



**EXCELSIA  
COLLEGE**  
— Sydney —

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document number**

**PO-STU-29**

### **Document name**

**STUDENT ATTENDANCE POLICY AND PROCEDURE**

### **Document Status**

Owner	Chief Academic Officer	November 2018
Approving Authority	Academic Board	November 2018
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ABN: 50 360 319 774 CRICOS Provider Code: 002664K

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## 1 Policy statement

This policy provides guidance to staff and students in relation to student attendance requirements in academic programs, and requirements for achieving satisfactory attendance. The procedures outline processes in relation to the recording of attendance.

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## 2 Scope

This policy applies to all students, domestic and international. It outlines the procedure for relevant staff to follow.

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## 3 Responsibility

The following members of staff are responsible for:

### Non-attendance

- Weeks 1–2: Lecturers and Admin Assistants
- Weeks 3–4: Lecturers and Admin Assistants
- Weeks 5–6: Lecturers, Admin Assistants, Registrar’s Office, Student Support Manager
- Week 7: Registrar’s Office
- End of semester: Schools and Registrar’s Office

### Low attendance

- Weeks 1–4: Lecturers and Admin Assistants
- Week 5 (after census date): Lecturers and Admin Assistants
- Week 6 onwards: Lecturers, Admin Assistants
- End of semester: Lecturers, Admin Assistants, School

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## 4 Definitions

For the purpose of this Policy, the following definitions apply:

- **Attendance:** Student attendance at classes may take several different forms. Students may be required to regularly complete online components such as exercises, quizzes, or blogs, undertake an internship or complete fieldwork, or attend a weekly tutorial, seminar, or lecture. Attendance is defined as being present for the specified class component at the scheduled time, or in the event of classes delivered online, completing weekly tasks, and remaining engaged with the content and lecturer throughout the semester. All class components requiring student attendance should be detailed in the course unit outline.

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## 5 Principles

The College believes that attendance and active engagement with learning activities is an essential part of the learning process. When a student engages in academic discourse with other students and with staff, they gain a greater connection to learning, garner a range of opinions and knowledge, and gain the opportunity for greater clarity and assistance in achieving course outcomes.

The College encourages students to attend 100 per cent of all classes. For semester-long units, the College requires students attend at a minimum of 80 per cent of all seminars, workshops, or lectures, unless otherwise stated in a course unit outline. In cases where a student is unable to attend at the required rate, the student must apply for Special Consideration. Any such request for Special Consideration must be accompanied by well-attested evidence of illness, injury or misadventure and the student may be required to undertake extra work. For shorter units of study (e.g. units taught in a block system) or units with specific attendance requirements, different limits may apply as outlined in the course handbook or course unit outline. Students should discuss the circumstances of their absence/s with their lecturer or tutor.

In some units, the attendance requirement may vary from the general requirements. For example, 100 per cent attendance may be required for mandated coursework in child protection or for certain kinds of fieldwork. Any variation from the general College requirements on attendance will be made explicit in the appropriate course handbook or course unit outline. Because attendance expectations may vary between units, it is each student's responsibility to check for specific requirements for each course unit.

In cases where leave, Special Consideration or other special arrangements have been granted to the student, work missed through lack of attendance may be made up independently and accepted as satisfactory before the course unit lecturer or tutor may recommend a final mark and grade. Where no such leave, Special Consideration or other special arrangement application has been accepted or granted, a student's failure to meet attendance requirements will result in the student failing the unit of study and the grade N (Fail) being given to the student.

It is important to note that:

1. All students are responsible for their own attendance.
2. A student's satisfactory academic progress and successful completion of a course unit will be influenced by their attendance at all class components. Students should be aware that absences from face-to-face or online classes, or other forms of class attendance, will impact on their ability to successfully complete a course unit of study.
3. International students are expected to attend classes and make satisfactory progress to meet the conditions of their student visa.
4. Marks are not awarded for attendance.

5. Heads of School should arrange for lecturers and tutors to maintain records of attendance at classes.
6. Records of attendance are important in the event of student appeals and issues arising with international student visas.
7. Lecturers and/or tutors should endeavour to contact an enrolled student whose absenteeism may lead to missing more than 20 per cent of all classes.
8. A student's absenteeism may indicate they are a potential student at risk, and it is important that lecturers identify any such students and address the situation in a timely manner. Lecturers and/or tutors should keep records of steps taken to contact a student and any student response.
9. It is each student's responsibility to contact the relevant course unit lecturer as soon as possible in the event of difficulties that interfere with their attendance and provide supporting documentation wherever possible.
10. Only absences for which students can provide evidence of acceptable reasons will be excused in the attendance register.

