

# Attendance Policy

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Approving Authority	Academic Board
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Contact Officer	Executive Director Conservatoire, Executive Director Pathways and Partnerships
Related Policies, Procedures and Documents	NIDA Code of Conduct Grievances, Complaints, Misconduct and Appeals Policy Grievances, Complaints, Misconduct and Appeals Procedure – Non academic NIDA Student Charter Student Handbook Assessment Policy Grievance Policy and Procedure – Academic Matters Tuition Fee Refund Policy International Students Tuition fee policy NIDA policy of Re-crediting Fee Help Balance Course Regulation Documentation

## 1. DEFINITIONS

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Term	Definition
<b>Attendance</b>	Refers to physical attendance at learning activities (including classes, studio workshops, rehearsals, performances, seminars and online learning) and excludes all absences regardless of the reason for such absence.

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<b>Accredited Course</b>	A course that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational courses. An accredited program or course is one that leads to the conferral of a degree or the award of a certificate or diploma.
<b>Exceptional Circumstances</b>	<p>Exceptional Circumstances are those that are outside of your control. NIDA recognises three types of exceptional circumstances: short term, essential commitments, and long term circumstances.</p> <p><b>Short Term Circumstances</b> Short-term illness, injury or misadventure that has significantly impacted your performance in an assessment or exam. For example: serious illness or injury requiring treatment from a medical practitioner, death of a family member or close friend, or an accident or natural disaster.</p> <p><b>Long Term Circumstances</b> This includes ongoing or recurring illnesses or medical conditions that might impact your studies.</p> <p><b>Essential Commitments</b> These are circumstances where you can apply for special consideration because a circumstance, which you cannot change, impacts your ability to undertake or participate in an assessment. Such essential circumstances include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Legal commitments - Jury duty, summons to appear in court</li> <li>▪ Religious or cultural commitments</li> <li>▪ Military service</li> </ul>
<b>Lock Out</b>	Some courses exclude students from class if they are late or from afternoon sessions if morning classes are missed. These exclusions are known as 'lock outs' and constitute partial absences.
<b>Medical Absence</b>	Leave prescribed for a set period of time by a Medicare registered health care provider.
<b>Medical certificate</b>	A certificate from a Medicare registered health care provider. The certificate must indicate the student is unfit for work/study and the dates for which the certificate is valid. Please note back dated certificates are not able to be accepted.
<b>Partial Absence</b>	Missing any class or part of a class due to illness, absences or lateness. Being "locked out" due to lateness constitutes a partial absence.

<b>Performance Management Plan (PMP)</b>	This is a plan used for students identified as being at academic risk. It will identify the area of concern (e.g. Attendance), establish the change required, suggest ways in which the student could work on managing their academic life and also establish a schedule for meeting reviews, and any outstanding assessments.
<b>Show Cause</b>	The student must provide an explanation that explains why their situation (in this case lack of attendance) was due to circumstances that were beyond their reasonable control. Such circumstances usually includes serious health issues, misadventure but not work requirements
<b>Special Consideration</b>	An application asking for understanding that can be submitted by students who are experiencing circumstances or problems that are seriously impacting their ability to attend, perform in assessments. Special Consideration applications must be completed online and must be supported with documentary evidence unless extenuating circumstances apply.
<b>Study Period</b>	A published period of time scheduled for the delivery of a subject or unit of study. For Higher Education at NIDA it is a semester and for Vocational courses it is known as a term.
<b>Unit of Study</b>	An individual subject that is studied as part of a course. It is the smallest stand-alone component of a course that can be recorded on an academic transcript, and has a credit point value.

## 2. SCOPE OF POLICY

This policy applies to all students enrolled in accredited courses at NIDA, for all subjects or units of study.

### 2.1 Responsibilities

This policy and procedure has rights and responsibilities as follows:

The Head of Student Engagement Learning and Quality Assurance is responsible for:

- accessibility of this policy and procedure by staff and students.
- ensuring that attendance practices are compliant with legislation, regulatory guidelines and NIDA's own documented policies and procedures.

The Executive Director, Conservatoire, and the Executive Director, Pathways and Partnerships are responsible for implementation of this policy.

Students are responsible for:

- abiding by the Student Charter and NIDA Code of Conduct
- punctuality and maintaining high levels of attendance.
- where required scanning in and out at the front desk daily (BFA and VET).
- where possible, advising of non-attendance and providing medical certificates for any absence of more than two consecutive days duration.

