

Monitoring Attendance Policy

Australian National Institute of Management and Technology (ANIMT) monitors the attendance of all students in the courses.

The purpose of this policy and the related procedure is to ensure that the college & overseas students abide by the requirements of The National Code 2018 as per Standard 8. This policy applies to all overseas students enrolled in all courses offered by the college.

Attendance is to be recorded in the College database and communicated to student and staff.

Requirements

Attendance is calculated based on the number of contact hours attended by a student each week. Attendance is analysed on a fortnight basis by actual and potential attendance.

Students are required to attend 80% of scheduled course contact hours to achieve satisfactory attendance for the week.

Procedure

1. 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.
2. Trainers submit Attendance registers to the Receptionist/Student Support Manager at the end of each week who enters the attendance data into the RTO Manager (Student Management System) Note: If a student is absent, no attendance is recorded for that student and “absent (no)” entry is recorded in RTO Manager.
3. At the end of each fortnight attendance reports will be run through the RTO Manager (ANIMT Student Management System) by the Director of Studies 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.
4. 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 from the Student Support Manager asking them to contact the Director of Studies and to attend a formal counselling session. This session is to discuss the reasons for non-attendance and to work out what support is required to assist the students to improve their

attendance pattern. The student will be reminded of the college attendance requirement and that satisfactory attendance is a requirement for success in studies. However, formal intervention strategy will not be enacted at this point.

5. As the terms of registration, currently ANIMT has no obligation to require its students to attend any certain percentage of classes/hours. Therefore, ANIIMT is not obliged to report any student who fails to attend a certain amount of classes.
6. However, ANIMT takes students attendance seriously. A student who has missed more than 20% of the scheduled contact hours in one Term, will be sent an Urgent Letter by Student Support Manager in consultation with the Director of Studies, advising them that they have missed more than 20% of the scheduled course contact hours. This time DoS will prepare an intervention strategy with the consent of the student and follow it up. For example, the student may be moved to another shift convenient to him/her (if progress of unit studies permits) and his/her attendance will be closely monitored.
7. If even after implementation of intervention strategy, the student's attendance fall below 80% in subsequent observation period (i.e. following 15 days), a monetary penalty will be imposed. A\$20 will be charged for every missing hour below 80%.
8. ANIMT may decide not to impose penalty on the student in the following circumstances:
 - They can provide documented evidence of compassionate and compelling circumstances; **and**
 - The student is maintaining satisfactory course progress; **and**
 - The student has in total not missed more than 30% of the scheduled contact hours.
9. Under the National Code 2018, if an ESOS agency requires ANIMT to monitor overseas student attendance on a percentage basis, ANIMT will follow National Code's clause 8.13 to 8.15.

Student Absent for Five Consecutive days

If a student is absent for five consecutive days from the College, the Administrative Officer will contact these students to see if they are alright as a duty of care. Details of the contact are added in RTO Manager

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 DoS/Principal.