Student Assessment Policy and Procedure if their progression is being negatively affected by their non-attendance.</li> <li>• Students, that where there has been an identification of a pattern of non-attendance behaviour impacting on the students learning and assessment, the issues may be dealt with under the Learner Conduct Management Policy &amp; Procedure.</li> <li>• Students who have been absent from class for a period of four (4) weeks without notifying the teacher, or for a period of time as prescribed in the Student's Centre Handbook or appropriate guidelines that their enrolment may be cancelled in that unit.</li> <li>• Apprentices who have been absent from two scheduled</li> </ul>	Teachers

<p>training blocks (block release) or four scheduled weeks (day release) without notifying the teacher that they may have their enrolment cancelled in all units delivered during the scheduled blocks.</p>	
<p><b>5. Australian Apprentices/Trainees attendance requirements</b></p> <p>a) In addition to procedural components 1 to 4 above the following specific procedure applies to Australian Apprentices/Trainees enrolled at Box Hill Institute.</p> <p>b) Ensure that:</p> <ul style="list-style-type: none"> <li>• If an apprentice is absent on a scheduled day of training at Box Hill Institute / CAE contact will be made with the employer by phone to ascertain the reason for the absence. Contact with the employer should be made as soon as practicable after the absence on the scheduled day of training.</li> <li>• Written notification of an apprentice's/trainee's absence will be sent to the employer within 5 working days.</li> <li>• The reason for extended periods of absence is determined in consultation with the apprentice and their employer.</li> <li>• A report in writing is made to the Apprenticeship Administration Branch of the VRQA of any situation that cannot be dealt with by the teaching centre and where the absence has a potential to affect the apprentice's/trainee's performance.</li> </ul>	<p>Heads of School / Teacher</p>
<p><b>6. ELICOS / Inbound international students (VCE) attendance requirements</b></p> <p>a) The following specific procedure applies to Inbound International Students enrolled at Box Hill Institute/CAE for VCE and ELICOS courses:</p> <ul style="list-style-type: none"> <li>• Attendance must be recorded for the scheduled course contact hours.</li> <li>• Attendance must be monitored over the length of each study period (ELICOS study period is defined as 10 weeks, VCE/VCAL study period is defined as a semester).</li> </ul> <p>b) Box Hill Institute/CAE requires a minimum attendance of 80% for International Inbound VCE and ELICOS Students.</p> <p>c) When a student is deemed not to be able to reach an attendance of 85% over the study period a verbal warning is to be given.</p> <p>d) If a student's attendance does not improve following a verbal warning, an email is to be sent to the student alerting them to the fact that ISS is aware of their absences and informing them of the possible consequences of continued absences.. A copy of the email is to be placed in the student's file.</p> <p>e) If the student's attendance still does not improve a formal first warning letter will be sent. The letter will include an appointment time for the student to meet with relevant staff to discuss reasons for the student's poor attendance and to set up an intervention strategy outlining support for the student and clarifying the student's</p>	<p>Heads of School / Teacher</p>

obligations. A copy of the letter and the subsequent intervention strategy are to be placed in the student's file.

- f) When a student is deemed not to be able to reach an attendance of 80% over the study period, a letter of intention to report to DIBP for unsatisfactory attendance is sent or given personally to the student. The written notice must also inform the student that they are able to access the Learner Grievance Policy and Procedure and that the student has 20 working days in which to do so. Box Hill Institute / CAE may decide not to report the student for breaching the 80% attendance requirement of the student visa where their attendance is over 70% and there are compassionate or compelling circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or well being. These could include but are not limited to:
- Serious illness or injury where a medical certificate states that the student was unable to attend classes
  - Bereavement of close family members such as parents or grandparents
  - Major political upheaval or natural disaster in the student's home country requiring emergency travel and this has impacted on the student's studies or
  - A traumatic experience which could include:
  - Involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists reports)
  - Or where Box Hill Institute/CAE was unable to offer a pre-requisite unit.
- g) Where the student has chosen not to access the Learner Grievance Policy within a 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting Box Hill Institute/CAE, Box Hill Institute/CAE will notify the secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.
- h) Box Hill Institute/CAE will send the student a letter advising that Box Hill Institute/CAE has reported the student to DIBP. A copy is to be kept on the student's file.

<b>Approval Body</b>	CEO
<b>Document ID</b>	PROSA44

#### Linked Files:

1. Student Attendance Policy – (Non HE) BHI and CAE
2. Student Attendance Guidelines