

5.5.6 Attendance Requirements

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that students attend at least 80% of all scheduled lectures, tutorials and seminar classes as a hurdle requirement of each enrolled unit of study.

2. Purpose

The purpose of this policy is to ensure that:

- students attend sufficient structured learning to gain enough information about the topics covered in class to give themselves the opportunity to successfully complete the unit;
- Allowance is made for classes to be missed when it is unavoidable due to illness, accident or other extreme circumstance beyond the student's control;
- Accurate attendance records are maintained by teaching staff and Student Administration;
- Students not meeting the attendance requirement for a unit receive a Did Not Sit Result (Policy 5.6.12); and
- Students are clearly informed about this policy.

3. Responsibility

The Registrar is responsible for compliance with this procedure.

4. Guidelines

4.1 General Rules regarding Prerequisite Studies

- 4.2 The Skills Enhancement Program is a prerequisite for all other subjects in the course.
- 4.3 Students will never be permitted to enrol in subjects for which they have not successfully completed its prerequisite subject/s, either by achieving a passing grade at the College in that subject, or by being granted an exemption from that subject because it or its equivalent had been completed successfully at another tertiary institution (refer to Policy 5.2.6 – Credit).
- 4.4 Students must be informed of prerequisites, and the consequences of failing to complete them successfully (refer to Policy 5.4.2 – *Provision of Information to Students*).
- 4.5 Student Administration staff must be made aware of all information regarding prerequisites, so students can be advised appropriately and comprehensively. A list of prerequisites is published on the College's Intranet for the information of all staff (D582).
- 4.6 If an enrolled core subject has a Fail (NN), a Did Not Sit (DNS) or a Late Withdrawal (LW) recorded on the Transcript of Results, this subject must be repeated, and any subjects for which it is a prerequisite cannot be enrolled in until the subject is completed successfully (Refer also to Policies 5.6.3 – *Fails*; 5.6.12 – *Did Not Sit Result*; 5.4.21 – *Results*).
- 4.7 If a student fails to complete a prerequisite successfully, they may not enrol in subjects for which this subject is a prerequisite until this subject is passed. There may be instances when this will affect a student's study load if subjects are not available in the next trimester for the student to be timetabled in, therefore affecting the length of the student's program. (unless the student is permitted to overload – refer to Policy 5.6.11 – *Overloading*).
- 4.8 Some subjects may be or have prerequisites in some of the College courses, but not others. e.g.: a subject which may have prerequisites in the B.Soc.Sc in Criminal Justice, may not have prerequisites when undertaken as part of one of the College's graduate

- 4.9 Any proposed changes to which subjects are or are not prerequisites and for which subjects they are prerequisites, must firstly be discussed and agreed to by the subject coordinators whose subjects will be affected, and the Program Director, then agreed to by the Course Advisory Panel and, finally, ratified by the Higher Education Board.
- 4.10 Once more than 20% of classes have been missed, a student will automatically receive a DNS result for the unit, unless they can prove they have an exceptional reason for missing the class. A Special Consideration form (NF520) must be lodged together with suitable documentary evidence (refer to Policy 5.6.4 - *Special Consideration*) within 7 days of the absence in question. This application will be considered by the Registrar, in consultation with the subject coordinator, if necessary, and taking into account the student's history and other relevant factors. Even if the documentary evidence is considered sufficient by the Registrar, the subject coordinator may feel that too much content has been missed for the subject to be reasonably considered to be able to be passed. In this case the Special Consideration will be refused.
- 4.11 If a Special Consideration request is accepted, the absence excused, and the student permitted to continue in the subject, if another class is missed, another Special Consideration application must be lodged.
- 4.12 It is the student's responsibility to speak to teaching staff about work they should undertake to make up for missed classes.
- 4.13 It is the responsibility of the teaching staff to maintain accurate attendance records. They may call a roll or ask students to sign their name on the class list in each class, although taking a roll is the preferable option, as it is less likely to be open to records falsification.
- 4.14 It is a disciplinary offence for a student to sign the roll for someone else or to ask someone to sign for them. A student found to be doing this will be subject to disciplinary action.
- 4.15 A student who receives a Did Not Sit Result for failure to meet the attendance hurdle requirement will be subject to the Did Not Sit Policy and all the ramifications of the DNS result. The student's enrolment in the subject will be cancelled, they may no longer attend classes, submit assessment tasks or sit examinations. The Academic Transcript will show a DNS for the subject; this is an academic penalty. The subject must be repeated in its entirety and paid for to be repeated.
- 4.16 Fee refunds or removal of FEE-HELP debts are inapplicable to this policy because DNS results for attendance would rarely occur prior to Census date. Therefore a student whose enrolment in a subject is cancelled because of a DNS result for failing to meet the 80% attendance requirement will incur a FEE-HELP debt or, if direct fee payments are made, the student is not entitled to a refund.

