

ATTENDANCE POLICY

INTRODUCTION

Students are expected to attend all lessons, seminars, General Assemblies, Guest Speaker presentations, internship briefings, practical classes, professional visits, excursions, and other scheduled activities including special duties, e.g. banquets, unless attendance is specifically declared optional or a special exemption is approved by the Vice Principal or Principal or a person appointed by them.

Principles of courtesy and professionalism dictate that prior notice of an inability to attend a non-assessable event and/or a subsequent apology and explanation for the failure to attend, is expected.

THE “ATTENDANCE RULE”

If a student is absent for more than 20% of required instruction for any single subject, a grade of CNA will be recorded and that student will be required to re-enrol in that subject in a subsequent semester. If a student is absent for any single scheduled and compulsory activity, disciplinary action up to and including the withholding of Academic Statements will result.

ABSENCES

If a student is unable to attend scheduled classes or activities, the student shall notify the ICHM Administration office of the expected duration of the absence and its cause by telephone **prior** to commencement of the relevant classes.

If the reason for absence is due to a medical condition or other compelling circumstance that might justify a breach of the requirement to attend all classes, the student should obtain medical certificates and/or other supporting documentation. Students must retain original certificates and supporting documentation and produce them on demand at least until the end of the semester.

A student who breaches the “*Attendance Rule*” in any subject will be notified by the relevant lecturer with the advice that, in the absence of adequate explanation and evidence, a grade of CNA will be recorded.

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If the student believes that special and extraordinary circumstances exist to explain their inability to attend (such as in the case of illness, incarceration, bereavement or other compelling personal reason), they may seek dispensation. Within five (5) calendar days of being advised that the *Attendance Rule* has been breached, the student must write to the Principal to explain the reasons for the absences, requesting dispensation and attaching supporting evidence. The student need only provide photocopies of such evidence unless or until specifically asked to produce the originals.

Failure to lodge the application in a timely manner or to provide adequate supporting documentation may result in the rejection of the request, a Grade of CNA awarded and a full re-enrolment in the subject will be required.

If dispensation is granted, the Principal will notify the student, the lecturer and the Academic Committee and the student will be permitted to continue in the subject. Students granted dispensation must comply with any and all special conditions or additional requirements that may be set out by the Principal.

LATE ATTENDANCE

Students who are late for class may not be admitted to that class until that time when the class takes a scheduled 'break'.

Students who are able to produce a 'Late Attendance Form' will be admitted to class on arrival.

A 'Late Attendance Form' can be issued to a student who has negotiated prior permission to be late or prove that his or her lateness to class was due to reasons beyond their control or for other official College business. This form must be signed by the individual with whom official College business was undertaken.

Lateness to class will be recorded by the subject lecturer and considered in determining the absenteeism percentage.

ABSENCE FROM AN EXAMINATION OR ASSESSMENT

Attendance at examinations, practical tests, classroom presentations for assessment of individual or group work and any other assessable activity is compulsory. Failure to sit or attend for these at the set time and date without written permission from the Principal or Vice Principal will result in a Grade of Competency Not Achieved (CNA) being recorded.

If a student cannot be in attendance for an examination or other assessable activity due to illness, the student must advise the ICHM Administration Office by telephone prior to the commencement of the examination. The student must state their name, exam(s) affected and the period of time that they anticipate being unable to undertake an assessment.

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It is the student's responsibility to obtain medical evidence or other documentation in support of their inability to undertake an assessment as soon as reasonably possible.

Students must then produce the medical or other supporting evidence to the ICHM Administration Office within 24 hours of the completion of the examination unless it is unreasonable in the circumstances to do so, otherwise a grade of Competency Not Achieved (CNA) will be recorded for the exam.

If a student believes special circumstances exist in relation to the non attendance for an assessment that might warrant a Supplementary Examination, a written application for such a replacement examination will be considered by the Academic Committee. This application should establish the reason for non-attendance and should be supported by appropriate, supporting documentation.

Exams missed due to illness or other compelling exceptions circumstances will, at the college's discretion, be rescheduled at the first available opportunity set by the Lecturer or Vice Principal. A maximum of two (2) re-scheduled examinations (a total of three (3) opportunities) will be offered before a grade of CNA is recorded.

Special provisions Kitchen Operations Subjects

Practical assessment in Kitchen Operations subjects occurs throughout the semester. Being absent from any class in which assessment occurs creates particular difficulties for the student and for the College.

In the case of Kitchen subjects, students absent for an assessment because of medical or other compelling reasons will be given another opportunity to be assessed at the earliest opportunity.

Students who miss a practical assessment for any unsupported reason will be reasonably granted the opportunity to attempt the assessment as and when the program allows.

Students who fail to achieve an overall grade of 3.000 AND who have more than ONE unsupported absence, will receive a provisional grade of CNA. They may, however, seek dispensation from the Principal before the grade is finalized by the Academic Committee if there are any special or compelling circumstances to explain the excessive absences.

LATE ATTENDANCE FOR AN EXAMINATION OR ASSESSMENT

No student shall be admitted to an examination after half an hour from the time of commencement of the examination.

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SPECIAL PROVISIONS FOR MONITORING ATTENDANCE OF INTERNATIONAL STUDENTS

International students (those on a Student Visa) are required to attend a minimum of 80% of scheduled classes overall.

The following procedures have been developed in accordance with the outcome for National Code (Final 2006) Standard 11 – Monitoring attendance:

Registered providers systematically monitor (international) students' compliance with student visa conditions relating to attendance. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. Registered providers report students under section 19 of the ESOS Act, who have breached the attendance requirements.

Attendance and lateness as recorded in individual subject roll books will be used to monitor overall attendance throughout the semester for students on campus and log books for those on Internship. It is the responsibility of each student to ensure their attendance, absence and lateness is properly recorded in each class.

Lecturers will report each absence, lateness or early departure from class for all students to ICHM Administration. Absences for medical or other compassionate or compelling reason are included for the purpose of calculating overall attendance.

An international student's overall attendance, semester to date, will be calculated as a percentage of total required attendance for all subjects in which each student is enrolled. Students will be notified immediately they exceed 20% absence in any one subject, if they are absent for more than 5 consecutive days without approval or explanation and periodically as their absences overall exceed 10% as a cautionary measure

If needed and/or appropriate, a meeting between the student and the Student Welfare Manager, the Principal or the Vice may be scheduled to discuss reasons for absence at this meeting and to offer appropriate support, if required. A record of the details of this meeting will be placed in the student's file

Failure to achieve overall attendance requirements

If a student will not be able to achieve overall attendance for the semester of 80% or higher the student will be notified in writing of ICHM's intention to report the student to the Department of Immigration and Citizenship (DIAC) for unsatisfactory course progress.

The letter will inform the student that he/she is able to access the *ICHM Academic Grievance Policy* and that he/she has 20 working days in which to do so to challenge that decision outlining the reasons for the substandard results and any compassionate or compelling circumstances to explain or justify them.

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If the student does not appeal or is unsuccessful after pursuing all opportunities set out in the *Grievance Procedure – Non Academic*, the student will be advised that ICHM will report them to DIAC as having breached their visa conditions.

Students then have to report to DIAC within 28 days of the notification. They should retain supporting evidence (such as doctors' certificates or any other information that DIAC may request)

Students reported may still attend classes until informed otherwise by DIAC. ICHM will comply with any requests for information, including attendance records and copies of counselling session reports that may result from the subsequent inquiry by DIAC.