

# Attendance Policy

## 1. Purpose and Scope

- 1.1 The Attendance Policy specifies the attendance requirements that students are expected to meet while enrolled at AIAT. This policy should be read in conjunction with the Attendance Procedure.
- 1.2 This policy applies to all students, and to academic and non-academic staff responsible monitoring and recording student attendance.

## 2. Definitions

Refer to *Glossary of Terms*.

## 3. Policy Statement

- 3.1 AIAT recognises that active engagement in prescribed course learning activities is fundamental to the learning process and achieving course learning outcomes. Active engagement correlates with high course attendance.
- 3.2 By maintaining minimum attendance requirements, students can expect improved connection to learning, a greater likelihood in achieving course outcomes and opportunities to garner a range of opinions and knowledge. Therefore, AIAT strongly encourages attendance at all scheduled classes and learning activities in order to uphold its commitment to students to provide opportunities for success.

## 4. Policy Principles

- 4.1 Students are expected to attend all scheduled classes and activities associated with a subject.
- 4.2 Attendance, engagement and contribution to classes is seen as an integral part of developing professional, work-ready behaviours.
- 4.3 Students who fall below 80% attendance will be considered at risk of not successfully completing the subject.
- 4.4 AIAT monitors and records attendance of all its students, in accordance with the Attendance Procedure, in order to identify students who could potentially fall below the 80% attendance requirement. Attendance is also recorded for Health and Safety purposes to identify students who are present in an emergency.
- 4.5 Attendance records may be used to inform decisions relating to a student's academic progression, including student requests for extensions or grade reviews.

- 4.6 Support is provided to students who are identified at risk of falling below the attendance requirement.

## 5. Roles and responsibilities

- 5.1 Academic staff are responsible for maintaining attendance records, identifying students at risk promptly and initiating support processes.
- 5.2 The Student Services Office is responsible for analysing attendance records and initiating contact with an absent student.
- 5.3 The Counsellor is responsible for providing support to students failing to maintain attendance.
- 5.4 Students are responsible for
- maintaining attendance at classes and scheduled activities; and
  - seeking support services and acting on advice at any time in the student lifecycle.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Attendance Policy
Policy Reference No.	POL – 22
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.3.3
Related Documents	Attending Procedure Student Code of Conduct
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: IIET (2021) Attendance Policy
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Academic

## 6. Document Version Control

Document No	POL – 22	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	March 2022		