5. **Procedure**

- 5.1 Attendance requirements must be clearly explained in the Student Diary, all syllabi, and the first set of lecture notes for the subject.
- 5.2 Class lists are produced from the Student Management System by Student Administration staff for all subjects prior to the start of each trimester. These are held in clearly marked folders and placed in the relevant teaching staff pigeonholes.
- 5.3 The class lists are revised and reprinted after Census date in each trimester, following deferments, unit withdrawals and timetable changes.
- 5.4 Teaching staff must update the class list each class by accurately taking the roll.
- 5.5 Teaching staff return all rolls to Student Administration immediately after their classes are over for the day.
- 5.6 Student Administration staff must enter the roll data into the Student Management system by the end of the next working day.
- 5.7 Student Administration staff will attempt to contact all students who are identified as

having missed almost the allowable limit. All contact made will be recorded in the Student Management System.

- 5.8 If a student intends to submit a Special Consideration application relating to the class or classes missed, they must do so within 7 days of the missed class, stating the dates in question and together with adequate supporting documentation.
- 5.9 The application will be considered by the Registrar. If it is the second Special Consideration for the trimester for the same subject and/or the student has a history of poor attendance, the Registrar will consult the subject coordinator.
- 5.10 Once a student is deemed to be a DNS for the subject because of failing to meet attendance requirements, they will be contacted by Student Administration to inform them of this outcome. All contact made will be recorded in the Student Management System.
- 5.11 The Student Administration Officer and Registrar will complete Form NF596 – Did Not Sit checklist.
- 5.12 The student’s records will be amended on the Student Management System and in the hard copy file to indicate the cancelled enrolment. Class lists will be amended, and teaching staff notified.
- 5.13 The student’s official Transcript of Results will record a DNS result for the subject.
- 5.14 The student will be sent formal written notification of the DNS result from the Registrar on letter NT506. The student’s enrolment in the subject will be cancelled, and they may no longer attend classes in the subject, submit work or sit the exam. The subject must be repeated.
- 5.15 Records of all Did Not Sit Results and Special Consideration Requests related to attendance must be kept and statistics produced by the Registrar for the Higher Education Board.

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board on 13 September 2005

Related Policies

- 5.6.12 – *Did Not Sit Result*
- 5.5.2 – *Assessment (General)*
- 5.6.4 – *Special Consideration*
- 5.4.12 – *Timetabling*
- 5.4.22 – *Student Discipline*
- 5.3.13 – *Curriculum Documentation*

Procedural Forms and Documents (all available on the NCPS Intranet)

- NT506 – *DNS notification letter*
- NF520 – *Special Consideration Application*
- NF596 – *Did Not Sit Checklist – Office Use Only*

8. **Amendments**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
8/05/08	Christine Ashton	All reference to semesters changed to trimesters. 80% rule applies to tutorials/seminars only (previously applied to all classes including lectures)	11/06/08

15/08/08	Christine Ashton	Change of title - CEO-General Manager	Minor change
17/11/08	Christine Ashton	80% Attendance applicable to all lectures, tutorials and seminars	23/09/08
22/05/09	Jodie Reeve	Logo changed	Minor change
10/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change