



# Monitoring Student Attendance Policy and Associated Procedures

V 2.0





# Monitoring Student Attendance Policy and Procedures

## STATUS, DETAILS AND SUMMARY OF CHANGES

<b>Document Reference</b>	MSA-POL-PROC/2024	<b>Review Date</b>	01.10.2026
<b>Status</b>	Current	<b>Version</b>	2.0
<b>Effective Date</b>	01.10.2024	<b>Document Type</b>	Compliance (VQF)
<b>Codes, Standards and Legislative References</b>	ESOS National Code 2018 – Standard 8 Standards for RTOs 2015 – Standards: 5.1 to 5.3 National Vocational Education and Training Regulator Act 2011		
<b>Review Authority</b>	ASIA Compliance Team		
<b>Endorsement Authority</b>	ASIA Board of Director(s)		
<b>Enquiries</b>	Academic Manager: joy.academic@asia.edu.au		
<b>Available on</b>	Website	<input type="checkbox"/>	Academic Manager's Office <input checked="" type="checkbox"/>

### VERSION CONTROL AND SUMMARY OF CHANGES

Version	Date	Description of Changes
1.0	10.09.2024	Introduction of the Document
2.0	01.10.2024	New header and footer with current head office address





## Purpose:

This policy has been established to enable Astral Skills Institute of Australia (ASIA) to systematically record and monitoring students' attendance. ASIA aims to be proactive in providing notification, support, and counseling to students who are at risk of failing to meet the attendance requirements. Additionally, the policy outlines the circumstances under which ASIA will report international students via PRISMS as per ASIA's Course Progress Monitoring Policy and Procedures, if they keep failing to meet their attendance requirement.

## Objective:

ASIA will implement a systematic attendance monitoring process for international students to ensure their active participation in timetabled activities, allowing them to learn effectively and demonstrate competence by completing their assessment activities.

## Scope:

This policy will apply to all current, prospective, and previous students, staff, and other RTO stakeholders.

## Policy:

- ASIA will implement a systematic attendance monitoring process to ensure students' compliance with student visa conditions related to attendance requirements.
- ASIA will take a proactive approach in notifying and counseling students who are at risk of not meeting attendance requirements.
- ASIA will report students who have kept breaching attendance requirements in accordance with the provisions set in this document.
- International students must fulfill the requirements for achieving satisfactory attendance, which entails attending at least 80% of the scheduled course contact hours as a minimum to eliminate the risk of not-attainment of the required course progress (set in ASIA's Course Progress Monitoring Policy and Procedures).





**Procedures:**

➤ **Recording Attendance:**

Procedure	Responsibility
Trainers/Assessors will be provided with the attendance document by Student Services/Admin.	Student Services/ Admin
Students must enter the class/kitchen at the beginning of the session as per their timetable and leave the class kitchen at the end of the session. Up to 20 -minute late or early leave will be allowed. Trainers/Assessors are responsible for overseeing this process. If a student leaves the class without notification, the student's attendance for the day will be recorded as Absent.	Trainers/Assessors

➤ **Monitoring Attendance:**

Procedure	Responsibility
At the conclusion of each week, the trainer/assessor submit the completed attendance record to the Student Services/Admin.	Trainers/Assessors; Administration
The Admin/Student Services will update Student Management System (SMS) with the attendance record each week.	Student Services/ Administration
Students who were absent from classes due to medical or health reasons must provide valid proof, e.g., medical certificate. The medical proof should be submitted within two weeks of the days they were absent.	Student
Admin/Student Services review and if needed, verify the proof, and if found to be fraudulent, report the issue to the CEO (Chief Executive Officer).	Student Support Officer

**Reporting Unsatisfactory Attendance – International Student Visa Holders:**

**NB.** ASIA does not report any student for unsatisfactory attendance unless they fail to attain required course progress.





Step	Responsibility	Responsibility
1	Send warnings to students who are at risk of having an attendance rate below 80% based on the SMS report by the <b>end of each month</b> .	Student Services/ Administration
2	<p>Contact the student for a meeting (online or face-to-face) and counsel the students as needed to improve attendance.</p> <p>During the meeting, discuss the importance of attendance and associated course progress. Offer welfare and support services if necessary.</p> <p>Based on the student's need, the following options <b>may be</b> suggested:</p> <ul style="list-style-type: none"> <li>- Request attendance in catchup classes.</li> <li>- Discuss the option for an alternative cohort and/or campus.</li> <li>- Find out if there is an academic or personal issue and offer possible solution(s).</li> <li>- Provide additional support from trainers/assessors.</li> <li>- Refer the student to other counseling support if necessary.</li> <li>- If applicable, set a deadline for the submission of any remaining assessments.</li> </ul> <p>Where applicable (e.g., unsatisfactory course progress, missing more than one practical sessions), complete the Intervention Strategy Form and obtain the student's signature.</p>	Student Services
3	<p>At the end of the term, produce the <b>First Warning Letter</b> for Unsatisfactory Attendance. Update the information on the SMS.</p> <p>Schedule a meeting with the student to discuss the need for satisfactory attendance and if needed, offer welfare support and intervention options. If intervention needed, complete the Intervention Strategy Form.</p>	Student Services
	If the student does not respond to the first warning and/or is unable to attain 80% attendance by the end of the study period/term, issue <b>Second Warning Letter</b> and organize another meeting to repeat Step 2.	Student Services



