

Trinity College Pathways School Interim Attendance Policy- COVID 19

Policy Type:	Divisional
Policy Number:	TCDP -COVID 19
Date Approved:	19 January 2022
Previous Policy:	Trinity College Pathways School Attendance Policy
Review Date:	31 December 2022

1 OBJECTIVES

- 1.1 The purpose of this policy is to provide a framework for the monitoring and reporting of student attendance as required under the Education Services for Overseas Students Act 2000 and the National Code 2018.
- 1.2 Trinity College recognises the correlation between class attendance, academic achievement and student wellbeing.
- 1.3 This interim policy reflects the TEQSA advice regarding special provision for online delivery of Foundation Studies and ELICOS programs during the COVID-19 pandemic.
- 1.4 In particular:

TEQSA is maintaining a flexible approach with regard to regulating attendance requirements for ELICOS and Foundation programs.

Where providers are choosing to deliver ELICOS or Foundation courses via online delivery, providers need to make sure they have the capacity to deliver online programs, provide learning support and engage students whilst delivering the face-to-face component via online delivery. Any significant changes to face-to-face attendance requirements and delivery mode should be advised to TEQSA via a material change notification.

ELICOS and Foundation Program providers must continue to monitor and record the attendance of overseas students. However, until further notice, TEQSA will accept other mechanisms for monitoring and recording students' engagement and participation, and will not require that providers enforce the minimum requirement in standard 8.6.1 of 80 per cent attendance of scheduled course contact hours.

2 SCOPE

- 2.1 This policy applies to all staff responsible for monitoring and reporting on student attendance and all students in studying in the Foundations studies and Academic English programs.

3 POLICY

Attendance and Participation Requirements during COVID-19 Pandemic

- 3.1 Trinity College believes that students should maintain a minimum attendance of 80% in order to achieve have the best educational outcome in their studies.
- 3.2 Trinity College believes that there is a correlation between attendance/participation and academic performance and will maintain monitoring of attendance.
- 3.3 Participation and attendance provide opportunity for staff to identify issues or areas where the student requires support.
- 3.4 Students who have not logged into their coursework for 5 consecutive days will be contacted to ensure their personal safety and engagement with their studies.
- 3.5 Failure to meet the attendance requirement, without documented cause (medical evidence etc) may impact applications for special consideration, assignment extensions or supplementary examinations.

Marking Attendance of online classes and lectures

- 3.6 Attendance is monitored for every lecture and tutorial.
- 3.7 If a class is cancelled, the cancellation does not affect the student attendance record.
- 3.8 Academic Staff in the Foundation Programs will upload lectures to Echo360 and release them to students by the day their lecture is scheduled.
- 3.9 Students in the Main and Fast Track programs must watch their lectures for the week by 11.59pm Sunday, prior to their tutorial the next week.
- 3.10 To be recorded as having watched the lecture, students must successfully complete the online quiz that accompanies the lecture. The student can choose to download the lecture to have a copy for themselves in addition to this.
- 3.11 Some lectures will be delivered in a mix of real time delivery and pre-recorded lectures. Where a lecture is delivered in real time students will be expected to participate in the class at the scheduled time. Attendance will be taken during the class by the teacher who will enter the attendance data into Synergetic within 24 hours. Where the lecture is pre-recorded the requirements will be the same as those outlined in 3.8 – 3.10 and 3.14 – 3.16.

- 3.12 Where real time lectures are required (as per 3.11) students will be provided with clear information regarding the times and requirements for those subjects.
- 3.13 Students are required to attend tutorials via a Microsoft Teams Meeting. Each student must have a photo of their face as the display picture and where required must activate their camera and microphone.
- 3.14 Tutorial attendance will be marked by the teacher during the tutorial and entered into Synergetic with 24 hours of the tutorial.
- 3.15 TCOLE quizzes will be used to obtain attendance data for each lecture.
- a) The following rules apply to the use of the TCOLE quizzes to mark attendance:
- i. Students who answer the quiz incorrectly will be marked absent
 - ii. Students will be able to see their quiz results
 - iii. Students only get 1 attempt at the quiz.
- 3.16 Academic staff will access quiz results to assess attendance and participation and will enter attendance data into Synergetic accordingly.
- 3.17 All lecture attendance for the week should be entered into Synergetic by 12.00pm the following Tuesday.
- 3.18 The Trinity College Community portal enables students and their parents/guardians to view their:
- online attendance report, including current and projected attendance, and
 - current class and lecture attendances.

Return to campus attendance provisions

- 3.19 Students who are onshore in Australia are expected to attend tutorials on campus students as per their timetable. Lectures will continue to be delivered online until further notice.

