



FSDP Attendance Policy

V1.9 October 2024

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Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEQSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEQSA PRV12132 – Australian University, CRICOS Code 00115M

Policy

La Trobe College Australia records the attendance of each student enrolled in its programs.

Purpose

The prime purpose of this policy is to ensure La Trobe College Australia students are managed responsibly and in accordance with the requirements of the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

Scope

The policy applies to all students enrolled in the Foundation Studies and Diploma Programs at La Trobe College Australia.

Foundation Studies Students

In order to maintain satisfactory attendance, a student enrolled in a Foundation Studies Program must attend at least 80% of the scheduled contact hours for each trimester of their program. This attendance percentage consists of a student's actual attendance in class, plus attendance during the end of trimester examination period. A student who attends at least 70% of the scheduled contact hours but achieves satisfactory academic progress, as per the Course Progression policy, may also be deemed to have met the attendance requirement.

Diploma Students

Attendance is also recorded for students enrolled in a Diploma program for each trimester. While it is not generally mandatory for Diploma students to attend 80% of their classes, it is recognised that a positive correlation typically exists between attendance and academic success. Accordingly, attendance records may be used to assist in identifying possible causes for those Diploma students identified as being at academic risk. A consequent attendance requirement may be imposed as part of an academic risk intervention strategy. It is mandatory for students on packaged visas to provide an attendance certificate, besides an academic transcript, to La Trobe International, when they request to be released from their degree course at La Trobe University.

Policy Statement

Attendance Requirements

For any given trimester, the expected attendance requirement is that all domestic and international students attend a minimum of 80 per cent of classes over the 13 week period. Foundation Studies students must maintain a minimum of 80% attendance.

Students are expected to attend the full duration of each class. However, students will be marked as present for a late arrival within the first thirty minutes of each scheduled class. Thereafter, students will be marked as absent.

Grants of leave from a class given for medical, compassionate or compelling reasons will be taken into account provided that original or certified medical, psychological, police or other certificates are provided. Students are expected to keep such certificates and produce them if required.

Attendance Monitoring

La Trobe College Australia will systematically monitor attendance for all domestic and international students in all units of study and in all courses.

Class attendance is monitored electronically. It is calculated as a percentage and this information is available to staff and students via the student portal.

Formal attendance checks will be undertaken in weeks 3, 5, 7 and 9 of each trimester. Reminder emails will be sent to students with an attendance below 90% via their student portal address. Warning messages will be sent to students with an attendance below 85% projected attendance via their student portal address. Students will be advised that if there are any personal issues (including mental health concerns) affecting their attendance and/or academic progress to make an appointment with the Student Counsellor or their Academic Coordinator.

Where compassionate or compelling circumstances exist, Student Services will provide support and/or intervention services.

Students will also be contacted by Student Services following advice from lecturers about consecutive or consistent non-attendance.

La Trobe College Australia will systematically identify all international students enrolled in Foundation Studies who have been absent for more than five consecutive days (1 day if the student is under 18) without approval. Teachers are required to advise the Student and Academic Services Team in addition to the their Academic Coordinator if this should occur. These students will be contacted by email and/or SMS by Student Services and requested to attend an interview with the Academic Coordinator. The La Trobe College Australia Critical Incident policy will be implemented for any student whom La Trobe College Australia is unable to contact. I.e. after 1 day for an under 18 student or after 5 consecutive days for students over 18.

In all other cases, attendance will be reviewed in conjunction with the academic course progress of students.

La Trobe College Australia may choose not to report a breach of a Foundation Studies **student if the student's attendance is at least 70% and the student is maintaining satisfactory course progress.**

Students Enrolled in Foundation Studies

International students enrolled in Foundation Studies will be considered for exclusion at the end of the trimester if their attendance is deemed to be unsatisfactory. This will result in them being reported to the Australian Government via the Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress. This action will notify the Immigration Department.

A notification of Intention to Report will be issued by the Academic Director/Campus Director to any student with an attendance below 70 per cent and who has not achieved satisfactory course progress. **This notification will be made to the student's** La Trobe College Australia email account.

The written notice will also advise the student that he or she is able to lodge an appeal with the La Trobe College Australia Appeals Committee within 20 working days. A copy **of this letter will be kept on the student's file.** The appeal letter can be dropped at reception or emailed to: Appeals@latrobecollegeaustralia.edu.au – for students of the Melbourne Campus or Appeals-sydney@latrobe.edu.au – for students of the Sydney Campus

Grounds of appeal may include compelling or compassionate circumstances or a procedural breach. There is no fee in accessing the La Trobe College Australia appeals process. La Trobe College Australia **will not cancel a student's enrolment whilst the** appeal is in progress.

A student is not precluded from re-enrolling whilst the 20 working days notification period and any appeals processes are in progress.

The Appeals Committee will commence the process within 10 working days of its lodgment. At a minimum, this will consist of a written acknowledgement of the complaint. Students will also be given the option to access an external appeals process if their internal appeal is unsuccessful, in accordance with the La Trobe College Australia Student Grievance Policy. Students will be required to advise La Trobe College Australia in writing within 10 working days if they are submitting an external appeal. La Trobe College Australia **will maintain the student's enrolment until the outcome of the external** appeal is determined.

A student may appeal against being reported to the Australian Government twice within the duration of one eCOE.

If the student chooses not to access the appeal within the 20 working day period, La Trobe College Australia will proceed with notifying the Australian Government through PRISMS **of the student's unsatisfactory attendance.** This action will also alert the Immigration Department.

If the student chooses not to access the appeal process a second time within the duration of their eCOE, their enrolment will be cancelled. If a second internal appeal is unsuccessful within the duration of one eCOE, the student may make an external appeal. However, if the latter is unsuccessful, their eCOE will be cancelled.

Policy Title	Foundation Studies and Diploma Attendance policy	
Policy Owners	Academic Director, Academic Coordinators	
Key Stakeholders	Academic Staff Student Support Staff Students	
Approval Body	LTM Executive Committee	5 July 2012
	LTM Executive Committee	2 September 2015
	LTM Executive Committee	10 May 2017
	LTCA Executive Committee	31 October 2018
	LTCA Executive Committee	20 December 2018
	LTCA Executive Committee	21 February 2019
	LTCA Senior Management Committee	07/10/2022
	LTCA Senior Management Committee	14/10/2024
Relevant Legislation	Education Services for Overseas Students (ESOS) Act National Code 2018	
Related Policies	Student Grievance Policy Course Progression Policy	
Related Guidelines		
File information		Version number V1.7
Date Effective	5 July 2012	Next Review Date May 2020
Amendment History		
Revision Date	Version	Summary of changes
9/5/17	1.4	Attendance monitoring – added by email and/or SMS. Clarified when critical incident is implemented.
23/05/18	1.5	Attendance monitoring – changed from weeks 4 and 8 to weeks 3, 6 and 9.
12/7/18	1.6	College name change to LTCA
20/12/18	1.6	Attendance requirements changed to “a late arrival within the first thirty minutes of each scheduled class.”
4/2/19	1.7	Merged separate LTCA Melbourne and Sydney policies into one policy.
07/10/2022	1.8	Updated footers and student management system information
14/10/2024	1.9	Updated information collection process and stakeholder information

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