

Attendance Procedure

1. Purpose and Scope

- 1.1 The Attendance Procedure gives effect to the Attendance Policy. It specifies how AIAT monitors and records student attendance and the steps it takes with students who fail to maintain adequate attendance. This procedure ensures that attendance requirements and processes are applied fairly, consistently, objectively and are documented.
- 1.2 This procedure applies to students, and to staff who monitor and record attendance, and those who provide support to students who fail to maintain adequate attendance.

2. Definition

Refer to *Glossary of Terms*.

3. Procedure

Monitoring attendance

- 3.1 Academic staff closely monitors student attendance to ensure students' engagement and identify students in difficulty.

Recording attendance

- 3.2 Students are recorded as absent if they arrive more than 20 minutes after commencement of a class. Staff will employ a range of strategies to promote attendance for full class sessions, including engaging learning activities and end-of-class reflections.
- 3.3 Students who provide medical, or other acceptable evidence, to support absence from class are noted as having 'approved absence'. Course Directors may approve absence in advance provided the student has appropriate reasons with, if applicable, supporting evidence.
- 3.4 Academic staff provide an attendance sheet to Student Services Office after class. The Student Services Office electronically logs attendance records in the student management system within 72 hours of the end of each class.

Non-attendance

- 3.5 The Student Services Office generates attendance reports at the end of each week and monitors and analyses attendance.
- 3.6 If a student is absent from all scheduled classes for more than five consecutive South Australian working days, the Student Services Office contacts the student by email and/or telephone to check on their safety and welfare, unless they have an approved exemption from attendance.

- 3.7 Students are contacted by the Course Director when they have missed two scheduled classes in a subject to ascertain reasons for absence and remind them of the importance of attendance. The communication includes an invitation to meet with the Counsellor to identify any support services that might be required.
- 3.8 When a student has missed three or more scheduled classes in a subject, they are required to meet with the Course Director to identify issues related to absence and agree plans for further support.
- 3.9 A range of academic and/or welfare support and learning resources are provided in accordance with the Student Support and Welfare Policy and associated procedure.

Complaints

- 3.10 A student may lodge a complaint if they are dissatisfied with the attendance monitoring process, including outcomes. Complaints must be made in accordance with the Student Complaints and Appeals Policy.

4. Roles and responsibilities

- 4.1 Academic staff are responsible for maintaining attendance records, identifying students at risk promptly and initiating support processes.
- 4.2 The Student Services Office is responsible for analysing attendance records and initiating contact with an absent student.
- 4.3 The Course Director is responsible for contacting and, if appropriate meeting with students failing to maintain attendance.
- 4.4 The Counsellor is responsible for providing support to students failing to maintain attendance.
- 4.5 Students are responsible for:
 - 4.5.1 maintaining attendance requirements; and
 - 4.5.2 seeking support services, and acting on advice, at any time in the student lifecycle.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Attendance Procedure
Procedure Reference No.	PROC – 22
Procedure Approval	Board of Directors
Procedure Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference	HESF 2021: 1.3.3

Threshold Standards	
Related Documents	Attendance Policy Student Code of Conduct Student Complaints and Appeals Policy
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 procedure
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

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