

Attendance Policy

Document

Document Name	Attendance Policy
Brief Description	This policy provides information and guidelines on the assessing and monitoring students' attendance at the Sydney Institute of Business and Technology (SIBT).
Responsibility	Senior Management Team
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
10/05/10	1	Current template used. Changed version to 2. Updated reference number.	Academic Board
29/11/10	2	Updated to show correct web portal links	Academic Board
06/10/11	3	Reformatted in line with UPD	Academic Board
19/06/12	4	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>	Academic Board
09/11/12	5	All references to DEEWR replaced with DIISRTE.	Academic Board
03/05/13	6	Complete review of policy to align to current process Reference to automatic generation of Section 20 letters removed	Academic Board
01/09/14	7	Updated DIAC to Department of Education-DIBP.	Academic Board
17/11/14	8	The policy was reviewed and amended to reiterate the importance of attending classes and steps added to review, monitor and address poor attendance.	Academic Board
10/03/16	9	Updated. Endorsed and approved by SMT.	Academic Board
06/09/16	10	Updated. Endorsed by SMT approved by Academic Board	Academic Board
10/02/17	11	Reviewed and updated.	Academic Board
20/04/23	12	Transferred to the new template. Added appendices A and B. Reviewed and amended reporting conditions for Foundation Program international	Senior Management Team

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
		students. Definitions reviewed and updated. Purpose strengthened. Appeal section simplified, user is referred to the Student Complaint and Appeals Policy.	

Related Documents

Name	Location
Student Complaints and Appeals Policy	SIBT Website
Assessment Policy	SIBT Website
Program Progress Policy	SIBT Website
Special Consideration Policy	SIBT Website
Student Code of Conduct Policy	SIBT Website
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
National Code of Practice for Providers of Education and Training to Overseas Students 2018	https://www.legislation.gov.au/



Contents

1. Purpose.....	4
2. Definitions	4
3. Application	4
4. Policy Statement	5
5. Attendance Monitoring.....	5
6. Recording of Attendance by Teaching Staff	5
7. Late Attendance.....	6
8. Attendance Calculation	6
9. Warnings and Intervention Strategies.....	7
10. Monitoring and Reporting Attendance – Foundation Program International Students	7
10.1 Monitoring Attendance	7
10.2 Reporting Unsatisfactory Attendance	8
11. Appeal.....	8
Appendix A: Extenuating (Compelling or Compassionate) Circumstances	9
Appendix B: Acceptable Supporting Documentation	10

1. Purpose

- a) The purpose of the Attendance Policy is to:
- i. Establish definitions, criteria and processes used to determine satisfactory attendance;
 - ii. Outline the intervention strategies implemented by the Sydney Institute of Business and Technology (SIBT) to ensure that students who do not meet or are at risk of not meeting satisfactory attendance are provided with an appropriate and adequate support in a consistent and equitable process;
 - iii. Describe the process for recording the attendance and notifying students who:
 - Are at risk of not meeting satisfactory attendance requirements; or
 - Have failed to meet these requirements.

2. Definitions

Term	Meaning
Attendance	Calculation of student attendance in scheduled classes within a study period.
Satisfactory Attendance	Attending at least 80% of the scheduled classes in any given study period.
Potential Attendance	Maximum attendance a student can attain by the end of the study period in which they are enrolled.
Satisfactory Academic Progress	Passing at least 50% of enrolled units in a study period.
Unsatisfactory Academic Progress	Failing more than 50% of enrolled units in a study period. Failing the same unit twice or more.
Student at Risk	A student that exhibits single or multiple risk factors which could inhibit academic success.
Intervention Strategy	Process of identifying and supporting students to promote academic success and wellbeing.
Academic Integration Plan	An Academic Integration Plan (AIP) is a document established with a student and the student counsellor outlining the 'reasonable adjustments' or academic strategies that support them to complete their academic work while managing their condition. The AIP is implemented by various departments including teachers, Administration, Student Services, and Support Staff.
Intervention Strategy Plan	Intervention Strategy Plan (ISP) is an individual support plan put in place following an individual needs assessment, to specify recommended supports, encourage and document student engagement with support, ensure staff follow-up and accountability.
Scheduled Class	A class in which a student is currently enrolled.
Case Manager	Staff member who is responsible for preparing Intervention Strategy Plan (ISP) with student involvement and agreement, documenting in register and filing the ISP, providing feedback, making required referrals, periodically monitoring the student's adherence to key interventions and their engagement with support, and closing the case in the register at the end of the teaching session.

