



Student Attendance Policy

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1. Purpose

This policy provides a framework for

1. Student responsibilities in relation to:
 - a) Attendance requirements;
 - b) Making up for missed units of study;
 - c) Repeating units of study that have been previously completed; and
2. IKON Institute's responsibilities for recording and monitoring student attendance.

2. Scope

The Student Attendance Policy applies to students of IKON Institute of Australia undertaking all courses and units of study offered by IKON Institute.

3. Definitions

Course: a course of study that leads to an Australian qualification

Unit/Unit of Competency: a discrete set of competencies/learning objectives which when combined with other subjects makes up a course.

Unit of Study: typically a cluster of subjects delivered in a group over a study period and attracting a single census date as detailed in the relevant schedule of fees

Module/Subject: a topic which is delivered within a study period, may contain one entire unit of competency, or be made up of competencies from a number of units.

Study Period: a semester/trimester during which a module is delivered and assessed.

4. Student Responsibilities

4.1 Students are responsible for:

1. Being aware of the attendance requirements to successfully complete a unit of study and the overall course of study;
2. Ensuring attendance at scheduled lectures and tutorials to meet attendance requirements for the unit of study and the overall course of study; and
3. Seeking assistance and advice in relation to problems in meeting attendance requirements, withdrawal from a unit of study and/or course of study and special consideration due to illness or other circumstance.

4.2 In the event of absence, students are responsible for:

1. Notifying IKON Institute in advance (in person, by phone or email) if they expect to be absent from any scheduled sessions;
2. Sourcing the information from fellow students or lecturers on what was presented in the lectures/tutorials during their absence; and
3. Ensuring they are clear on the Institute's policy on repeating and re-enrolling in units of study.

5. IKON Institute Responsibilities

5.1 IKON Institute is responsible for:

1. Ensuring students are aware of the Student Attendance Policy through the Student Orientation Handbook and publishing it online for student access;
2. Publishing attendance requirements for each course of study in marketing material, on the IKON Institute website or Student Orientation handbook;
3. Ensuring students understand attendance requirements specific to their units of study and course of study prior to commencing their course;
4. Ensuring teaching staff maintain an accurate record of student attendance;
5. Ensuring teaching staff record student attendance within 24 hours of delivering a session;
6. Ensuring teaching staff are notified of student absence if prior notice has been received;
7. Identifying students who are 'at risk' of failing to meet the attendance requirements for their unit of study or course; and
8. Providing a warning (letter or email) to students who are 'at risk' of failing/not achieving competence due to not meeting the attendance requirements for their unit of study.

6. Repeating Units of Study

6.1 In the event of prolonged absence due to unforeseeable circumstances (eg. illness), students can apply to IKON Institute to defer/withdraw from one or more unit(s) of study and re-enrol in them at a future date. When re-enrolling, the most current rate for tuition fees will apply. Conditions for deferral/withdrawal are set out in the *Terms and Conditions of Enrolment* and the *Deferral and Withdrawal Policy*.

6.2 Students may defer one unit of study in each half of the course, provided they are not consecutive; the deferred unit of study must be completed at a later date. (VET only)

Higher education students may defer subjects but must be mindful of course timetable and prerequisite requirements.

- 6.3 Students who wish to repeat a unit of study in which they have previously been enrolled must formally apply and be approved to re-enrol in the unit of study to be repeated. Tuition fees will be due and payable in full for the repeated unit of study. This applies to VET students who have:
- Attended and been assessed as either Not Yet Competent or Fail for the original unit of study;
 - Attended and been assessed as Competent or graded Pass or higher for the original unit of study;
 - Partially attended or partially completed the unit of study without formally deferring/withdrawing.
- 6.4 IKON Institute cannot guarantee the student a place in the unit of study they wish to repeat, as this will depend on the availability of places at the time.

7. Record keeping and confidentiality

Student attendance will be recorded electronically by teaching staff and stored in the student management system. Students may access their student file in accordance with the procedures set out in IKON's *Records Management and Personal Information Policy and Procedure*.

8. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

Related Forms/Documents:

FS002 Application for Deferral and Withdrawal Form
Student Orientation Handbook
Terms and Conditions of Enrolment

Related Policies:

AD002 Records Management and Personal Information Policy and Procedure
S001 Deferral and Withdrawal Policy
S003 Student Academic Progress Policy and Procedure