

Attendance Policy – Higher Education

Policy Code: STU-011**Version:** 18.0**Effective Date:** 05 May 2023

Purpose

The Attendance Policy - Higher Education establishes:

- the expectation of acceptable attendance for students of the College
- the roles and responsibilities of College staff and students with regard to attendance.

The Attendance Policy - Higher Education should be read in conjunction with the 'Attendance' section of the relevant *Student Handbook* (*International Student Handbook* or *Student Handbook - Higher Education*)

Scope

- All campuses
- All higher education courses
- All higher education students attending classes on campus
- All academic staff
- Student Services staff

Policy Statement

The principles guiding this policy are:

- all students shall be treated fairly and openly
- all students are responsible for their own attendance.

Underlying the expectations, requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

Expectations for Attendance

The College encourages 100% attendance for all classes and requires a minimum of 80% attendance for all classes for international students. Attendance rolls are taken at the beginning of each class; students are expected to arrive on time and attend the entire class to ensure the best possible academic outcomes and study engagement and support. Legislation requires that student attendance rolls for international students and students receiving government assistance are kept and made available for inspection by regulatory bodies.

Any subject-specific attendance requirements must be clearly stated in the Subject Outlines (SO) along with the consequences of not meeting those requirements.

Monitoring Attendance

Both domestic and international student attendance for all courses will be monitored throughout each study period. The College will endeavour to contact and provide appropriate support to any student who has extended periods of absence.

Attendance

Classes

If a student misses a number of classes for any specific theory, practical and/or clinic subject and/or is showing signs of not progressing appropriately (e.g. not submitting summative assessment on time or not participating in any class work or online forums). The appropriate Student Adviser will contact the student by phone or email in regards to their attendance and in order to determine if the student is at risk of not meeting the academic requirements of the subject. Refer to the *Students at Risk (Academic Standing) Policy - HE* for further information.

Students are to attend the subjects and classes that they enrolled into at the start of a teaching period. A student is not permitted to attend a class that they have not been enrolled into, the student will be asked to leave the classroom of any subject where they are not on the class roll and cannot produce an acceptance notice as proof of enrolment.

Students will only be permitted to change class days and/or times after the start of the teaching period in exceptional circumstances. Requests to change a class are to be made via an Application for Special Consideration and will be considered on a case-by-case basis. All applications must be supported by appropriate evidence. Applications will only be approved in exceptional situations and where the class change does not lead to resourcing, work health and safety (WHS) or other impacts.

Students are not allowed to enrol in more than one subject that is timetabled at the same day and time for on campus delivery, as this systematically precludes class attendance and can increase the risk of the student not meeting academic requirements of both subjects. If a student is found to have enrolled in more than one subject timetabled at the same day and time, the College will withdraw the student from one of the two classes.

Non-clinic classes requiring attendance

Students may be required to attend practical, tutorial or other classes where attendance and engagement in activities is required to meet subject learning outcomes. Students are required to attend all of these classes as specified in the Subject Outline; up to 2 classes may however be missed with valid supporting documents (e.g. medical certificate). Students who do not attend the required number of classes will be asked to repeat the subject to ensure they have sufficient practical experience. Practical classes are clearly identified in the Subject Outline. The attendance and participation required in practical classes includes students serving as models for each other in examination and procedures in both regular classes and in practical examinations (e.g. clinical examination, skills development, point location and needling, musculoskeletal therapies).

Where attendance is a subject requirement this must be clearly indicated as a pass requirement in the Subject Outline.

Clinic and pre-clinical subjects

Clinic and pre-clinical subjects have a 100% attendance requirement. The attendance and participation required in clinics includes students being able to actively engage in client consultations and treatments. Students can miss up to the equivalent two full weeks of scheduled clinic sessions, for the following limited reasons, with relevant supporting documentation:

- Serious personal or emotional trauma (such as a death in the immediate family)
- Illness, with a certificate from a registered health practitioner
- Sporting or cultural commitments at State, national or international level.
- Examinations for other subjects (i.e. mid-semester or final examination for an online subject clashing with a clinic class must take precedence over the clinic class).

The following **will not** be considered valid reasons for missing a clinic session:

- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments (including weddings)
- Transportation problems.

Students **must** make up all missed clinic sessions to receive a passing grade for the subject. Students who have missed more than the equivalent of 2 weeks' worth of classes will be unable to meet the subject requirements and will need to withdraw from the subject (if prior to census) or will be awarded a F (fail) grade. In exceptional circumstances the Director of Education, in consultation with the Head of Department, may approve additional clinic make ups.