3. Application

- a) The Attendance Policy applies to all SIBT staff and students.

4. Policy Statement

- a) SIBT considers that both academic performance and attendance are critical to successful achievement of progress requirements and completion of the program.
- b) SIBT is committed to ensuring that:
 - i. Academic performance and attendance are monitored throughout each study period to identify students at risk and implement intervention strategies to strengthen success;
 - ii. Compliance with regulatory requirements is maintained;
 - iii. Students are encouraged to participate in all scheduled classes to optimise academic achievements.

5. Attendance Monitoring

- a) All students are required to maintain at least 80% of their attendance.
- b) Attendance is recorded electronically through the SIBT Student Portal during each class.
- c) 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.
- d) If a student's name does not appear on the class list and they do not have a 'Permission to Attend a Substitute Class' form to attend a substitute class, the student will be referred to SIBT Student Administration staff to discuss the matter.
- e) All students are able to check their attendance status through the SIBT Student Portal.
- f) While SIBT regularly monitors student attendance, students are ultimately responsible for checking their attendance on a regular basis throughout the study period.
- g) Students under Academic Integration Plan (AIP) may have their attendance requirements adjusted to support their special needs and/or extenuating circumstances.

6. Recording of Attendance by Teaching Staff

- a) Teachers will:
 - i. Access the Student Portal from the teachers' lectern and mark the attendance directly, ensuring that the roll is not projected; or
 - ii. Print the class roll from the Student Portal and mark the attendance on the hard copy. Update the Student Portal within 24 hours. The student list should not be circulated to the students for them to mark their own attendance. The circulation of a blank list for students to sign is discouraged.
- b) If there is an assessment task during a lecture or tutorial, students will not be able to undertake the task or be admitted to the classroom as per the following:
 - i. For examinations duration of less than 1.5 hours (including reading time), students will not be admitted to an examination room after the first half of the allotted time (excluding reading time) of the examination has elapsed.
 - ii. For examinations duration of more than or equal to 1.5 hours (including reading time), students will not be admitted to an examination room after the first hour of the allotted time (excluding reading time) of the examination has elapsed.

- iii. If a student arrives late for the examination, but within the allowable time frames above, they need to still be given the opportunity to undertake the examination. No extra time is provided. The teacher will:
 - Indicate the start time of the examination on the paper;
 - Record the student ID on the In Class Examination Report;
 - Refer student to a Student Advisor directly after the examination is finalised.
 - iv. If a student is ill or arrives late for the examination, after the first half of the allotted time, the teacher will:
 - Record the student ID on the In Class Examination Report;
 - Refer student to a Student Advisor directly after the examination is finalised;
 - Refer student to SIBT Special Consideration Policy on the SIBT website.
 - v. Students may not leave the examination room:
 - During the first half of the allotted time of the examination; or
 - In the final ten minutes thereof.
 - vi. Students may leave the examination room during the remaining examination time, (without disrupting others) if prior permission has been given by the lecturer/tutor.
 - vii. Students may need to seek permission to leave the examination room and return (i.e. to use the toilet), but are required to be escorted/under supervision. Lecturers/Tutors may need to call the Academic Coordinator or Reception to assist. Please set these possible arrangements up prior to the examination.
- c) In class Examination Guidelines distributed in the unit supervisor's pack include further details in relation to this procedure.

