## Monitoring Attendance Policy

Australian Careers Business College monitors the attendance of all students in the course. Attendance is calculated as the percentage of the course scheduled contact hours for which a student is present and recorded as present in the attendance roll. The face-to-face contact hours for attendance for each week at Australian Careers Business College is 20 hours.

A student who has been absent without reason for more than 5 days or who misses 15% of the scheduled contact hours in one Term will receive a formal letter asking them to contact the Campus Manager and to attend a formal counselling session. This session is to discuss the possible reasons for non-attendance and to work out what support is required to assist the students to improve their attendance pattern.

A student who has missed more than 20% of the scheduled contact hours in one Term will be sent an Intention to Report Letteradvising them that they have missed more than 20% of the scheduled course contact hours and notifying them of Australian Careers Business College’s intention to report them to the Department of Education for unsatisfactory attendance. This letter will also inform them they have 20 working days in which to access Australian Careers Business College’s appeals process should they wish to appeal any decision to be made.

Where the student has chosen not to access the complaints and appeals processes within 20 working days, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, has the registered provider notified, through PRISMS, that the student is not achieving satisfactory attendance as soon as practicable.

A student will not be reported until the outcome of any appeal has been finalised and the appeal judged unsuccessful. The student will maintain their enrolment throughout the appeals process.

Australian Careers Business College will report the student to the Department of Education via PRISMS within 5 days of the 20-day period for appeals being lodged or lapsing.

**Monitoring satisfactory attendance procedures**

The trainer of each class will record the attendance of each student on the Attendance register within 15 minutes of class commencing. Students will sign in and the trainer will counter sign.

Trainers will enter the attendance data into the aXcelerate student management system at the end of each class. At the end of each fortnight attendance reports will be run through the student management system by the Campus Manager to identify any student who has missed 5 consecutive days without approval or who has been marked absent for 15% of the scheduled contact hours for the course.

The purpose of this monitoring is to identify students at risk of falling below the 80% attendance requirements for each Term so that the support/intervention process can be started.

**Student Holidays**

Students are expected to take breaks only during the designated term breaks. These dates are provided on the student timetable, website and student handbook. Any other breaks are to be negotiated with the Education Manager.