

Policy Reference	PP Attendance	Year	2010
Type of policy	Academic policy		
Last update	November 2009		
This policy replaces	PP Class Attendance (new)		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Academic Strategies (Teaching and learning strategy)		
Documentation linked to this policy	Class registers		
Database	DB Results		
Responsibility for policy implementation	Regional Level: Academic Head		

PURPOSE

The purpose of this policy is to provide guidelines on the management of students' non-attendance to campus lectures and practical learning sessions.

SCOPE

This policy applies to full time and part time students at an **eta** Regional campus and not to Distance Learning students.

POLICY

- a) A minimum of 80% class attendance is required for campus students.
- b) Class Attendance has a weighting of 10% towards students' overall mark.
- c) 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.
- d) If a student is unable to attend over a substantial period of time and the nature is due to involvement in work relating to coaching clinics, the student would need to provide an official letter from the club, school etc. This leave of absence must relate to the nature of the student's studies.
- e) 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, then the student would need to provide an official letter from his/her coach.

PROCEDURE

1. If the student provides the required proof in the form of an affidavit, medical certificate or letter of absence, then the student is marked as *present* for the period of time stipulated in the certificate or letter.
2. If the student is unable to produce either of the above, then they are marked as absent.