

## Attendance Monitoring Policy

### Purpose

The purpose of this policy is to ensure that Chambers Institute systematically monitors students' compliance with student visa conditions relating to attendance and notifies and counsels students who are at risk of failing to meet attendance requirements.

The intention of this policy is to provide all students with the best opportunity to meet the learning outcomes of their chosen course.

### Scope

The policy applies to all international students currently enrolled at Chambers Institute.

### Definitions

Satisfactory attendance – a minimum of 80% of scheduled contact hours (with or without medical certificates)

Compassionate or compelling circumstances – those beyond the control of the student and which have had an impact upon the student's course progress or wellbeing

### Policy

1. Each student's attendance will be regularly monitored and recorded every day. Students are required to attend at least 80% of the scheduled course contact hours for the course in which they are enrolled.
2. Chambers Institute provides all students with clear expectations on the attendance requirements. Information on attendance is included in the Student Handbook. It includes: (1) the 80% attendance requirements; (2) class attendance is calculated regularly; (3) the consequences of not maintaining satisfactory attendance; (4) the requirement to notify Chambers Institute if the student is sick; (5) provision of a doctor's certificate due to illness; (6) the information that a student's attendance may be affected if more than 15 minutes late to a class; (7) the information that attendance is taken by the minute; and (8) if a student leaves a class during class time for more than 15 minutes it will be recorded in the attendance roll.
3. Chambers Institute provides information on the above in the Student Handbook which are provided to students prior to or upon commencement of a course. These are also available on Chambers Institute's website at [www.chambers.vic.edu.au](http://www.chambers.vic.edu.au).
4. Students who are at risk of not meeting attendance requirements will be contacted. Chambers Institute will assist students to meet attendance requirements by providing support services as required. The First Warning Letter is sent to the student for being absent for five consecutive days, or whose attendance is at risk of falling below 80%.
5. Once the process for warning students that they are not meeting attendance requirements and assistance has been provided is complete and if the student does not or cannot meet attendance requirements, Chambers Institute will be required to report the student to DEEWR and the student will receive a written notice informing them of the intention to report for non-satisfactory attendance.

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6. In some instances, a student may not be reported if their attendance falls below 80%. This is where the student's attendance is at least 70% and they are maintaining satisfactory academic performance.
7. A student may also not be reported in the case of compassionate or compelling circumstance i.e. those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. Chambers Institute will always use its professional judgment in making decisions and each case will be judged on its individual merits. These circumstances could include (but are not limited to):
  - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
  - bereavement of close family members such as parents or grandparents;
  - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
  - a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
  - where the registered provider was unable to offer a pre-requisite unit.
8. In such cases as described above, Chambers Institute may approve a temporary suspension of the student's studies as per the Deferral, Suspension and Cancellation Policy.
9. The written notice of the intention to report will also indicate to the student that he or she can appeal against the decision by accessing Chambers Institute Complaints and Appeals process and has 20 working days in which to do so. If the student chooses to access this process, the student will not be reported until the process is complete.
10. All records will be kept on the student's file including a copy of the Section 20 breach generated by PRISMS and which is sent to the student.