

Policy Reference	PP Attendance	Year	2012
Version	Version 5	Replaces	Version 4
Type of policy	Academic policy		
Last update	October 2012		
This policy replaces	Not applicable this		
Name change from	PP attendance and PP prac. hours combined into one policy		
Name change to	PP Attendance and experiential learning		
Linked Strategy/Plan	eta strategic plan, academic strategy		
Documentation linked to this policy	Class registers		
Database	Student Management System, results		
Responsibility for policy implementation	Regional Level: Academic Head		

PURPOSE

Part 1: attendance:

The purpose of this policy is to provide guidelines on the management of students' attendance and non-attendance to campus lectures and practical learning sessions. This section of the policy applies to contact students, that is full time and part time students at an eta Regional campus and not to Distance Learning students.

This policy defines the controls regarding the following:

1. Attendance and non attendance of students
2. Scoring attendance
3. Procedures for evidencing attendance

1. Attendance and non attendance of students

- 1.1 Attendance is defined as being on campus **and** participating in class **and** practical activities.
- 1.2 A register is taken for each class.
- 1.3 If a student is unable to attend over a substantial period of time and the nature of this absence is due to medical reasons, then the student is required to provide a medical certificate.
- 1.4 If a student is unable to attend over a substantial period of time and this is due to involvement in work that relates to fitness or sport related coaching clinics, the student needs to provide an official letter from the club or school that is conducting the clinics. This leave of absence must relate to the nature of the student's studies.
- 1.5 If a student is unable to attend over a substantial period of time because he/she is a professional athlete and is competing in a sport, the student must provide an official letter from his/her coach.

2. Scoring attendance

- 2.1 Class Attendance has a weighting of 10% towards students' overall mark.
- 2.2 80% attendance is required for sufficient work to be covered for learning and for assessment. If students do not attend class, then their attendance score is reduced relative to their degree of absence.

Attendance scores are as follows:

80 to 100% attendance = 100%;

70 to 79% attendance = 60%

60 to 69% attendance = 45%

50 to 59% attendance = 30%

40 to 49% attendance = 15%

<40% attendance = 0%

- 2.3 Campus students are encouraged to log their practical learning activities during the term in their log sheets/books and to ensure that these are signed off by their facilitator. Therefore, poor attendance creates a loss of marks for attendance as well as for the experiential hours score.

3. Procedure for evidencing attendance

- 3.1 A class register is maintained by the course leader – this is completed at the start and end of all sessions.
- 3.2 If a student provides evidence relating to absence in the form of an affidavit, medical certificate or an official letter, the student is marked as *present* for the period of time stipulated in the evidence. If the student does not produce either of the above, they are marked as absent.

4. Applied learning and work integrated learning

See separate Policy for Practical Learning and work integrated learning
