



**EMPIRE**  
INSTITUTE OF EDUCATION

**National Code 2007**

**Standard 11**

**Policy & Procedure**



**CRICOS: 03476F RTO: 41425**



## Monitoring Attendance

### Purpose

The purpose of this policy is to ensure that student attendance is monitored and reviewed, as per the requirement of Standard 11 of the National Code 2007.

### Scope

This policy applies to all international students who have accepted a place at Empire Institute of Education (EIE) and students currently enrolled at EIE.

Note: As part of Student Visa conditions, EIE is monitoring student attendance for reporting purposes.

### Policy

Empire Institute of Education will monitor student compliance with Student Visa conditions relating to attendance. EIE will proactively notify and counsel students who are at risk of failing to meet the attendance requirements.

### Procedure

1. Trainers must record student attendance using the Student daily Attendance Record, at each scheduled class, including Student signature.
2. If a student presents a Medical Certificate for absences, record it as an absence with medical certificate (AMC), and put a copy of the Medical Certificate into the Student File.
3. If a student is absent for 5 consecutive classes or more, the following will occur:
  - Contact student by telephone and/or in writing.
  - Contact student's emergency contact.
  - If the student's attendance is at risk of falling below 80%, issue the Attendance Warning letter and arrange a counselling session with the RTO Manager. The details for the warning letter are contained in the document titled Student Attendance Warning Letters.

Note: EIE will not report student on the basis of the low attendance.

4. Trainers will take early intervention and call absent students on weekly basis. The following process will occur:
  - On the last day of the week, trainer will call all absentees.
  - Trainer will maintain phone log, including comments or conversation.
  - Trainer will send email to RTO Manager on percentage of student turnover, on monthly basis.
  - The RTO Manager will monitor Clause 1.3 and ensure a monthly report is completed.
  - Training Administration maintains the student communication file for monitoring purpose. All records of student attendance communication will be kept in file.
5. If student's attendance is above 90% on the Projected Attendance (%) no action is required.
6. If student's attendance falls below 80% (Red) but not less than 70% on the Projected Attendance (%) for the study period, then, course progress must be checked. The student may continue, if course progress is satisfactory. A final warning letter must be issued immediately and a counselling session



must be arranged with the RTO Manager. The details for the warning letter are contained in the document titled Student Attendance Warning Letters.

7. At the course counselling interview, these intervention strategies will be put in place:
  - Student attendance timetable drawn-up.
  - Student study timetable drawn-up.
  - A fortnightly intervention meeting for the current study period with the RTO Manager or a delegated person will be scheduled.
  - A fortnightly academic involvement report requested from each subject trainer.
8. During the intervention period, students who fail to achieve 80% attendance, fail to achieve 50% satisfactory academic involvement or fail to implement the study timetable may be reported to DIBP for unsatisfactory course progress.
9. If the student is below 80% (Red) on Projected Attendance (%) to the end of the study period and course progress is unsatisfactory, then, the Institute will notify the student in writing of its intention to report the student for not achieving satisfactory course progress (due to absence). The student must be informed that they have 20 working days to appeal to EIE. If the appeal is not upheld or the student withdraws from the appeal process, then, the Institute will report the student to DIBP. Students who are reported to DIBP for unsatisfactory course progress will be marked on PRISMS.
10. Copies of all warning letters, notes from counselling sessions, Medical Certificates, any other relevant documents and PRISMS breach letters will be placed on the student file.
11. Only include class time, when collating student attendance on the Attendance sheet. Do not include lunch breaks as attendance time.



Document Control

<b>Policy ID:</b>	11
<b>Responsible Officer:</b>	RTO Manager
<b>Contact Officer:</b>	Administration Manager
<b>Policy Owner:</b>	RTO Manager
<b>Endorsed By:</b>	Chief Executive Officer
<b>Person Responsible for Implementation:</b>	RTO Manager
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