



EYNESBURY
COLLEGE

HEP STUDENT ATTENDANCE POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

This policy commits Eynesbury College to the recording and monitoring of student attendance levels and a systematic approach to encourage consistent student attendance.

A.2 Scope

This policy applies to all students enrolled in Higher Education Programs (HEP) at Eynesbury College.

A.3 Definitions

Word/Term	Definition
Attendance	The presence of students in class during scheduled class time
Class	A scheduled teaching block
Compassionate or compelling circumstances	Circumstances beyond the control of the student that have significantly impacted on the student's well-being or progress
Immigration	Department of Home Affairs
Medical certificate	<p>A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their attendance, participation and/or academic progress.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> • medical practitioner • psychologist • chiropractor • dentist • optometrist • osteopath • physiotherapist • podiatrist • other health specialists as approved by AHPRA
Module	A single unit of study that counts towards completion of a program
National Code of Practice	A set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa
Registered medical practitioner	A health practitioner who is registered to practise in Australia with the Medical Board

A.4 Acronyms

Abbreviation	Phrase or Word
AHPRA	The Australian Health Practitioner Regulation Agency
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
HEP	Higher Education Programs
WNF	Withdraw Not Fail

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College recognises that there is a correlation between attendance and academic success and is committed to maximising attendance through its systematic recording and monitoring. High attendance levels are needed to develop a strong sense of community within a classroom and to foster a high level of class participation which is pivotal to the concept of student-centred learning.

B.2 Policy

1 Monitoring student progress

- 1.1 In accordance with Standard 11 of the National Code, Eynesbury College will implement the Department of Education - Immigration approved course progress policy and procedures. Under this legislation, Eynesbury College is not legally required to monitor student attendance.

2 Attendance requirements

- 2.1 Eynesbury College set minimum attendance requirements, record student attendance and implement intervention strategies for students who do not meet the minimum attendance requirements.
- 2.2 Half absences refer to instances where students are marked as partially absent for a class. Students who are absent for 20 minutes or more from any scheduled class may be considered **as a half absence, determined at a teacher's discretion.**
- 2.3 Consistent judgement must be demonstrated by the teacher when recording half absences. This must be explained to students at the start of the study period as part of the classroom expectations in accordance with Section 3 of the Student Code of Conduct. For example, a one-off occurrence of a student for being late due to compassionate or compelling circumstances may be given full attendance. However, a student that is consistently late, may be given a half attendance due to breaching expected student behaviour as outlined in the Student Code of Conduct.
- 2.4 Half absences that are deemed to be inconsistent with proper classroom management may be overridden by a member of the Academic Directorate.
- 2.5 Half absences may be recorded under the following circumstances (these are representative examples and are not an exhaustive list):
 - Consistent student lateness (with no compassionate or compelling circumstances) despite being given warnings
 - Personal commitments that are unable to be scheduled outside of class times (e.g. medical appointment) resulting in part of a class being missed
 - Participation in College activities, such as Transition to University
- 2.6 A medical certificate is required for all absences on medical grounds. Eynesbury College will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists. See Section A.3 Definitions for certificate criteria.

Back-dated medical certificates will only be accepted at the discretion of the Academic Director.

3 Failure to meet attendance requirements

- 3.1 Students whose attendance in a study period across all enrolled modules falls below the following thresholds will be contacted:
 - Below 95%: Letter 1 – Attendance warning and assistance offered
 - Below 85%: Letter 2 – Appointment(s) with Student Counsellor (required) and another member of the Academic Directorate (recommended)
 - Below 75%: Letter 3 – F2 grade(s) potentially applied (see Section 3.2)
- 3.2 Students who are sent Letter 3 may be precluded from further assessment and have a grade of F2 recorded in any of their modules (at the discretion of a member of the Academic Directorate, based on the degree of lack of engagement) unless there is documented evidence of compassionate and compelling circumstances.
- 3.3 Students who have consecutive absences of at least one teaching week of classes will be reminded of this policy and may be referred to the Student Counsellor.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Student Attendance Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury College Academic Board
Initial Issue date	December 2009
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Current Version Number	4.0
Date of Effect	05/2025
Review Date	05/2028
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Student Attendance Procedure

D.2 Related Policies

Student Code of Conduct