

ATTENDANCE POLICY

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| Purpose | The purpose of this policy is to set out requirements in relation to student attendance and the processes for managing student compliance with those requirements |
| Scope | This policy applies to all students enrolled in accredited courses, for all subjects. |
| Responsibilities | <ul style="list-style-type: none"> • Heads of courses are responsible for the overall management and reporting of student attendance • Subject teachers are responsible for tracking attendance at each class, and reporting absences to the head of course • In accordance with the Student Code of Conduct, students are responsible for attending all scheduled classes, and being punctual. |
| Policy | <p>Attendance</p> <ul style="list-style-type: none"> • All students must attend all timetabled classes and other scheduled projects and activities. • A roll will be kept for all timetabled classes. The teacher of a class will notify the head of course on the same day if a student is absent for a class and the head of course will be responsible for tracking absence. • It is the responsibility of each student to notify his/her head of course prior to 9am if the student will be absent on a given day. • A properly notified absence of up to two days due to illness will not require a medical certificate. All absences of more than two days require medical certification. • Normally if a student is absent for more than 10 working days in any semester, he/she will be required to show cause why he/she should not be required to withdraw from the course or defer. The pro rata equivalent number of days will apply to any student who is undertaking less than a full course load in a semester. • In cases of certified medical conditions or other circumstances beyond the control of the student (as defined in the Special Consideration Policy), a fee refund or exemption from FEE-HELP debt may be possible if a student withdraws from the course after the census date. <p>Punctuality</p> <ul style="list-style-type: none"> • All timetabled classes will commence at five minutes past the scheduled start time, and end no later than five |

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| | <p>minutes prior to the scheduled end time of the class.</p> <ul style="list-style-type: none"> • A roll will be kept for all timetabled classes. The teacher of a class will notify the head of course on the same day if a student has been more than 5 minutes late for a class and the head of course will be responsible for tracking incidents of lateness. • A lock-out may apply to timetabled classes. This is at the discretion of the relevant lecturer/teacher. Lock-out will normally only apply to classes in which WHS risk is heightened by the late arrival of students. • Normally if a student is marked as absent for lateness, and/or locked out, of 80 hours of classes in any one semester, he/she will be required to show cause why he/she should not be required to withdraw from the course. • Note: Failure to attend in days, and hours lost through lateness accumulated in absences, will be added together. When the total exceeds 10 days (defined as 80 hours) this will normally result in the student being required to show cause why he/she should not be required to withdraw from the course, or defer • The pro rata equivalent number of days or hours will apply to any student who is undertaking less than a full course load in a semester. |
| Communication | This policy is published on the NIDA website and on myNIDA. |
| Related policies, procedures and documents | <ul style="list-style-type: none"> • NIDA Assessment Policy • NIDA Special Consideration Policy • Tuition Fee Refund Policy – Domestic Students • International Students Tuition Fee Policy • NIDA Policy of Re-crediting FEE-HELP Balance and Removal of FEE-HELP Debt • Student Handbook |
| Responsibility for implementation | Director of Education |
| Approval body | Director/CEO |
| Date originally approved | 21 July 2015 |
| Date this version approved | 21 July 2015, with minor wording change re start and end time of classes on 4 Sept 2015 |
| Date effective | 27 July 2015 |
| Date of review | December 2016 |
| Contact position | Director of Education |
| TRIM Record No | 15/04965 |