



Attendance Policy

Policy

Student attendance will be monitored to ensure that UIC facilitates the highest quality of learning possible with its students, and, at the same time, complies with relevant regulatory requirements. Students are expected to be in class 100% of the time. Students whose attendance falls below acceptable levels will trigger the attendance monitoring process and students may ultimately face exclusion as outlined in the supporting procedures.

1.0 Overview of International Student Attendance Procedure

1.1 Unique International College monitors attendance on a daily basis and takes proactive measures to inform and counsel students at risk of not meeting satisfactory attendance levels

1.2 Satisfactory attendance levels for international students are defined as attending 80% or more of the scheduled sessions for a semester

1.3 Students who have been absent for three consecutive days without approval will be contacted and issued with an Attendance Warning Letter. The letter will encourage students to discuss any issues with the Compliance Manager or Chief Executive Officer.

1.4 All communication between the student and the College will be recorded on the *SMD 123 Student Communication Record Form*

1.5 Students will be informed of this policy and its consequences through the following means:

- (i) Inclusion of information about the policy in enrolment application form and student contract as a part of the pre enrolment process
- (ii) Induction during the orientation program.
- (iii) Thorough training of all teachers in this policy, so it can be reinforced in classes
- (iv) Inclusion in Unique International College's student handbook
- (v) Inclusion in Unique International College's web site

2.0 International Student Attendance Procedure

Student attendance will be closely monitored through the following means:

2.1 Class Teacher

2.1.1 The class teacher will take the roll seven times throughout the duration of a day, using an *Attendance Sheet*. One scheduled break is shown on the *Attendance Sheet*

2.1.2 An "A" will be recorded if a student is absent for the session. The comments column will be used to show the time of arrival. e.g. arrived 8.20am

2.1.3 The student must acknowledge their attendance each day on the *Attendance Sheet*

2.1.4 The *Attendance Sheet* is to be handed to the Administration Officer at the end of each day

2.2 Administration

2.2.1 The Administration Officer will update the attendance records in Unique International College's Attendance Spreadsheet at the end of each day

2.2.2 Students whose projected attendance has fallen below 85 per cent will receive a *First Attendance Warning Letter*, either hand delivered or sent by registered post, informing them of the requirement to attend classes. The letter outlines student visa condition 8202 and requests the student to contact the college's Compliance Manager or Chief Executive Officer immediately to explain any extenuating circumstances and provide any supporting documents for absences

2.2.3 Students whose projected attendance has fallen below 82 per cent will receive a *Final Attendance Warning Letter* either delivered by hand or sent by registered post informing them of the requirement to attend classes. The letter outlines student visa condition 8202 and asks the student to contact the college's Compliance Manager or Chief Executive Officer immediately, to explain any extenuating circumstances and provide any supporting documents for absences. This letter will also outline UIC's intention to report the student via PRISMS for breaching the attendance conditions of their student visa if attendance drops below 80%.



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2.2.4 If attendance further drops below 80 percent the student will be issued an *Intention to Report Letter*, either delivered by hand or sent by registered post. This letter will outline UIC's intention to report the student via PRISMS for breaching the attendance conditions of the student's. The student will be informed of Unique International College's *SMP 119 Student Complaints and Appeals Procedure* and will be given 20 working days to make an appeal. During this time the student must attend all classes.

2.2.5 Students whose attendance has fallen below 80 percent may not be reported if:

- The student is making satisfactory progress and;
- The student is attending at least 70% of the scheduled course contact hours; and
- The decision is consistent with this Policy & Procedure.

3.0 Overview of Productivity Placement Program and Local Student Attendance Procedure

3.1 Unique International College monitors attendance on a daily basis and takes proactive measures to inform and counsel students at risk of not meeting satisfactory attendance levels

3.2 Satisfactory attendance levels for local and productivity placement program (PPP) students are defined as attending 50% or more of the scheduled sessions for a semester

3.3 Students who have been absent for three consecutive days without approval will be contacted and issued with an Attendance Warning Letter. The letter will encourage students to discuss any issues with the Compliance Manager or Chief Executive Officer.

3.4 All communication between the student and the College will be recorded on the *SMD 123 Student Communication Record Form*.