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## 6 Procedures

### Monitoring attendance

The College will monitor both domestic and international student attendance for all courses throughout each study period. The College will endeavour to contact and provide appropriate support to any student who has extended periods of absence.

The College will monitor attendance via the following process.

- Lecturers will record attendance for all their classes.
- Lecturers will record class attendance and absences in ExO within 48 hours of class completion.
- School Administrative Assistants will generate a weekly report from the ExO system to monitor all student attendance and to identify students whose current attendance puts them at risk.

<b>Non-attendance</b>		
<b>Timeline</b>	<b>Action</b>	<b>Responsible</b>
<b>Weeks 1–2</b>	<ul style="list-style-type: none"> <li>Lecturers are responsible for noting attendance and contacting students by phone and/or email when there is non-attendance. Admin Assistants can assist Lecturers in this period.</li> <li>For students with zero attendance by the end of Week 2, Lecturers should notify the Admin Assistants. A first warning letter will be sent out to students by Admin Assistants before the census date (cc the Registrar’s Office)</li> </ul>	Lecturers, with assistance from Admin Assistants
<b>Weeks 3–4 (4 absences)</b>	<ul style="list-style-type: none"> <li>Admin Assistants should send a second warning letter to any student who does not reply to the first warning letter and/or does not attend classes in the following week (cc the Registrar’s Office)</li> </ul>	Lecturers Admin Assistants
<b>Weeks 5–6</b>	<ul style="list-style-type: none"> <li>Admin Assistants should check if a student’s absences are happening across all their units.</li> <li>If a student is absent across all their units, the Admin Assistant should forward the student’s details to the Student Support Manager and cc the Registrar’s Office for a welfare check and to intervene.</li> <li>The Student Support Manager should notify the Admin Assistant and cc the Registrar’s Office if it is a welfare case.</li> <li>If a student is absent in one or more units (and it is not a welfare case), the Admin Assistant should forward the student’s details (using the report template) to the Registrar’s Office. The Registrar’s Office will send a third and final warning letter (cc Admin Assistants) to any student who does not attend any classes during the first 4 weeks of the semester.</li> </ul>	Lecturers Admin Assistants Student Support Manager Registrar’s Office
<b>Week 7 onwards</b>	<ul style="list-style-type: none"> <li>For any student still not responding, the Registrar’s Office will continue to follow up warnings that have been sent to the student and ask them to apply for Special Consideration (if necessary) explaining their absence.</li> </ul>	Registrar’s Office

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<b>End of semester</b>	<ul style="list-style-type: none"> <li>Schools should record the attendance rate for each student and present these with grades at moderation (Schools and Registrar to maintain a record for future reference).</li> <li>Students with zero attendance by end of semester and no response are immediately placed on Show Cause.</li> </ul>	Schools Registrar's office
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<b>Low attendance (under 80%)</b>		
<b>Timeline</b>	<b>Action</b>	<b>Responsible</b>
<b>Week 1 onwards</b>	<ul style="list-style-type: none"> <li>Lecturers are responsible for noting attendance and contacting students by phone and/or email when there is non-attendance. Admin Assistants can assist lecturers in this period.</li> </ul>	Lecturers, with assistance from Admin Assistants
<b>Week 5 (after census date)</b>	<ul style="list-style-type: none"> <li>Schools (with the help of CAO Admin Assistant) determine students failing or at risk of failing 80 per cent attendance requirement and send out warnings.</li> </ul>	Lecturers Admin Assistants
<b>Week 6 onwards</b>	<ul style="list-style-type: none"> <li>Lecturers and Schools continue monitoring attendance and contacting students where necessary.</li> </ul>	Lecturers Admin Assistants
<b>End of semester</b>	<ul style="list-style-type: none"> <li>Schools record the attendance rate for each student and present these with grades at moderation (schools to maintain a record for future reference).</li> </ul>	Lecturers Admin Assistants Schools

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## 7 Related documents and references

Internal documents:

- Student Handbook
- International Students Guide

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## 8 Mapped to HESF

The content of this policy is mapped to the HESF 1.3 Orientation and Progression.

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## 9 Document history

This policy has been amended as follows:

Version	Amendments / Date / Notes
2	Approved by AB March 2021. Addition of updated table noting clear responsibilities.
3	Approved by AB August 2021. Adjustments to Week 5 to clearly define the responsibilities of the Admin Assistants and Registrar's Office.