

Attendance & Participation Policy

Purpose

This policy sets out the expectation of acceptable attendance for students of Whitecliffe Institute of Creative Arts and Technology ("Whitecliffe") and establishes the principles and processes by which attendance will be monitored as an indicator of academic course progression to ensure compliance with the TEQSA Threshold Standards 2021, the Education Services for Overseas Students (ESOS) Act 2000 and Standard 8 of the National Code 2018.

Scope

This policy applies to all domestic and international students at Whitecliffe and relevant staff who monitor academic progression and attendance.

Related Policies

This policy should be read in conjunction with the following Whitecliffe policies and documents, which can be accessed via the [Forms & Policies](#) section on Whitecliffe website:

- Student Support Framework
- Monitoring Academic Progression Policy and Procedure
- Course Completion, Graduation, Transcripts and Testamurs Policy
- Assessment Policy
- Special Consideration Policy
- Complaints and Appeals Policy and Procedure

Definition of Key Terms

"Intervention Strategy"	individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance.
"Satisfactory Academic Progress"	successfully completing the requirements of all required units in their course of study to achieve the qualification (award).

Principles

Scheduled classes—including lectures, tutorials, seminars, and workshops—are essential components of the program delivery at Whitecliffe. Non-attendance or lack of participation in learning activities may prevent students from achieving the unit learning outcomes and meeting the course requirements, placing them at risk of failing.

Absence from Class

There are three circumstances where absence from class may be approved and not counted as non-attendance:

- Internship.** Where an internship activity is linked to an external event and is beyond the control of the student or Whitecliffe; absence must be approved by the Course Coordinator.

- b) **Medical.** Requires the submission of an original certificate from medical practitioner that has no personal relationship with the student.
- c) **Misadventure.** A circumstance beyond the control of the student that has prevented attendance. Evidence is required to support this absence.

If a student is unable to attend a scheduled class (or series of classes), they must notify Student Services of the expected duration of the absence within three working days of the missed class(es). Supporting evidence, such as an original medical certificate, must accompany the notification.

Students who fail to attend more than four classes out of the total twelve classes for the trimester may face the following consequences:

- Academic penalties,
- A fail grade, or
- Withheld grades until specific requirements are met.

The severity of these outcomes will be determined based on the extent of the student's absences and their academic record, including any prior breaches of academic integrity, misconduct, or unexplained absences from current or previous trimesters

Absence from an Assessment

Failure to attend an assessment must have a consequence, the most serious being a 'Fail' grade.

If a student is absent from an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration. To apply for special consideration, students should lodge an *Application for Special Consideration Form* with the required supporting evidence to the Office of the Registrar within five working days of the missed assessment. For more information on applying for special consideration and how an application will be assessed, please refer to the college **Special Consideration Policy**.

Absence from Group Assessment

Absence can impede group work and the progress of other students in the group and/or class. Where a student's absence impedes group work then it is permissible to exclude that student.

Students in danger of being excluded from group work because of poor attendance will be asked to meet their Course Coordinator and/or the Chief Academic Officer. Failure to attend group work will result in exclusion from the group assessment and a 'Fail' grade for the absent student, in addition to any academic penalties due to absence in any units that have a minimum attendance requirement.

Late & Partial Attendance

Attendance at all classes, lectures, tutorials, and workshops should be regular and must be punctual. It is the responsibility of the student to arrive at class on time and stay for the duration.

Students who arrive for a class more than 10 minutes late may not be admitted (at the discretion of the lecturer or tutor). A student who arrives late to an examination will not be permitted to enter the examination room until reading time has ceased.

Students who only attend part of a class will be marked for that portion of the class on the roll. Any subsequent partial absences will be tallied towards total absences and will incur academic penalties accordingly.

Absence due to Planned or Unplanned Leave

Planned or unplanned leave for three weeks or less of any study period will require an *Application for Special Consideration*. Any student in these circumstances must consult the Chief Academic Officer and read the *Monitoring Academic Progression Policy and Procedure, Special Consideration Policy* as well as complete an *Application for Special Consideration*. Provisions will then be made with consultation from the Chief Academic Officer and their Course Coordinator to ensure they can continue to academically progress through their unit.

Planned or unplanned leave for four or more weeks of any study period will require the student to take a Leave of Absence or Voluntary Suspension of Study. Any student in these circumstances must consult the Chief Academic Officer and read the *Monitoring Academic Progression Policy and Procedure* as well as complete an *Application to Suspend Enrolment for a Leave of Absence* form. Students who apply for this pre-census will face no academic or financial liability. However, if a student applies after the census date for that study period, they may incur financial and academic penalties. Individual circumstances will be assessed by the Office of the Registrar and the Chief Academic Officer.

International Students

The *Education Services for Overseas Students (ESOS) Act 2000* requires all international students to attend classes in accordance with college policy during their study with Whitecliffe.

There is a strong correlation between attendance and performance. The systematic approach by Whitecliffe to record and review attendance assists in the monitoring of course progression of our international students in accordance with Standard 8 of the *National Code 2018*. A decline in attendance will trigger a number of intervention strategies designed to assist a student to maintain satisfactory course progression. The first level of response is an Attendance Alert Letter which advises the student of their current attendance level and the impact this may have on course progression and their visa conditions should this pattern continue. Where attendance does not improve and the student is at risk of not achieving satisfactory course progression, an escalated response includes a series of Academic Progression Alert Letters and the implementation of an Intervention Strategy as per the college **Student Support Framework**.

Whitecliffe may decide not to report the international student for breaching the attendance requirements if the student is still attending at least 70 per cent of the scheduled course contact hours by end of the study period and maintaining satisfactory academic progression in accordance with *Monitoring Academic Progression Policy and Procedure*.

International students who do not achieve satisfactory academic progression in two consecutive trimesters will be advised of Whitecliffe's intention to report the breach to the Department of Education via PRISMS, which may result in the cancellation of their student visa.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	6 Dec 2016	Dean	Academic Board	Policy approved by previous ownership
1.1	7 Dec 2019	Collaborative	Academic Board	Policy approved by previous ownership as part of review cycle
1.2	4 May 2023	QA Manager	Academic Board	Removal of loss of marks due to attendance and integration of Engagement with the Process
1.3	6 Sep 2023	Collaborative	TLC	Conceded Pass broadened to include attendance
1.4	31 Jan 2025	Academic Services	Academic Board	<p>Updates made to align with revisions to Assessment Policy.</p> <p>Updates made to the responsibilities of persons to reflect recent amendments to the organisation structure.</p> <p>Amendments made to remove reference of the 'Engagement with the process' assessment, which was discontinued after Teaching and Learning Committee approval.</p> <p>Removal of all information regarding Conceded Pass, as it is no</p>

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				longer an element of attendance.
1.5	30 Jun 2025	Academic Services	Academic Board	Added a statement to comply with Standard 8.15

Policy Information

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Policy owner:	Chief Academic Officer
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