

<b>Policy Reference</b>	PP Attendance	Year	2011
<b>Version</b>	Version 4	Replaces	Version 3
<b>Type of policy</b>	Academic policy		
<b>Last update</b>	December 2010		
<b>This policy replaces</b>	Not applicable		
<b>Name change from</b>	Not applicable		
<b>Name change to</b>	Not applicable		
<b>Linked Strategy/Plan</b>	Academic Strategies (Teaching and learning strategy)		
<b>Documentation linked to this policy</b>	Class registers		
<b>Database</b>	DB Results		
<b>Responsibility for policy implementation</b>	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 contact learning students, that is full time and part time students at an **eta** Regional campus and not to Distance Learning students.

#### POLICY

1. Attendance is defined as being on campus **and** participating in class **and** practical activities.
2. A register is taken for each class.
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.
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.
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.

#### Attendance to classes

1. Class Attendance has a weighting of 10% towards students' overall mark.
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%

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.

#### **Procedure for evidencing attendance**

1. A class register is maintained by the course leader – this is completed at the start and end of all sessions.
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.