- asking about their attendance status.

Course Leaders are responsible for:

- for overall student management with respect to attendance in their course.
- advising students if their attendance is of concern.
- advising Student Engagement Learning and Quality Assurance if student is at academic risk due to non-attendance.

Academic teaching staff are responsible for:

- recording attendance in each class.
- responsible for advising students if there is a “lock out” practice for their class and if so what time frame brings the lock out into effect.
- enacting a “lock out” for late students should they so choose.
- informing their relevant Course Leader if a student’s attendance pattern suggests they are at risk, academically or otherwise.

Administrative staff are responsible for:

- advising relevant staff of notified student absences
- providing Course Leaders or students with records from time target or other attendance monitoring system of student’s daily attendance if required.
- saving all relevant documentation and communication regarding attendance and/or “at risk” status on the record management system

### **3. PURPOSE**

The purpose of this policy is to set out requirements in relation to student attendance and the processes for the monitoring of, and addressing issues around, student attendance.

### **4. PRINCIPLES**

NIDA understand that the creative arts are built on collaboration and this requires that significant emphasis is placed on the individual’s responsibility to the group and on the group’s responsibility to the individual.

NIDA believes that attendance and active engagement with learning activities is an essential part of the learning process. Engaging in discourse with other students and staff can provide greater connection to learning, expose students to a range of opinions and knowledge in addition to providing the opportunity for greater clarity and support to achieve course learning outcomes.

Attendance in studio, rehearsals, meetings and classes and online forums is critical to ensure that an individual maximises their opportunity to engage and obtain feedback and to participate in the collaborative environment in a meaningful way.

### **5. POLICY**

- 5.1** In order to support students to achieve the best possible outcomes in their conservatoire training NIDA requires students to attend all timetabled classes, scheduled projects and activities unless there are exceptional circumstances.

Students are expected to be regular and punctual at all classes in the course in which they are enrolled.

- 5.2** All applications for exemption from attendance at classes of any kind must be made in writing to the relevant Course Leader
- 5.3** In cases of illness or some other unavoidable cause, a student may be excused for non-attendance of classes without explanation for up to 7 whole or partial days in a semester, or on the recommendation of the Head of Course for a longer period.
- 5.4** Any full time student who has been absent for two or more consecutive days due to illness must produce a medical certificate as evidence of medical absence.
- 5.5** Any full time student who has been absent for 8 whole or partial days in a semester without explanation, or in the case of a part time student the pro rata equivalent of 8 whole or partial absences, may be asked to 'Show Cause' as to why they should not be excluded or asked to defer from their course.
- 5.6** Students with poor attendance may be placed on a Performance Management Plan (PMP) to support them to improve their attendance.
- 5.7** Failure to meet the specified attendance requirements of the course may result in academic misconduct or course failure.
- 5.8** Explanations of absences from classes or requests for permission to be absent should be addressed to the Course Leader in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Leader, students may be required to undertake supplementary class(es) or task(s) as prescribed by the Course Leader. If one or more assessment have been missed, then students should apply for Special Consideration.

#### **5.9 International Students**

Under the provisions of the ESOS ACT and the National Code attendance issues that impact course progression for international students will result in a formal warning. The receipt of a third warning for a student will result in the cancellation of their visa.

#### **5.10 Support and advice**

Support and advice with regards to attendance is available from Manager Conservatoire Operations for degree courses and from the Vocational Department for Vocational qualifications.

## 5. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
June 2018	<ul style="list-style-type: none"> <li>▪ New format</li> <li>▪ Addition of principles</li> <li>▪ Change to calculation of low attendance</li> <li>▪ Inclusion of PMP as an intervention strategy</li> </ul>	Policy Review	Manager, Learning & Teaching	2.0
21 July 2015				15/04965

## 6. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources

Relevant policy documents from the following are gratefully acknowledged:

- University of New South Wales (UNSW)
- The Juilliard School
- Sydney University

Consultation: Academic Heads of Courses, students (pending)

<b>Legislation and Regulatory Frameworks</b>	HE Threshold Standards 2015
	HE Support Act 2003
	Education Services for Overseas Students (ESOS) Act 2000
	National Code 2108
	Privacy and Personal Information Protection Act 1998
	Disability Discrimination Act 1992
	Disability Standards for Education 2005
	Standards for RTOs 2015
	ASQA Directions