7. Late Attendance

- a) Up until and including week three (3), students will be marked present even if late. Teachers will note late comers and advise the students that there is a temporary postponement on recording lateness for the first three (3) weeks of the study period.
- b) Beginning from week four (4), if a student is more than 30 minutes late, they will be marked as absent. Teachers may use discretion in determining whether the student is not to be marked absent considering the following:
 - i. Student is not usually late; and/or
 - ii. Student has a valid reason for being late.
- c) If students leave the class for more than 30 minutes (such as a student not returning to class after a break) they will be marked as absent.
- d) Teachers are able to make a note in the comments section on the roll about a student's attendance. The comment must be clear and concise and must indicate the week referred to as well as the issue.

8. Attendance Calculation

- a) The attendance percentage is calculated as follows:

$$\frac{[(\text{Number of sessions per week} \times \text{Number of weeks}) - \text{Number of sessions absent}]}{(\text{Number of sessions per week} \times \text{Number of weeks})} \times 100$$

9. Warnings and Intervention Strategies

- a) SIBT requires all students to attend at least 80% of the scheduled classes each study period for the following reasons:
 - i. Attendance is the most significant element in assisting students to achieve satisfactory academic progress;
 - ii. Students may not be able to apply for deferred examinations, grade review or be eligible to sit the final examinations if they have not met the 80% attendance requirement.
- b) Students who are making unsatisfactory academic progress in any study period and/or have not attended a minimum of 80% of their scheduled classes will:
 - i. Be placed on a progressive three (3) step conditional enrolment; and
 - ii. Meet with their Case Manager to develop an Intervention Strategy Plan (ISP) specific to their circumstances. The terms of Intervention Strategy Plan (ISP) will vary according to the step on which the student is currently placed. For further details, refer to the Program Progress Policy. All students placed on a CON 3 and who have not attended a minimum of 80% of their scheduled classes may be excluded from study at SIBT.

Condition	Code	Warning
Condition 1	CON 1	First Warning
Condition 2	CON 2	Second Warning
Condition 3	CON 3	Final Warning All students placed on a CON 3 will effectively remain on a CON 3 until the completion of their studies at SIBT or they are excluded.

10. Monitoring and Reporting Attendance – Foundation Program International Students

10.1 Monitoring Attendance

- a) SIBT monitors the attendance of international students who enrol in the Foundation Program to:
 - i. Ensure students comply with their visa conditions relating to attendance; and
 - ii. Implement intervention strategies to provide each student with the best chance of success.
- b) SIBT will send three (3) warning messages, via the SIBT Student Portal, to the Foundation Program students whose potential attendance has dropped.

Attendance	Warning
93%	First Warning or five (5) consecutive working days
86%	Second Warning
79%	Third Warning

- c) An official Certificate of Attendance is issued to all Foundation Program students at the end of each study period upon request.

10.2 Reporting Unsatisfactory Attendance

- a) SIBT must notify the Government via the Provider Registration and International Student Management System (PRISMS) of any international student enrolled in the Foundation Program whose attendance falls below 80%.
- b) Foundation Program students will receive the 'Intention to Cancel the Enrolment' notification from the portal in addition to the risk of not achieving satisfactory attendance notifications (set out in section 10.1 b)), when their attendance falls below 80%.
- c) SIBT will not report the breach of the attendance requirements if an international Foundation Program student's attendance is of no less than 70% and the student provides evidence of extenuating (compassionate and compelling) circumstances that is accepted by SIBT. Refer to Appendices A and B.
- d) SIBT will notify the Foundation Program international student of its intention to report them for not achieving satisfactory attendance when:
 - iii. They can no longer achieve 70% attendance in a study period; or
 - iv. Their attendance is no less than 70%, however they failed to provide evidence of extenuating (compassionate and compelling) circumstances; or
 - v. They have provided the evidence of extenuating (compassionate and compelling) circumstances; however, SIBT did not accept it as an adequate or/and sufficient proof.

