

## Attendance

### DEFINITIONS

#### ATTENDANCE REQUIREMENTS

##### Satisfactory attendance requirement

Students will meet the satisfactory attendance requirement when they attend 80% or more of the scheduled course contact hours over the entire program of study.

##### At risk of failure to meet attendance requirements

Students will be deemed to be at risk of failing to meet attendance requirements when their rate of attendance for a monitoring period falls below 85%, or the student is absent for more than five consecutive days without approval.

##### Failure to meet attendance requirements

Students will be found to have failed to meet attendance requirements when they are absent from 20% or more of the scheduled course contact hours for a study period *and* there is no possibility that their rate of attendance could rise to 80% or higher before the end of their program of study.

#### MONITORING PERIOD

This is the period of time over which students' rate of attendance is monitored. For study periods completed on and campus the monitoring period is five (5) weeks. For work based components of study (Industry Placement), attendance will be monitored at the *same rate* by the Professional Industry Placement team.

#### COMPASSIONATE AND COMPELLING CIRCUMSTANCES

Compassionate or compelling circumstances are those usually beyond the control of the student and are considered to have an impact on the student's ability to successfully progress through their program of study. These circumstances could include:

- 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.
- a major political upheaval or natural disaster in the home country requiring emergency travel, and this has impacted on the student's studies.

The staff of Le Cordon Bleu Australia (LCBA) and its delivery partners will use their professional judgment to assess each case where students make a request on the grounds of compassionate or compelling circumstances and will consider documentary evidence provided by students to support their claims.

## POLICY

1. Students are required to punctually attend all scheduled course contact hours, classes and learning and assessment activities.
2. LCBA will monitor the attendance of students and will notify and counsel students at risk of failing to meet attendance requirements.
3. Where a student is absent without approval for longer than the first two consecutive weeks of any study period, LCBA may terminate the student's enrolment.
4. LCBA will report student visa holders who fail to meet attendance requirements to the Department of Immigration and Border Protection (DIBP) via the Provider Registration and International Student Management System (PRISMS).

## DETAILS AND PROCEDURES

1. **Students are required to punctually attend all scheduled course contact hours, classes and learning and assessment activities.**
  - 1.1 Students who are unable to attend class, or who need to arrive at class late or leave class early, must notify the program administrator of their intended absence prior to the commencement of the class.
  - 1.2 Students must provide documentary evidence supporting the reason for any absence or lateness (e.g. a medical certificate) to program administrators prior to, prior to, or no later than 24 hours after returning to class.
  - 1.3 Students who are late for a scheduled class may not be admitted to class until after a scheduled break or at a time when minimal disruption will be caused to other members of the class.
  - 1.4 Where a student is unable to attend scheduled classes for an extended period of time due to compassionate or compelling circumstances, the student should apply for a leave of absence in writing to the Registrar, LCBA. Applications should be supported by documentary evidence of the reason for the absence. Leaves of absence will not usually be granted for periods longer than three (3) weeks.
  - 1.5 Students may be required to undertake learning and assessment activities outside of their scheduled course contact hours where their absence from classes impacts on their ability to complete the requirements for a unit of competency or qualification.
  - 1.6 Students unable to attend work during industry Placement must notify the Professional Industry Placement office. (*See the Industry Placement Policy.*)

**2. LCBA will monitor the attendance of students and notify and counsel students at risk of failing to meet attendance requirements.**

- 2.1 Lecturers will record student attendance at all scheduled classes and learning and assessment activities using the student management system in place at their institutions.
- 2.2 Program administration staff will obtain attendance data from the student management system and report this information, along with details of medical certificates or other documentation to support absences, to Student Services, LCBA. This reporting will occur every five (5) weeks or whenever a student is absent for 5 consecutive days without approval.
- 2.3 Students' rates of attendance will be calculated every five (5) weeks. Absence, lateness in arriving, lateness in returning from scheduled breaks, and leaving class early will all be recorded and taken into account when calculating overall student attendance.
- 2.4 Students at risk of not meeting attendance requirements will be contacted in person or in writing by LCBA Student Services Department at the end of each monitoring period; they will be counselled in order to identify reasons for their poor attendance, and possible solutions. Counselling will include advice to students that unsatisfactory attendance may result in cancellation of their student visa.
- 2.5 If attempts to contact students fail and LCBA is concerned for the student's welfare, efforts will be made to contact the student, including contacting fellow classmates, contacting student's nominated emergency contacts, visiting the student's last known address, and/or involving the police.

**3. Where a student is absent without approval for longer than the first two consecutive weeks of any study period, LCBA may cancel the student's enrolment.**

*(See the Deferral, Withdrawal, Suspension and Cancellation Policy.)*

**4. LCBA will report student visa holders who fail to meet attendance requirements to DIBP.**

- 4.1 Where a student fails to meet attendance requirements the Student Services Department will notify the student in writing of LCBA's intention to report the student to DIBP. This letter will inform the student of his or her rights to appeal and that the student has 20 working days in which to do so. *(See the Academic Appeals Policy.)*
- 4.2 While the appeal process is underway the student is able to continue his or her enrolment and should attend scheduled classes and activities. The decision to report the student to DIBP will be determined by the outcome of the appeal.

- 4.3 Where a student chooses not to appeal, withdraws from the appeals process or the appeal outcome supports LCBA's decision, LCBA will proceed with notifying DIBP that the student has failed to meet attendance requirements.
- 4.4 LCBA may decide not report a student where:
- the student is maintaining satisfactory course progress according to the LCBA Academic Progress Policy; *and*
  - the student is attending at least 70% of the scheduled course contact hours.
- 4.5 Where the points listed in paragraph 4.4 (above) do not apply, but there are compassionate or compelling reasons for a student's absence, LCBA may agree to temporarily suspend the student's enrolment and *not* report the student to DIBP.

(See online Attendance Policy <http://www.lecordonbleu.com.au/policies>)