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# Attendance Policy and Procedure

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## Introduction

AIWT promotes and fosters as much as possible a positive learning environment free from unnecessary interruption while maximising every student's right and ability to learn and achieve the learning outcomes of their course. It is important to note that the attendance records are legal documents and may be subpoenaed to a court upon request. As such, all AIWT attendance documentation should be handled as legal documents.

- Each trainer and assessor will be provided with a class list for each class that they are responsible for at the start of each term, providing them with a guide as to which students are expected in the class;
- The class list is to be prepared by trainer and assessor prior to the commencement of each class;
- The trainer and assessor is responsible for completing the class attendance list during each class; and
- The trainer and assessor is responsible for entering the completed class list on the student database.

## Procedure

### Attendance / Class List

Each class list must have the following information provided by administration staff:

- Student Number (where relevant);
- Student Name;
- Student Signature;
- Class Name/Code/Unit Name;
- Trainer and Assessor Name;
- Date of Class Attendance;
- Space for Trainer and Assessor to Sign.
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Trainers and assessors must complete the class list as follows:

- Confirm the class list is the correct list for the class;
- Confirm the class details (code/unit name/date etc.) are correct;
- Confirm the trainer and assessor name is correct;
- Mark the attendance of each student at the beginning of the class using the following codes:
  - P = Present
  - A = Absent
  - L = Late (note time frame of lateness)
  - E = Left Early (note time of departure)
  - Att. = Attachment included (medical certificate etc.)
- Where a medical certificate is attached to the class list and provided to Student Services, Student Services staff must take a copy of the original if an original has been provided and return the original to the student for their own records; and
- Where a trainer and assessor notices that a student has been absent for two (2) days or more, they must notify Student Services who must:
  - Try to contact the student by phone to confirm their wellbeing. For underage students, contact will be made with parent/guardian/school.

- Record all contact against the student's name in the company's Student Management System; and
- Monitor ongoing attendance and absenteeism to determine the impact on the student's learning and assessment in the course.

## Late Attendance

To protect the right and ability of all learners to learn in an uninterrupted learning environment, it is the policy of AIWT that students will not be permitted to enter the classroom if they are more than 15 minutes late for any particular session where they have not previously informed the trainer and assessor of their anticipated late arrival.

In general, classes are made up of two sessions with a 15-minute break between sessions. If students are more than 15 minutes late for the first session and denied entry, they are able to re-join the class during the second session provided they are no more than 15 minutes late for the subsequent session and will be marked absent for the first session.

Students who do not return to class for the second session within the first 15 minutes after the scheduled break will be marked absent for the second session and denied entry.

## Database Entry of Attendance

Attendance and absenteeism is monitored on the student database to assist training and assessment staff in providing optimal learning opportunities and also as a mechanism to monitor the training provided as part of a funded program, corporate program which may require mandatory attendance or for example to monitor the classroom attendance of an apprenticeship.

- The class attendance list is to be added to the database for all classes no later than close of business on the Monday of the following week of the class list;
- Upon entry, all entered class attendance lists are to be filed in the 'Documents' file in Student Management System by class and then by week; and

## Student Support

Where it is identified by a trainer and assessor or administrative staff member that a student is experiencing ongoing absenteeism that may impact on their ability to meet course outcomes, they must immediately notify Student Services and the RTO Manager.