

# Melbourne Metropolitan College & Langford English College

## Attendance Policy

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## POLICY

Melbourne Metropolitan College and Langford English College will follow this policy for monitoring student attendance.

## PURPOSE

This policy document has been developed to ensure Melbourne Metropolitan College and Langford English College has appropriate systems in place to monitor students' attendance and course progress during their enrolment.

## SCOPE

This policy applies to all the students on a student visa studying at Melbourne Metropolitan College and Langford English College.

## **POLICY AND PROCEDURE**

Students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.

## **ATTENDANCE REQUIREMENT**

Attendance is not mandatory for VET course students however we encourage students to maintain the minimum satisfactory course attendance of 80% which has a positive impact on the course progression. For ELICOS students, keeping 100% attendance is mandatory.

## **WORKSHOP ATTENDANCE**

Attendance at workshops is compulsory. In the event of a student missing any workshop for two consecutive weeks, the Student Support Team will issue a warning letter to the student. Additionally, students are kindly reminded to adhere to the requirement of wearing Personal Protective Equipment (PPE) during classes.

## **ORIENTATION**

At orientation, students are inducted with the Melbourne Metropolitan College and Langford English College Attendance Monitoring Policy and Procedure. The students are informed about the importance of the minimum satisfactory attendance requirement which is a minimum of 80%.

## **MONITORING AND RECORDING ATTENDANCE AND ABSENCES**

- Teachers mark attendance for each class session.
- If a student arrives late or leaves early, their attendance is adjusted to reflect this.
- The teacher must mark each student's class roll every day.

- The class teacher enters attendance data into the Student Management System on a daily basis.
- Proof of emergency or medical certificate is mandatory for missing workshop attendance.
- If a student has a medical certificate for a day missed, Student Services will check the truthfulness of this medical certificate, and then grant sick leave for that day the student was absent from class.
- All attendance rolls are digitally updated at the end of each day on the student management system – RTO Manager.
- First Week: If a student does not attend a scheduled workshop without prior approval or a valid excuse, a fine of \$50 will be applied to their account.  
A warning letter will be sent to the students.
- Second Week: If a student continues to neglect workshop attendance in the second week, an additional fine of \$50 will be applied to their account. A second warning letter will be issued
- Third Week: If a student fails to attend workshops for a third consecutive week, a formal intervention process will be initiated. This process may include academic counseling, mandatory meetings, and a review of the student's enrollment status.
- Attendance rolls are monitored weekly.

## WARNING LETTERS

- Melbourne Metropolitan College and Langford English College will issue a First Warning letter when the projected overall attendance is calculated at under 90% (between 89% to 85%) and the course progress is unsatisfactory.
- Melbourne Metropolitan College and Langford English College will issue a Second Warning letter when the projected overall attendance is calculated at under 85% (between 84% to 80%) and the student continues to fail to demonstrate satisfactory course progress.
- Melbourne Metropolitan College and Langford English College will issue an Intention to Report (ITR) [Unsatisfactory Attendance and

unsatisfactory course progress Notification] letter when the projected overall attendance is calculated at under 80% (between 79% to 70%).

- All warning letters are sent to the student's email address as well as being made available at the school.
- Once a warning letter is issued, the school tries to contact the student by phone and/or email and/or text message.
- If the student cannot be contacted for any reason, then the student's emergency contacts will be called.
- All copies of warning letters or contact records are put in the student's file on the RTO Manager.
- Following the first and second warnings and the final warning of Intention to Report (ITR); if the Attendance is still below 80% and the student is still not meeting course progress requirements despite interventions implemented –
- Students are required to meet with the respective campus Coordinator. This is known as an Appeals meeting; this meeting can be done in person or via Zoom.
- The student has 20 working days [from the date of issue of the ITR warning email] to appeal the Intent to Report notice.
- The student will be notified of the decision in writing.
- If the respective student support is not satisfied with the student's evidence or if the student chooses not to access the complaints and appeals process within 20 working days or withdraws from the appeals process, the respective student support will notify the Melbourne Metropolitan College and Langford English College's Compliance department who will then notify Immigration through PRISMS.

## IMPLEMENTATION AND RESPONSIBILITY

The Academic Manager, Operations Manager, respective campus Coordinator(s), Student support and Administration teams are responsible for ensuring the procedure of monitoring attendance as per this policy and procedure. The CEO has overall responsibility for the implementation and review of this policy and procedure.

## RELATED DOCUMENTS

- Handbook
- Warning Letter Template