

Attendance Policy

1. Purpose

This policy establishes the definition, criteria and processes used to determine satisfactory attendance. SIBT considers that both academic performance and attendance are critical to successful achievement of progression requirements. SIBT is also required to monitor student attendance in order to comply with the regulatory requirements. The policy outlines the intervention strategies implemented by SIBT to ensure that students who do not meet, or are at risk of not meeting satisfactory attendance are provided with appropriate and adequate support in a consistent and equitable process.

2. Application

This policy applies to all students studying at SIBT.

3. Policy Statement

Regular attendance is fundamental to student learning. SIBT encourages students to participate in all scheduled classes to optimise academic achievements. Monitoring of attendance enables identification of students at risk and implementation of appropriate intervention strategies.

4. Assessing Attendance

SIBT requires all students to attend at least 80% of the scheduled unit contact hours each session for the following reasons:

- attendance is the most significant element in assisting students to achieve satisfactory academic progress; that is, passing at least 50% of enrolled units each session;
- students may not be able to apply for special consideration or deferred exams, lodge an application for a grade review or be eligible to sit the final examinations if they have not met the 80% attendance requirement.

Students who have failed more than 50% of their enrolled units in a session and/or have not attended a minimum of 80% of their classes will be placed on a progressive three step conditional enrolment. The terms of intervention will vary according to the step on which the student is currently placed.

- **Condition 1** (CON1 – first warning).
- **Condition 2** (CON2 – second warning).
- **Condition 3** (CON3 – final warning). All students placed on a CON3 will effectively remain on a CON3 until the completion of their studies at SIBT or they are excluded.

All students placed on a CON3 and who have not attended a minimum of 80% of their classes may be excluded from study at SIBT (EXCC).

Please note that students will be placed in the respective conditional step for poor attendance and/or poor academic performance.

5. Attendance monitoring

Attendance is recorded electronically through the SIBT Portal during each class. A student is not permitted to 'swap' classes or to attend a class other than the one in which they are enrolled without prior permission. If a student's name does not appear on the class list and they do not have an authorisation form to attend a substitute class, the student will be referred to SIBT Student Administration staff to discuss the matter.

All students are able to check their attendance percentage through the SIBT Portal. While SIBT regularly monitors student attendance, students are ultimately responsible for checking their attendance on a regular basis throughout the session.

6. Late attendance

- During Weeks 1-3, students will be marked present even if late, teachers to note late comers and advise the students that there is a moratorium on recording lateness for the first 3 weeks of the session;
- From Week 4, if a student is more than 30 minutes late, they will be marked as absent. Teachers are to use discretion if the student is not usually late and has a valid reason. In this situation, the teacher is able to mark the student as present;
- If students leave the class for more than 30 minutes (such as a student not returning to class after a break) they too will be marked as absent;
- Teachers are able to make a note in the comments section on the roll about a student's attendance. However, the comment needs to be clear and concise and must indicate the week referred to as well as the issue.

7. Recording of attendance by teaching staff

- Access the portal from the teachers lectern and mark the attendance directly, ensuring that this is not projected OR
- Print the class list from portal and mark the attendance on the paper list. Update the portal within 24 hours. The student list should not be circulated to the students for them to mark their own attendance. The circulation of a blank list for students to sign is discouraged.
- if there is an assessment task in a lecture or tutorial, students will not be able to undertake the task or be admitted to the classroom as per the following:
 - a. For tests duration of less than 1.5 hours (including reading time), students are NOT allowed admission to a test room after the first half of the allotted time (excluding reading time) of the test has elapsed.
 - b. For tests duration of more than or equal to 1.5 hours (including Reading time), students are NOT allowed admission to a test room after the first hour of the allotted time (excluding reading time) of the test has elapsed.
 - c. If a student arrives late for the test, but within the allowable time frames above, they need to still be given the opportunity to undertake the test. No extra time is given to them.
 - Indicate the start time of the test on the paper
 - Record the student ID on the In Class test report
 - Refer Student to an Student Advisor directly after the exam finishes
 - d. If a student is ill or arrives late for the test, after the first half of the allotted time
 - Record the student ID on the In Class test report

- Refer Student to a Student Advisor
 - Refer student to SIBT Special Consideration Policy on the SIBT website.
- e. Students may not leave the test room
- during the first half of the allotted time of the test OR
 - In the final 10 minutes thereof.
- f. Students may leave the test room during the remaining test time, (without disrupting others) if prior permission has been given by the lecturer/tutor.
- g. Students may need to seek permission to leave the test room and return (ie to use the toilet), but are required to be escorted/under supervision. Lecturers/Tutors may need to call the Academic Coordinator or Reception to assist. Please set these possible arrangements up prior to the test.
- In class test guidelines distributed in the unit supervisor's pack include further details in relation to this procedure.