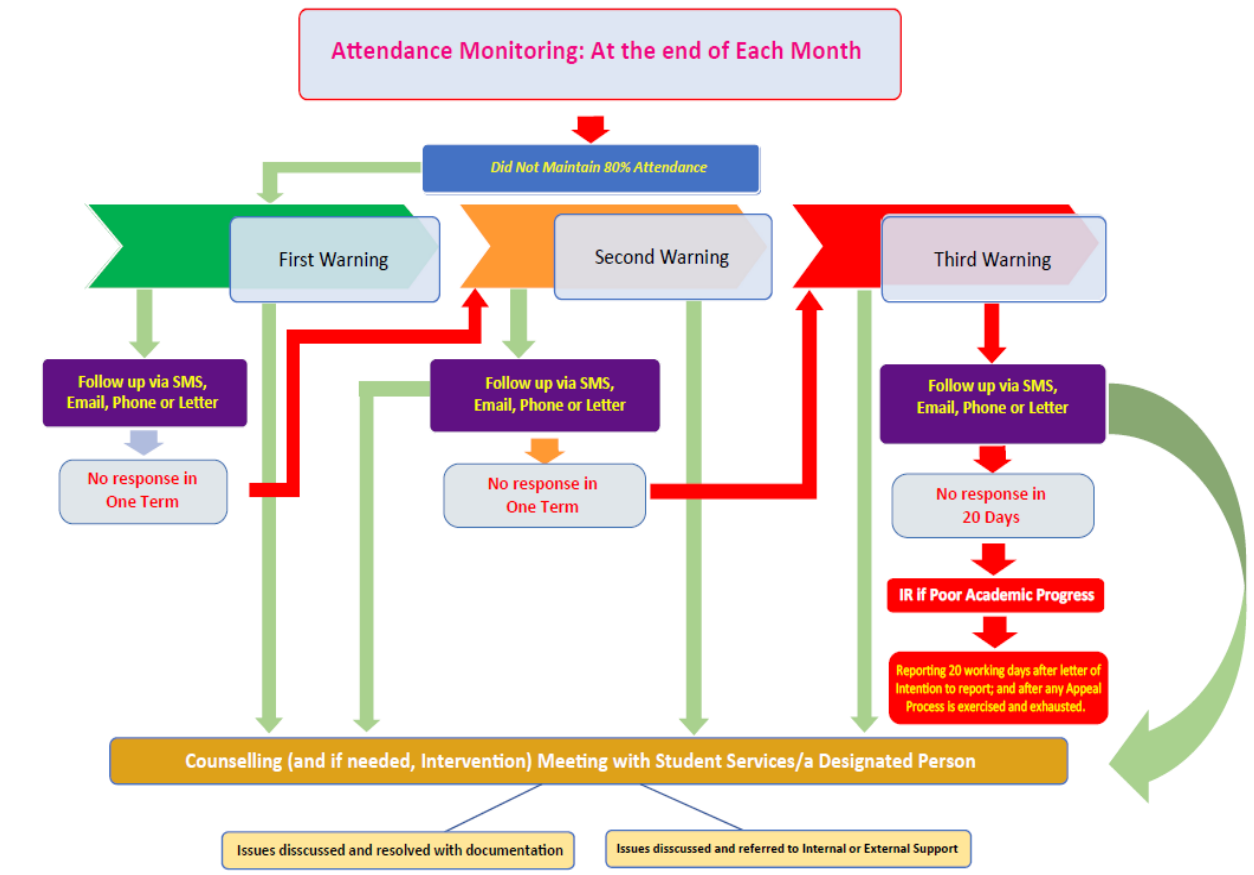


4	If the student does not respond to the second warning and/or is unable to attain 80% attendance by the end of another study period/term, issue <b>Third Warning Letter</b> and organize another meeting to repeat Step 2.  However, if the student's Academic Progress is unsatisfactory as well, the Third Warning should accompany an intention to report (IR). At the same time, the student will be reported to the CEO.	Student Services
5	If a student wishes to appeal the IR and/or presents any acceptable reason(s) with proofs, the CEO will adhere to the Complaints and Appeals Policy and Procedures to determine the outcome.	CEO
6	If the student has not lodged an appeal by the expiration date or has chosen not to utilize the external complaints and appeals process or withdraws from the internal or external appeals processes by providing written notification, initiate the process for reporting and cancellation of the student's enrollment in accordance with the Deferral, Suspension, and Cancellation Policy and Procedure.	Student Services; CEO
7	The reporting of a student's breach of visa conditions via PRISMS will occur 20 working days after the letter of intention to report has been issued, and only after any appeal process has been utilized and completed.	Student Services; CEO





## Attendance Monitoring Flow Chart:



### Continuous Improvement

A summary of all critical incidents and related matter/ concerns will be presented as a part of the Continuous Improvement Policy and Procedure at the Management Meeting for review.

The purpose of this is to ensure management become aware of:

- Common threads relating to the compliance and quality assurance
- Repeat issues
- Any general adverse trends that need correcting

### Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.





## Publication

This document will be made available to all staff via ASIA SharePoint (OneDrive). The document will be explained to students during Orientation and made available through ASIA website.

## Review processes

The policy will be reviewed biennially by the compliance team/academic manager.

