

VET Student Attendance Monitoring Policies and Procedures

1. Policy:

- 1.1 Magill College Sydney acknowledges the importance of student attendance as a critical factor in academic progress.

20 hours per week – BSB40920 Certificate IV in Project Management Practice;
20 hours per week – BSB50820 Diploma of Project Management;
20 hours per week – BSB60720 Advanced Diploma of Program Management;
20 hours per week – BSB40820 Certificate IV in Marketing and Communication;
20 hours per week – BSB50620 Diploma of Marketing and Communication;
20 hours per week – BSB60520 Advanced Diploma of Marketing and Communication.
- 1.2 Australian law requires overseas students to attend a full-time study load, which is defined as 20 scheduled contact hours per week. Magill College Sydney will identify, notify, implement and monitor an intervention strategy in relation to students who are at risk of failing to meet course attendance requirements.
- 1.3 The College will initiate intervention for students whose attendance rate is at risk of falling below 80%, or who have already reached or fallen below the 80% threshold. The College monitors student attendance on a weekly basis, and a full-time study load is defined as 20 scheduled contact hours per week.
- 1.4 If the student's overall attendance is identified as being at risk of falling below the required minimum of 80% threshold, or has already reached or fallen below this level, an Unsatisfactory Attendance First Warning Letter will be issued, and the student will be requested to attend a meeting with the Administration Manager. Where a student is absent for five (5) or more consecutive class days, they will also be issued an Unsatisfactory Attendance First Warning. The Administration Manager will provide an opportunity to discuss their course attendance, raise any concerns and develop a suitable Academic Intervention Strategy (AIS), if applicable.
- 1.5 If a student's attendance continues to be at risk or have already reached or fallen below the 80% threshold in any of the subsequent three (3) weeks from the issuance of the Unsatisfactory Attendance First Warning Letter, the College will then issue an Unsatisfactory Attendance Second Warning Letter. However, if a student is absent for a further five (5) consecutive days following the issuance of the Unsatisfactory Attendance First Warning Letter without a response from the student, the Unsatisfactory Attendance Second Warning Letter will be issued three (3) weeks from the date of the initial Unsatisfactory Attendance First Warning Letter.
- 1.6 The purpose of these meetings is to gain a better understanding of the student's reasons for absence and to determine whether academic or welfare support is required or extenuating circumstances such as compassionate and compelling reasons.
- 1.7 If the student's circumstances involve serious hardship, trauma, or critical personal events, the Critical Needs Counselling Form will be used to ensure appropriate documentation, referrals and support are provided.
- 1.8 If a student fails to demonstrate satisfactory course progress, including by not participating in scheduled classes which may be taken into account, Magill College Sydney may report the student to the Department of Education via PRISMS, which in turn alerts the Department of Home Affairs (DHA). This action will be taken in accordance with the College's course progress and attendance procedures, where a student has failed to meet academic progress requirements. Please refer to the Satisfactory Course Progress section in this Student Handbook for detailed information.

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2. Purpose:

The purpose of this policy and procedure is to ensure that students abide by Magill College Sydney's attendance requirement

3. Scope:

This policy applies to all international students and acts to ensure that all staff at Magill College Sydney are aware of this policy.

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