

Attendance Policy

Purpose	This policy establishes the definition, criteria and processes used to determine <i>satisfactory attendance</i> ¹ . SIBT is required to monitor student attendance in order to comply with the requirements of external accrediting bodies. It outlines the intervention strategies implemented by SIBT to ensure that students who do not meet, or are at risk of not meeting satisfactory attendance are provided with appropriate and adequate support in a consistent and equitable process.
Scope	This policy applies to all students undertaking studies in Certificate IV, Diploma, Advanced Diploma and Associate Degree courses and comes into effect at the commencement of each semester.
The Policy	Regular attendance is fundamental to student learning. SIBT encourages students to participate in all scheduled classes to optimise academic achievements. Monitoring of attendance enables identification of students at risk and implementation of appropriate intervention strategies.
Key Points	Process for assessing satisfactory attendance Attendance monitoring Attendance calculation Attendance warnings Reporting of unsatisfactory student attendance Definitions
Relevant Forms	Warning Letter Form

Process for assessing satisfactory attendance

SIBT requires all students to attend at least 80% of the scheduled course contact hours each semester.

SIBT monitors the attendance of overseas students who enrol in a Certificate IV program to ensure the student complies with his/her visa condition relating to attendance.

Whilst SIBT is not required by law to monitor attendance or report to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) of any overseas Diploma or Advanced Diploma students who fail to maintain a minimum of 80% attendance, SIBT still requires all students (Australian and overseas) to attend at least 80% of the scheduled course contact hours each semester for the following reasons:

- Attendance is the most important element to help students achieve satisfactory academic progress; that is, passing at least 50% of enrolled units each semester.
- Class participation marks cannot be awarded if students do not attend class, some units require at least 80% attendance for a student to pass the unit
- Students may not be able to apply for special consideration or deferred exams, lodge an application for a grade review or be eligible to sit the final examinations if they have not met the 80% attendance requirement.

Attendance monitoring

Attendance is recorded electronically through the SIBT Portal during each class. A student is not permitted to 'swap' classes or to attend a class other than the one in which they are enrolled without prior permission. If a student's name does not appear on the class list and they do not have an authorisation form to attend a substitute class, the student will be referred to SIBT Student Administration staff to discuss the matter.

All students are able to check their attendance percentage through the SIBT Portal. While SIBT regularly monitors student attendance, students are ultimately responsible for checking their attendance on a regular basis throughout the semester.

An official Certificate of Attendance is issued to all overseas Certificate IV students at the end of each semester.

Attendance calculation

The attendance percentage is calculated as follows:

$$100 * [(a * b - c) / (a * b)], \text{ where}$$

a - Number of sessions recorded per week

b - Number of weeks absences are recorded (14 weeks per semester)

c - Total sessions absent

Attendance warnings

SIBT will send two warning messages, via the SIBT portal, to students whose *potential attendance*² has dropped below 85% and 82%.

Reporting of unsatisfactory student attendance

SIBT must notify DEEWR through the Provider Registration and International Students Management System (PRISMS) of any overseas student enrolled in the Certificate IV program with attendance less than 80%.

If a student's attendance is less than 80% SIBT may choose not to report a breach if:

- the student's attendance is at least 70%; and
- the student is maintaining *satisfactory course progress*²

Overseas Certificate IV students who can achieve between 70% and 79.9% attendance will have their course progress assessed at the end of the semester. If the student passes less than 50% of their enrolled units, SIBT will advise the student that it intends to report them to DEEWR for not achieving satisfactory attendance.

Once an overseas Certificate IV student can no longer achieve 70% attendance in a semester they will be deemed to have not achieved satisfactory attendance and SIBT will advise the student that it intends to report them to DEEWR for not achieving satisfactory attendance.

Such advice will inform the student that he/she is able to access SIBT's Academic Grievance Procedures within 20 working days (see https://portal.sibt.nsw.edu.au/Policies/Academic_grievance_procedures). If the student is unable to come to a resolution with SIBT they will be able

to access an **external appeals** process described in the grievance procedures. Whilst this process is being conducted the student will be permitted to enrol and attend classes.

Where the student has chosen to access the Academic Grievance Procedures within the 20 working day period and the process results in a decision supporting the student, this enrolment will continue for the semester.

Where the student has chosen not to access the Academic Grievance Procedures within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting SIBT, SIBT will notify DEEWR of the student not achieving satisfactory attendance.

Once SIBT determines an overseas student is to be reported to DEEWR, a section 20 letter from PRISMS will be generated and sent to the student and a copy placed on the student's file. The student will have 28 days from the date of the notification to make an appointment to see an officer at the Department of Immigration and Citizenship (DIAC).

Definitions

1. **SATISFACTORY ATTENDANCE**
At least 80% of the scheduled course contact hours for the semester
2. **POTENTIAL ATTENDANCE**
Maximum attendance a student can attain by the end of the semester in which they are enrolled.
3. **SATISFACTORY COURSE PROGRESS**
Pass at least 50% of enrolled units in the semester

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