Student attendance

1.0 Purpose

1.1 The purpose of this procedure is to outline the system used for ensuring students meet the attendance requirements of the College.

2.0 Responsibility

2.1 The Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

3.0 Requirements

3.1 Attendance is recorded and monitored as part of the student behaviour requirements.

3.2 Students are required to adhere to the College student attendance requirements applicable to their course at all times.

4.0 Definitions

4.1 Study period means one term of study

5.0 Method

5.1 Trainers will use the student daily attendance record to record student attendance at each scheduled class.

5.2 The student daily attendance record will be passed to the Administration Manager by trainers each week.

5.3 The Administration Manager will monitor attendance and send a warning letter to students whose attendance falls below 60% or who are absent for 5 consecutive scheduled sessions

5.4 Trainers must report, in writing, to the Administration Manager the details of any student who has missed 5 consecutive days