

Policy

The document provides procedures to ensure the attendance of all VET International students is recorded and these attendance records are monitored. This allows for early detection of a student's poor attendance and enables Melbourne Metropolitan College (MMC) to provide support to students with low attendance.

All MMC staff are made aware of the requirements of this policy and procedure and related attendance requirements through the MMC Staff Induction process and ongoing professional development activities.

Procedure

Recording Student Attendance

Student attendance is monitored each and every session of scheduled class time using the Class Attendance Record sheet. Each trainer and assessor will be provided an Attendance Record that will include the names of all students currently enrolled in each class. This Record Sheet will be populated by Student Support/Administration at the beginning of each week. Each trainer and assessor shall also be responsible for ensuring the list of student names and recorded attendance is accurate at all times.

This attendance record sheet is broken down into sessions (morning and afternoon) and requires an indication of attendance twice per session – once at the start of the session and once at the end of the session. A symbol shall be placed in the box beside each student's name to indicate their attendance. A student who arrives late or misses part of a session shall have their hours of attendance recorded on the 'Class Attendance Record Sheet'.

The following symbols are to be used in recording a student's attendance:

Symbol in session box	Meaning
P	Full Attendance Achieved
L	Attendance variation (Late arrival, leave early, missed Hours) Student late arrive time / leave early time will be recorded by trainer.
A	Absent (zero attendance)

Student attendance is then tallied for the day and the Trainer / Assessor will be required to sign the attendance record at the end of each session and confirm the accuracy for the recorded attendance of each student.

The Student Attendance Record is to be submitted to Student Support/Administration at the end of each day. Student Support/Administration will ensure these record sheets are maintained securely and collated as required.

All class attendance shall be recorded in the Student Record Spreadsheet and will be used monthly to calculate projected attendance for students.

All relevant staff (Student Support/Administration & Trainers / Assessors) are informed of this process and the importance for accuracy when entering and collating student attendance through the staff induction program and through regular monitoring by the Campus/RTO Manager.

Monitoring Student Attendance

The Campus/RTO Manager will monitor student attendance for each course. The projected attendance will be monitored monthly to ensure students are given every opportunity to rectify a poor attendance record.

At the beginning of each course the Student Management System will be set up with each of the students and their relevant required course hours.

All 'Student Attendance Record Sheet's' are to be submitted to Student Administration who will enter all data into the Student Data Management System. At the end of each week it is the responsibility of Student Administration to ensure all attendance records are up to date and are accurate.

At this time, once per week, the Campus/RTO Manger will record the attendance percentage of all students and monitor the individual attendance of each student.

Where an individual student attendance falls below 80%, students will be sent a letter advising them that their attendance is poor and that this may cause them to have difficulty in completing the course/assessments. Students will be reminded of the requirement to maintain satisfactory academic performance.