

P54- Attendance Policy

1.0 Purpose

- 1.1 This policy and procedure is to ensure that all students who attend VET and English accredited courses at Baxter Institute maintain satisfactory course attendance, which can impact on students' ability to achieve satisfactory learning outcomes and complete their studies within the expected duration in order to meet the requirements of the relevant training package.
- 1.2 Baxter Institute also treats unsatisfactory attendance as a breach of the code of behaviour.

2.0 Responsibility

- 2.1 The Director of Studies is responsible for the implementation of this procedure and for ensuring that all staff and students are aware of its application and that staff implement its requirements properly.
- 2.2 The Student Support Manager executes the operational and procedural aspects of this policy.
- 2.3 All trainers at Baxter Institute are responsible for recording students' attendance.
- 2.4 All students enrolled in VET and English accredited courses at Baxter Institute must comply with this attendance policy.
- 2.5 This policy is made available to staff and students on Baxter Institute's website and staff portal.

3.0 Definitions

- 3.1 "Attendance" means physically being in the classroom, simulated learning environment, or workplace, and being involved in learning activities organised by the trainers.

4.0 Requirements/process

- 4.1 All students are expected to maintain full attendance by attending all required classes and assessments.
- 4.2 Baxter Institute monitors and reviews attendance every week during the entire duration of the course from the commencement date. It will maintain records of student attendance for each scheduled study class.
- 4.3 Trainers will use the 'Attendance Roll' to record student attendance at all scheduled classes.
- 4.4 Baxter Institute is proactive in notifying and supporting students who are at risk of failing to meet the attendance requirements with a relevant intervention strategy. It will contact students absent for 5 or more consecutive calendar days, and if needed, intervention sessions will be arranged to discuss the reasons for the absence.
- 4.5 Students arriving late may attend class, if safe to do so (e.g. after missing out on the safety, information in a workshop environment, it may not be safe to join a training session). However, attendance hours will be recorded according to the attendance sheet marking rules.
- 4.6 If student attendance is below 80% and the student fails to attend the scheduled intervention, he/she is at risk of not meeting the course requirements. The student will be provided with written warnings and the student will be informed of his/her ineligibility to sit for assessments.
- 4.7 A student absent for 5 consecutive calendar days will be contacted by Baxter Institute with a request to attend a support session to formulate an attendance improvement plan.
- 4.8 If a student fails to attend the support session for an attendance improvement plan, Baxter Institute will continue to contact the student by telephone, email and/or in writing. At this stage, the student will be requested to attend a support session to formulate a critical improvement plan.
- 4.9 If the student fails to attend the support session for a critical improvement plan, and the student is still absent in the subsequent week, he/she will be provided with written warnings of Baxter Institute's

intention to suspend or cancel their enrolment and be informed of their rights to access the Complaints and Appeals process within 20 working days.

- 4.10 The cancellation of the student's enrolment cannot take effect until the appeal process is completed. Reporting students to DIBP through PRISMS is only applicable for international students on the basis of unsatisfactory course progress. Please refer to *P10 – Course Progress* on the website for more details.
- 4.11 Students may make an internal or external appeal against the Institute's intention to suspend or cancel their enrolment. They will be informed of their rights to access Baxter Institute's Complaints and Appeals process within 20 working days (plus two working days for postage and handling) as defined in *P08 – Complaints and Appeals Policy*. For more details on the Complaints and Appeals policy and procedure, please refer to *P08_Complaints and Appeals* on the website.

Exemptions

- 4.12 An exemption applies when a student can:
- provide documentary evidence clearly demonstrating his/her compassionate or compelling circumstances (e.g. illness where the student is unable to attend class).
 - apply for leave of absence in writing and have his/her enrolment temporarily suspended on the grounds of compassionate or compelling circumstances. For more details on the procedure and the application for deferral of commencement, or suspension of study, please refer to *P13 – Deferral, Suspension or Cancellation of Enrolment* on the website.
- If the leave of absence is approved, he/she will be required to attend catch-up classes to meet the requirements of the relevant training package.

End

5.0 Revision history

<u>Version</u>	<u>Date</u>	<u>Description of modifications</u>
1.0	1/10/2017	Original
1.1.	15/11/2017	Updated the address of the Institute.
1.2	23/11/2017	Updated with minor revisions