Students should make every attempt to make up any missed sessions before the end of the clinic block. If making up the clinic sessions in the following block is unavoidable, students must arrange to make them up by Week 3 of the following clinic block. This allows for grade submission in Week 4 prior to census date.

If the student fails to make up the missed sessions by Week 3 of the following clinic block, then the grade of Clinic Make-Up will be changed to a Fail. In that event, the student will be withdrawn prior to census from any other subjects for which that subject is a prerequisite. An intervention strategy will be implemented for international students studying on a student visa to ensure that the student will progress consistent with the *Course Duration and Progress Policy – International*.

Note

- Students must attend Class / Clinic on the set day and time according to their enrolment – changes are only permitted when extenuating circumstances apply.
- Students who are enrolled into a clinic cohort across multiple days must only attend clinic sessions as per the timetabled days (except make-up sessions as booked). Students will not be timetabled to attend more than two (2) clinic sessions on any single day for workload moderation.
- Where only part of a class is attended, students will be marked absent and a request for make-up must be submitted.

Absences

Students who have failed to attend a compulsory class or clinic must submit an application to seek a waiver from attendance or permission for a clinic make-up.

Applications are made via the appropriate form in the Student Management System and must be made within 3 days of the missed class or clinic, and be supported by documentary evidence. For information about evidence requirement refer to the Special Consideration Policy.

Late Attendance

It is the student's responsibility to arrive at class and clinic on time and to stay until the class or clinic is completed. Students who are more than 10 minutes late for a class or clinic may not be admitted, at the discretion of the Lecturer / Clinic Supervisor.

Examination / Assessment Attendance

Students must attend examinations / assessment on the day and at the set time according to the assessment timetable which is published by the College at least two weeks prior to exam period. Any student unable to attend

examinations must apply for special consideration according to the process outlined in the *Examination Policy - Higher Education* and / or *Special Consideration Policy - Higher Education*.

Attendance at examinations should be prioritised over any other clashing clinic or class attendance. Please see [Clinics](#) section above regarding how to make up a missed clinic in this case.

Refer to the *Examination Policy – Higher Education* and *Assessment Policy – Higher Education*.

Communication with Students ‘at Risk’

Students identified as being at risk of not maintaining the required attendance level shall be sent warning correspondence and notified of the support available to them.

Students who are unable to maintain the required attendance level will be officially notified by Student Services and advised of their rights and responsibilities regarding attendance and progression.

Refer to the *Students at Risk (Academic Standing) Policy - HE* for further information.

Definitions

College – In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.

Leave of absence – a period of approved leave from the College

Monitoring period – a period of time within a subject or course of study during which attendance will be monitored and calculated.

Special, compassionate or compelling circumstances – generally described as circumstances beyond the control of the student that has had an impact on the student’s academic progression or well-being. These may include but not be limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of a close family member such as parents, grandparents, spouse, partner, children (death certificate will be required)
- major political upheaval or natural disaster in a home country requiring emergency travel that will impact on a student’s studies
- a traumatic experience (such as involvement in or witnessing a serious accident or witnessing or being the victim of a serious crime), which has impacted on the student’s academic progress (these cases should be supported by police or psychologists’ reports where possible)
- financial hardship
- family circumstances requiring the student’s presence

Student – an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Student at Risk – any student identified as having an attendance calculation close to the 80% requirement but is still able to achieve satisfactory attendance for the monitoring period.



Related Procedures

Course Duration and Progress Procedure – International

Further Information

Related Policies

Assessment Policy – Higher Education

Course Duration and Progress Policy – International

Examination Policy – Higher Education

Special Consideration Policy – Higher Education

Students at Risk (Academic Standing) Policy - HE

Related Documents

Application Form – Clinic Session Make-Up

Clinic Handbook

International Student Handbook

Student at Risk - On Campus Form

Student at Risk - Online Form

Student Handbook – Higher Education

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

Not Applicable



Review and Approval

Policy Author

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Contact

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Recommending Body

Education Board

Date: 17 November 2022

Approval Body

Academic Council

Meeting date: 05 May 2023

Policy Status

Revised – full revision for new processes

Responsibilities for Implementation

- All Lecturers / Clinic Supervisors
- All Student Services staff
- Director of Education
- Director of Student Services and Retention

Key Stakeholders

- All students
- Director of Clinic and Campus Operations
- Heads of Department