8. Attendance calculation

The attendance percentage is calculated as follows:

$100 * [(a * b - c) / (a * b)]$, where:

- a - Number of sessions recorded per week;
- b - Number of weeks attendance is recorded (14 weeks per session);
- c - Total sessions absent.

9. Attendance warnings

SIBT will send three warning messages, via the SIBT portal, to students whose potential attendance has dropped below 93% and 86% and at 79% for a third warning.

9.1 Foundation Program International Students

7.1.1 Monitoring Attendance

SIBT monitors the attendance of overseas students who enrol in the Foundation program to ensure the student complies with their visa condition relating to attendance.

- Foundation Program students will receive the "Intention to Report" notification from the portal in addition to the risk of not achieving satisfactory attendance notifications at 93% and 86% and 79%.
- An official Certificate of Attendance is issued to all Foundation students at the end of each session.

7.1.2 Reporting of unsatisfactory student attendance

SIBT must notify the Department of Education/Department of Immigration and Border Protection via PRISMS of any student enrolled in the Foundation program with attendance less than 80%.

If a Foundation student's attendance is less than 80% SIBT may choose not to report a breach if:

- the student's attendance is at least 70%; and
- the student is maintaining satisfactory program progress.

Foundation students who can achieve between 70% and 79.9% attendance will have their program progress assessed at the end of the session. If the student passes less than 50% of their enrolled units, SIBT will advise the student that it intends to report them to Department of Education/Department of Immigration and Border Protection for not achieving satisfactory attendance.

Once a Foundation student can no longer achieve 70% attendance in a session they will be deemed to have not achieved satisfactory attendance and SIBT will advise the student that it intends to report them for not achieving satisfactory attendance.

10. Appealing

Students will be informed that they can appeal this decision by accessing the Student Complaints and Appeals Policy within 20 working days (see <http://www.sibt.nsw.edu.au/policies>). If the student is unable to come to a resolution with SIBT they will be able to access an external appeals process described in the Student Complaints and Appeal policy. Whilst this process is being conducted the student will remain enrolled and permitted to attend classes.

Where the student has chosen to access the Student Complaints and Appeals Policy within the 20 working days and the process results in a decision in support of the student, the enrolment will continue for the session.

Where the student has chosen not to access the Student Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting SIBT, SIBT will notify the Department of Education/Department of Immigration and Border Protection.

11. Definitions

- *Satisfactory Attendance*
Attending at least 80% of the scheduled program contact hours for the session
- *Potential Attendance*
Maximum attendance a student can attain by the end of the session in which they are enrolled.
- *Satisfactory Program Progress*
Passing at least 50% of enrolled units in the session

5. Related Documents

- Warning Letter Form
- Attendance Process
- Students Complaint and Appeals Policy
- Program Progress policy

AMENDMENT HISTORY

Department:	Academic	
Approval Authority:	Academic Board	
Approval Date:	10 February 2017	
Date for Next Review:	20 February 2020	
Revision Date		
Version	Summary of changes	
10/05/10	1	Current template used. Changed version to 2.Updated reference number
29/11/10	2	Updated to show correct web portal links
06/10/11	3	Reformatted in line with UPD
19/06/12	4	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/11/12	5	All references to DEEWR replaced with DIISRTE.
03/05/13	6	Complete review of policy to align to current process Reference to automatic generation of Section 20 letters removed
01/09/14	7	Updated DIAC to Department of Education-DIBP.
17/11/14	8	The policy was reviewed and amended to reiterate the importance of attending classes and steps added to review, monitor and address poor attendance.
10/03/16	9	Updated. Endorsed and approved by SMT.
06/99/16	10	Updated. Endorsed by SMT approved by Academic Board
10/02/17	11	Reviewed and updated.