

# Attendance Policy – Higher Education

**Policy Code:** STU-011      **Version:** {\_UIVersionString}      **Effective Date:** 7 September 2017

## Purpose:

The attendance policy 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 should be read in conjunction with the ‘Attendance’ section of the relevant [Student Handbook](#).

**Definition of “College”** – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). 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 entities or trading names.*

- Scope:**
- All campuses
  - All higher education courses
  - All higher education students attending classes on campus
  - Student Services Team
  - International Team

## 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 subject and/or is showing signs of not progressing appropriately (e.g. not submitting formative or summative assessment on time or not participating in any class work or online forums), the lecturer may report the concerning progression to the Student Services Team using the relevant [Student at Risk Form](#). 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](#) (Endeavour, Martin HE) or the [Students at Risk Policy – ACPE](#) (ACPE) for further information.

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.

### Practical classes:

Students are required to attend at least 80% of their practical skills sessions. Students who do not attend 80% of practical skills sessions 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.

### Clinics (Endeavour only):

Clinic 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 one full week of scheduled clinic sessions (depending on the credit points of the clinic subject), 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.
- Endeavour College 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 credit for the subject.

Students should make every attempt to make up any missed sessions before the end of the semester. If making up the clinic sessions in the following semester is unavoidable (such as if the missed session is at or near the end of semester), students must arrange (using the [Application Form – Clinic Session Make-Up](#)) to make them up by Week 3 of the following semester. 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 semester, then the grade of Incomplete will be changed to a Fail. In that event, the student will be withdrawn prior to census date 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](#).

<b><i>Credit Points of Clinical Subject (CPs)</i></b>	<b><i>Maximum Number of Clinic Sessions that can be missed for the entire teaching period (Semester) – MUST MAKE UP THAT SESSION</i></b>
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<b>2 CPs</b>	<b>1</b>
<b>4 CPs</b>	<b>2</b>
<b>6 Cps</b>	<b>3</b>
<b>8 CPs</b>	<b>4</b>

Students who miss more than the allowable number of clinic sessions will be sent home by the supervisor and will not be able to continue attending clinic, and will receive a Fail grade for that clinic subject. The only exception to this rule is if a student has missed a clinic class due to an exam for another subject studied at the College; this missed class will not be deducted from the maximum number of sessions allowed to be missed, but **must** still be made up using the required form and process.

#### Note:

- Students must attend Class/Clinic on the set day and time according to their enrolment – changes are only permitted when extenuating circumstances apply.
- Where only part of a class is attended, students will be marked present for only that portion of class. Subsequent partial absences will be tallied towards total absences.

## Absences

If a student is regularly unable to attend scheduled classes or activities, the student is to notify Student Services of the expected duration of the absence and its cause by telephone prior to commencement of the relevant class or clinic session, or within three (3) days of the absence.

If the student believes that special, compassionate or compelling circumstances (see definition below) apply to explain their inability to attend classes or clinic sessions, he/she may seek dispensation from attendance requirements. Failure to provide appropriate documentation to support this request may result in the rejection of the request, an 'I' (Incomplete) grade or a Fail being awarded for Higher Education courses.

Students granted dispensation must comply with any and all special conditions or additional requirements as per the [Special Consideration Policy – Higher Education](#).

## 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.

As noted above, where only part of a class is attended, students will be marked present for only that portion of class and a note will be made. Subsequent partial absences will be tallied towards total absences. For clinics, missing any part of a clinic session shall be considered an absence.

## 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.

It is the student's responsibility to arrive at examinations/assessments on time and to stay until the examination/assessment is completed. Students who are more than 30 minutes late for an examination/assessment may not be admitted. Students are not permitted to leave the examination/assessment room within the first 30 minutes.

Refer to the [Examination Policy – Higher Education](#) and [Assessment Policy – Higher Education](#)<https://source.endeavourlearninggroup.com.au/layouts/15/DocIdRedir.aspx?ID=DOCCLD-3-275>.

## 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 will be required to meet with a Student Adviser to explain their reasons for not attending clinic or practical classes when they are:

- absent for two or more consecutive classes (without explanation), or
- at risk of not maintaining the recommended attendance level.

The Student Adviser will record the meeting, including the date and details of the discussion, on the student's file.

Students who are unable to maintain the required attendance level shall 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](#) (Endeavour, Martin HE) or the [Students at](#)

[Risk Policy – ACPE \(ACPE\)](#) for further information.

## Related Procedures:

[Course Duration and Progress Procedure – International](#)

### Definitions:

**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

**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.

**Student** – is 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.

## Further Information:

**Related Policies:**      [Assessment Policy – Higher Education](#)  
[Examination Policy – Higher Education](#)  
[Special Consideration Policy – Higher Education](#)  
[Students at Risk \(Academic Standing\) Policy \(Endeavour, Martin HE\)](#)  
[Students at Risk Policy – ACPE \(ACPE\)](#)  
[Course Duration and Progress Policy – International](#)

**Benchmarking:**      Not Applicable

**Supporting Research  
and Analysis:**      Not Applicable

**Related Documents:**      [Application Form – Clinic Session Make-Up](#)  
[Martin HE International Student Handbook](#)  
[Student Handbook – Higher Education](#)  
[Student at Risk Forms – On Campus, Online](#)  
[Clinic Handbook](#)

**Related Legislation:**      Not Applicable

**Guidelines:**      Not Applicable

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<b>Policy Status:</b>	Harmonised – all brands
<b>Responsibilities for Implementation:</b>	Student Services Teams International Teams
<b>Key Stakeholders:</b>	Directors of Education Director, Student Services & Retention Student Services Teams International Teams All students