

# Attendance & Participation Policy

## Purpose

This policy sets out the expectation of acceptable attendance for students of Macleay College and establishes the principles and processes by which attendance will be monitored as an indicator of academic course progression to ensure compliance with the TEQSA Threshold Standards 2015, the Education Services for Overseas Students (ESOS) Act 2000 and Standard 8 of the National Code 2018.

## Scope

This policy applies to all domestic and international students at Macleay College and the college staff who monitor academic progression and attendance.

## Related Policies

This policy should be read in conjunction with the following college policies:

- Intervention Strategy Guidelines
- Monitoring Academic Progression Policy
- Course Completion within Expected Duration Policy (International Students)
- Assessment Policy
- Special Consideration Policy
- Grievances & Appeals Policy for Academic Matters

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the homepage of the college website and Handbook section of the Moodle Student Portal via [www.mymacleay.edu.au](http://www.mymacleay.edu.au).

## Definition of Key Terms

### "Intervention Strategy"

individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance.

### "Satisfactory Academic Progress"

successfully completing the requirements of all required units in their course of study to achieve the qualification (award).

## Principles

Scheduled classes such as lectures, tutorials, seminars, and workshops are an essential part of the program delivery at Macleay College. Where students do not attend class and/or participate in the learning activities, they may not be able to meet the unit learning outcomes and requirements of their course and are at risk of failing.

Macleay College requires a minimum 75% attendance for all classes unless otherwise stated in the Unit Outline. In some units 100 % attendance may be required.

Penalties will be applied for unexplained and undocumented absences beyond the 75% minimum attendance requirement (see [Penalties for Non-Attendance](#)).

Student attendance is recorded in an online roll for each class (lecture, tutorial, or workshop). All students are responsible for their own attendance. Holidays, employment, and personal appointments should be arranged so that attendance is not affected.

## Penalties for Non-Attendance

An academic penalty will be applied in the following circumstances:

- If a student misses 25% of classes (the equivalent of four classes or more), they will incur a 15% reduction in their marks for that unit.
- If a student misses 50% of classes (the equivalent of six classes or more), they will incur a 25% reduction in their mark for that unit.

## Absence from Class

There are three circumstances where absence from class may be approved and not counted as non-attendance:

- a) **Internship.** Where an internship activity is linked to an external event and is beyond the control of the student or Macleay College; absence must be approved by the Head of Faculty.
- b) **Medical.** Requires the submission of an original certificate from medical practitioner that has no personal relationship with the student.
- c) **Misadventure.** A circumstance beyond the control of the student that has prevented attendance. Evidence is required to support this absence.

If a student is unable to attend a scheduled class (or series of classes), the student is to notify Student Services of the expected duration of the absence and its cause by lodging an *Absence from Class Form* with the required supporting evidence such as an original medical certificate within three working days of the missed class(es). The form can be downloaded from the Handbook section of the Moodle Student Portal via [www.mymacleay.edu.au](http://www.mymacleay.edu.au).

## Absence from an Assessment

Failure to attend an assessment must have a consequence, the most serious being a 'Fail' grade.

If a student is absent from an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration. To apply for special consideration, students should lodge an *Application for Special Consideration Form* with the required supporting evidence to the Office of the Registrar within five working days of the missed assessment. The form can be downloaded from the Handbook section of the Moodle Student Portal via [www.mymacleay.edu.au](http://www.mymacleay.edu.au). For more information on applying for special consideration and how an application will be assessed, please refer to the college ***Special Consideration Policy***.

## Absence from Group Assessment

Absence can impede group work and the progress of other students in the group and/or class. Where a student's absence impedes group work then it is permissible to exclude that student.

Students in danger of being excluded from group work because of poor attendance will be asked to meet their Faculty Coordinator and/or Head of Faculty. Failure to attend group work after this meeting will result in exclusion from the group assessment and a 'Fail' grade for the absent student, in addition to any academic penalties due to absence in any units that have a minimum attendance requirement (see [Penalties for Non-Attendance](#)).

## Late & Partial Attendance

Attendance at all classes, lectures, tutorials, and workshops should be regular and must be punctual. It is the responsibility of the student to arrive at class on time and stay for the duration.

Students who arrive for a class more than 10 minutes late may not be admitted (at the discretion of the lecturer or tutor). A student who arrives late to an examination will not be permitted to enter the examination room until reading time has ceased.

Students who only attend part of a class will be marked for that portion of the class on the roll. Any subsequent partial absences will be tallied towards total absences and will incur academic penalties accordingly (see [Penalties for Non-Attendance](#)).

## International Students

The *Education Services for Overseas Students (ESOS) Act 2000* requires all international students to attend classes in accordance with college policy during their study with Macleay College.

There is a strong correlation between attendance and performance. The systematic approach by Macleay College to record and review attendance assists in the monitoring of course progression of our international students in accordance with Standard 8 of the *National Code 2018*. A decline in attendance will trigger a number of intervention strategies designed to assist a student to maintain satisfactory course progression. The first level of response is an Attendance Alert Letter which advises the student of their current attendance level and the impact

this may have on course progression and their visa conditions should this pattern continue. Where attendance does not improve and the student is at risk of not achieving satisfactory course progression, an escalated response includes a series of Academic Progression Alert Letters and the implementation of an Intervention Strategy as per the college ***Intervention Strategy Guidelines***.

International students who do not achieve satisfactory academic progression in two consecutive trimesters will be advised of Macleay College's intention to report the breach to the Department of Education via PRISMS, which may result in the cancellation of their student visa.

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**Approvals:**

*Next Policy Review Cycle: December 2019*

As part of the college Policy Review Cycle, this policy was endorsed by the Teaching & Learning Committee at their meeting of 15 November 2016 and ratified by the Academic Board at their meeting of 6 December 2016.