3.5 Students will be informed of this policy and its consequences through the following means:

- (i) Inclusion of information about the policy in enrolment application form and student contract as a part of the pre enrolment process
- (ii) Induction during the orientation program.
- (iii) Thorough training of all teachers in this policy, so it can be reinforced in classes
- (iv) Inclusion in Unique International College's student handbook
- (v) Inclusion in Unique International College's web site

4.0 Productivity Placement Program and Local Student Attendance Procedure

Student attendance will be closely monitored through the following means:

4.1 Class Teacher

4.1.1 The class teacher will take the roll seven times throughout the duration of a day, using an *Attendance Sheet*. One scheduled break is shown on the Attendance Sheet

4.1.2 An "A" will be recorded if a student is absent for the session. The comments column will be used to show the time of arrival. e.g. arrived 8.20am

4.1.3 The student must acknowledge their attendance each day on the *Attendance Sheet*

4.1.4 The *Attendance Sheet* is to be handed to the Administration Officer at the end of each day

4.1 Administration

4.1.1 The Administration Officer will update the attendance records in Unique International College's Attendance Spreadsheet at the end of each day

4.1.2 Students whose projected attendance has fallen below 85 per cent will receive a *First Attendance Warning Letter* either hand delivered or sent by post informing them of the requirement to attend classes. The letter outlines attendance requirements. The letter asks the student to contact the College's Compliance Manager or CEO immediately to explain any extenuating circumstances and provide any supporting documents for absences.

4.1.3 Students whose projected attendance has fallen below 80 per cent will receive a *Final Attendance Warning Letter* either delivered by hand or sent by post informing them of the requirement to attend classes. The letter asks the student to contact the College's Compliance Manager or CEO immediately to explain any extenuating circumstances and provide any supporting documents for absences. This letter will also outline UIC's intention to cancel enrolment and report via Provider Information Management System (PIMS) for unsatisfactory attendance if the attendance drops below 70 percent.



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- 4.1.4 If attendance further drops below 70 percent the student will be issued an *Intention to Cancel Enrolment Letter*, either delivered by hand or sent by registered post. This letter will outline UIC's intention to report via PIMS for unsatisfactory attendance. The student will be informed of Unique International College's *SMP 119 Student Complaints and Appeals Procedure* and will be given 20 days to make an appeal. During this time the student must attend all classes
- 4.1.5 Students whose attendance has fallen below 70 percent may not be reported and may be permitted to continue their studies if:
- (i) The student is making satisfactory progress and;
 - (ii) The student is attending at least 50% of the scheduled course contact hours; and
 - (iii) The decision is consistent with this Policy & Procedure.

5.0 Calculating Attendance

5.1 Student attendance is calculated using the following guidelines:

- (i) At the commencement of each semester, each student commences with 100% attendance
- (ii) Student's attendance is calculated by dividing the total number of scheduled sessions for the semester by the number of attended sessions, and multiplying it by 100
- (iii) The number of scheduled sessions per semester is determined by the number of weeks the semester is scheduled for
- (iv) A semester is defined as being 6 months of study
- (v) Where a course is less than 6 months duration, a semester refers to the total duration of the course

5.2 Example of Attendance Calculations for Certificate III in Hairdressing (Semester 1)

1 day

1 day has 7 sessions (1 day x 7 sessions = 7 sessions)

1 week

1 week has 21 sessions (3 days x 7 sessions = 21 sessions)

1 semester

1 semester has 420 sessions (20 weeks x 21 sessions x = 420 sessions)

Students are expected to have 420 attendances out of 420 in a semester. If a student comes 2 hours late every day of a semester then the student will only have 5 attendances per day, 15 attendances per week (5 attendances x 3 days) and 300 attendances per semester (5 attendances x 60 days). Total percentage for semester will be as per below:

$$\frac{300}{420} \times 100 = 71\%$$

*Please Note: The above calculations, have been provided as an example of UIC's Certificate III in Hairdressing, over a 20 week semester. The number of sessions per semester would differ, depending on the qualification and particular semester. See table 1.0 for the number of sessions per semester for all Unique International College's courses.



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Table 1.0

No. of weeks per semester	Certificate II in Hairdressing	No. of Sessions	Certificate III in Hairdressing	No. of Sessions	Certificate IV in Hairdressing	No. of Sessions	Diploma in Hairdressing	No. of Sessions
Semester 1	13 weeks	273	20 weeks	420	24 weeks	504	24 weeks	504
Semester 2			18 weeks	378				

Related Policies

- SMP 119 Student Complaints and Appeals Procedure

Related Forms

- SMD 123 Student Communication Record Form
- SMD 108 Intention to Report Appeal Form
- Attendance Warning Letter
- First Attendance Warning Letter
- Final Attendance Warning Letter
- Intention to Cancel Enrolment Letter
- Intention to Report Letter