11. Appeal

- a) Students can appeal any decision made under this policy within 20 working days from the receipt of the notification in accordance with the Student Complaints and Appeals Policy.

Appendix A: Extenuating (Compelling or Compassionate) Circumstances

- a) Extenuating (compassionate and compelling) circumstances include, but are not limited to:
 - i. Serious illness or injury, including deterioration of a pre-existing health condition;
 - ii. Family or personal circumstances which have severely impacted the student's ability to continue with study;
 - iii. Bereavement of close family members such as parents or grandparents;
 - iv. Major political upheaval or natural disaster, in the case of international students this may include such situations occurring in their home country requiring emergency travel where this has impacted on the international student's studies;
 - v. A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports);
 - vi. Where SIBT was unable to offer a pre-requisite unit, or the international student has failed a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- b) Students whose circumstances are outside the ones listed above should seek assistance from the Student Support or other professional services and attach supporting documentation obtained from them. The 'other' circumstances may include but are not limited to:
 - i. Severe disruption to domestic arrangements;
 - ii. Relationship breakdown;
 - iii. Religious observance or obligations;
 - iv. Formal legal commitments;
 - v. Jury duty;
 - vi. Military or/and emergency service;
 - vii. Service with a recognised emergency management service;
 - viii. Participation in significant national or international events.
- c) Students will need to be able to prove their claim for extenuating (compassionate and compelling) circumstances by providing appropriate supporting documentation (see Appendix B: Acceptable Supporting Documentation).

Appendix B: Acceptable Supporting Documentation

Circumstances	Documents
Visa Delay/Refusal	<ul style="list-style-type: none"> A letter advising that the applicant has not been able to obtain a visa yet issued by Department of Home Affairs (DHA); Visa refusal letter issued by Department of Home Affairs (DHA).
Failure to meet academic and/or English entry requirements	<ul style="list-style-type: none"> IELTS (or similar) test results; or High school results (or similar)
Medical and Health	<ul style="list-style-type: none"> An original certificate/letter/report from a doctor or registered treating health professional on a letterhead, including signature or providers stamp, provider's number, and a statement that student was unable to attend classes; A medical certificate stating just "illness" or "medical condition" or "medical reason" may not be sufficient.
Personal and Welfare	<ul style="list-style-type: none"> A statement from a doctor, counsellor, social worker, or independent member of the community (e.g., A Justice of the Peace or a Minister of Religion); A certificate from a funeral director; A death certificates; A certified call to Australian Defence Forces; A letter/report describing the nature of emergency attended by the State Emergency Service or Country/Rural Fire Service; A copy of an accident report; A court summons or similar.
Academic	<ul style="list-style-type: none"> A copy of any academic advice received from their program convenor or a student learning advisor.

- a) Supporting documentation for extenuating (compassionate or compelling) circumstances must be from an independent source or authority, and clearly indicate:
 - i. What the special circumstances were;
 - ii. When they occurred;
 - iii. How long they lasted;
 - iv. The level of impact of the special circumstances.
- b) A personal statement from a student, their friend or family member, outlining their circumstances is not sufficient evidence to demonstrate extenuating (compassionate and compelling) circumstances.
- c) For international students a lack of funds is not accepted by the Department of Home Affairs (DHA) as an extenuation (compassionate and compelling) reason to defer or take leave. It is a condition of a student visa that students have access to funds to cover their tuition fees and cost of living for their first year of study in Australia. International students should not rely on income from paid employment while in Australia to cover their fees and living expenses during this period. Students experiencing an unexpected and unforeseeable change in circumstances should meet with student support to discuss their situation.
- d) Supporting documentation must be in English (or accompanied by certified translation), on official letterhead (if relevant), signed, and dated.