

STUDENT ATTENDANCE POLICY

1. Purpose and Objectives

- 1.1 The purpose of this policy is to inform students, teaching staff and academic staff of the rules and processes that apply to student attendance at scheduled classes and activities.

2. Scope

- 2.1 This policy applies to all LCBA Vocational Education and Training (VET) and Higher Education (HE) students who study on-campus or online.
- 2.2 Students undertaking Work Integrated Learning (WIL) should refer to the *Work Integrated Learning Policy*.

3. Legislative Context

- National Code for Providers of Education and Training for Overseas Students 2018
- Higher Education Standards Framework (HESF) 2021
- Standards for RTOs 2015

4. Policy Statement

- 4.1 Students' academic success is linked to high rates of attendance at scheduled classes and learning activities and therefore students are required to punctually attend scheduled classes and learning activities.

5. Policy

- 5.1 Students of VET programs and HE courses are required to punctually attend all (100%) scheduled classes, and learning and assessment activities.
- 5.1.1 Students who are unable to attend on-campus classes, or who need to arrive at class late or leave class early, must notify the Co-Delivery Partner (CDP) campus administration and lecturer of their intended absence prior to the commencement of the class.
- 5.1.2 Students who are unable to attend online classes, or who need to arrive late or leave early, must notify the lecturer of their intended absence prior to the commencement of the class.
- 5.1.3 Students must provide documentary evidence supporting the reason for any absence or lateness (e.g. a medical certificate) to CDP campus administration prior to or no later than 24 hours after returning to class.
- 5.1.4 Failure to attend any scheduled on-campus class related to a unit / unit of competency, including theory, demonstration, practical, activity or field trip, will result in an absence being recorded.
- 5.1.5 Students who are late for a scheduled on-campus 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.
- 5.1.6 Where a student is unable to attend scheduled on-campus classes for an extended period of time due to compassionate or compelling circumstances, the student should apply for a leave of absence in writing (see *Enrolment Policy*).

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- 5.1.7 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/unit of competency or qualification.
- 5.1.8 Le Cordon Bleu Australia (LCBA) only recognises medical certificates issued by [Registered Health Practitioners](#).
- 5.1.9 Students of VET programs with more than four (4) absences at scheduled demonstration and practical classes within a specific stage will not be permitted to attempt the Le Cordon Bleu final practical examinations.
- 5.1.10 Students of VET programs missing a demonstration class will not be allowed into the corresponding practical class and one (1) absence will be recorded.
- 5.1.11 Students of VET programs who do not arrive on time for classes will be recorded as late. Four (4) late attendances will be taken to equal one (1) absence record.
- 5.1.12 Where evidence is provided of compassionate and compelling circumstances it will be taken into consideration when making decisions about eligibility to sit final practical examinations (culinary students only), academic progress and appeals of academic progress.
- 5.2 Students of all programs and courses are required to participate in learning activities, including non-scheduled activities such as self-directed online study.
- 5.3 Where relevant, students' attendance and participation will be taken into consideration in determinations regarding academic progress and appeals (see *Academic Progress Policy VET, Academic Progress Policy HE*).
- 5.4 LCBA will monitor the attendance of students and will notify and counsel students at risk of failing to meet attendance requirements.

6. Roles and Responsibilities

Roles	Responsibilities
Registrar	Overseeing the effective implementation of this Policy
Lecturers / Trainers and Assessors	Monitor and record student attendance
Co-Delivery Partner Campus Administration	Report student attendance to LCBA Keep records of any documentation supporting the reason for any absence or lateness
Student Services	Contact and counsel students with poor attendance and implement student welfare procedures as required

7. Definitions

'Compassionate and 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. The staff of LCBA and its delivery partners will

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use their professional judgement 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. 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 ability to attend scheduled course contact hours.

'Monitoring Period' is the period of time over which a student's rate of attendance is monitored.

'Registered Health Practitioners' are health practitioners who are registered on the Register of Practitioners, which is maintained by the Australian Health Practitioner Regulation Agency.

'Participation' in learning activities is judged by considering factors including:

- time spent accessing Engage (Learning Management System)
- the extent to which students are prepared for class discussions and activities
- meaningful contributions to class discussions and/or forums
- completion of readings, research or homework
- responsiveness to requests from lecturers for updates on progress, support needs, meeting requests etc.

Other applicable definitions may be found in the LCBA's Glossary of Policy Terms on the LCBA website.

8. Related Documents

- Academic Progress Policy HE
- Academic Progress Policy VET
- Assessment Policy VET
- Enrolment Policy
- Student Complaints and Appeals Policy
- Student Welfare Policy
- Work Integrated Learning Policy

9. Procedure

- 9.1 Lecturers, trainers and assessors record student attendance daily at all scheduled on-campus classes and learning and assessment activities using the LCBA student learning management system (LMS).
- 9.2 Students at risk of not meeting attendance requirements will be contacted in writing by LCBA Student Services at the end of each monitoring period; they will be counselled in order to identify reasons for their poor attendance, and possible solutions.
- 9.3 If attempts to contact a student fail and LCBA is concerned for the student's welfare, efforts will be made to establish the student's whereabouts and well-being (see *Student Welfare Policy*).

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10. Summary of changes since last review

Authored by	Description
Head of School - SoCAS	<ul style="list-style-type: none">- Editorial updates- Removal of attendance relating to WIL placements- Updates in terminology