3.20 In the event that students are unable to attend campus for a period of time (for compelling circumstances such as illness or quarantine requirements) the student should advise academic administration to transfer them to an online timetable to enable them to participate in the online tutorials during the period of confinement.

Student Non-attendance/ Non-participation

3.21 Students who are unable to participate in a class or lecture must do the following:

- Message the teacher AND
- contact Student Wellbeing to explain the non-participation.
- If the non-participation is due to illness, a medical certificate should be provided

3.22 If there is an error in the attendance record, the student should email the relevant teacher directly.

3.23 Where a student has not logged into tutorials or lectures for 5 business days Student Wellbeing will check whether the student is onshore or offshore and,

- a) **If the student is onshore** - Contact the student to ensure safety. If contact cannot be made Student Wellbeing must contact parents, caregivers (U18 students) accommodation providers and relevant authorities to establish safety and/or report the student as missing. For Younger Students, who are still in Australia, the Student Curfew report may also be referenced.
- b) **If the student is offshore**- contact student to ensure safety. If contact cannot be made Student Wellbeing will contact the parents.

Calculating attendance

3.24 Student attendance must be calculated as a percentage of scheduled hours.

3.25 For the purposes of monitoring and intervention Trinity College must calculate the 'projected attendance'. The projected attendance is the highest attendance percentage achievable if the student were to attend all remaining classes in a study period or semester.

3.26 For each semester the student attendance is calculated by the student tracking system (synergetic) using the following formula:

- Number of classes per week (Excluding lab classes) = X
- Number of weeks per semester (TCFS) or teaching period (TCAEP) = Y
- Total number of classes per semester (TCFS) or teaching period (TCAEP) = X*Y
- Total number of absences to date (Excluding lab absences) = Z
- Projected attendance = $((X*Y) - Z)/(X*Y) * 100$

Monitoring Intervention and Support

- 3.27 Student Wellbeing generates an attendance report at least once a week to identify students at risk of failing to meet the attendance requirement and/or missing students.

Missing students

- 3.28 Trinity College Student Wellbeing Office will contact students who have been absent, without explanation, for five (5) days of classes in a row immediately.
- 3.29 Trinity College Wellbeing Office may contact students who have been absent for fewer than five days of classes at their discretion.
- 3.30 Students who cannot be contacted as per 3.28 will be treated as missing persons under the *Critical Incident Policy*. Student Wellbeing staff will contact the missing student's parents/legal guardian, education agent, the emergency services to conduct a welfare check and any necessary investigations.

Failure to meet 80% Attendance

- 3.31 Student Wellbeing team will contact students who are at risk of failing to meet the attendance requirement to advise and support student them to meet the attendance requirements.
- 3.32 As per 3.31 the following notices will be sent to students as per the Attendance Notice Schedule

Attendance Reminder – Week 3 of teaching period for Foundation Studies/Week 1 of teaching period for Academic English Program

First Attendance Warning Notice - <90% projected attendance (95% for students repeating or returning from suspension of studies as per 3.3)

Final Attendance Warning Notice <85%.

Notice of Intention to Report from Associate Dean (Student Journey) <80% projected attendance

- 3.33 Copies of warning notices will also be forwarded to the student's mentor, parents and agent.
- 3.34 Students who receive a warning are expected to respond as per the instructions stated in the notice.
- 3.35 Students who receive a Notice of Intention to Report from the Associate Dean (Student Journey) are expected to make an appointment within 3 days to discuss their enrolment and establish a support plan. Support plans may include Student Wellbeing, counselling, and academic advice.
- 3.36 The Associate Dean (Student Journey), may where appropriate, recommend the student consider a voluntary suspension of studies.

- 3.37 Failure to engage the support services suggested may impact any claims for special consideration, alternative assessment or assignment extensions.
- 3.38 Where a student continues to have unsatisfactory attendance and participation, and does not present genuine compassionate and compelling circumstances, the Associate Dean may advise the student that their enrolment will be cancelled.
- 3.39 Where a student is advised that their enrolment will be cancelled due to poor attendance, the student is allowed 20 days to lodge an appeal via the Trinity College Pathways School Student Complaints Policy and an additional five days to appeal externally to the Overseas Student Ombudsman.
- 3.40 Where an enrolment is cancelled, due to failure to maintain satisfactory attendance and participation, the cancellation will be reported to the relevant government authority via PRISMS.

4 LEAVE OF ABSENCE (APPROVED LEAVE)

- 4.1 Students who intend to be away from class during a study period must submit a Leave of Absence (LoA) request with supporting documentation to Student Wellbeing.
- 4.2 Leave of Absence will only be approved on “compassionate and compelling” grounds.
- 4.3 Students who are under 18 must submit a letter of consent for the Leave of Absence from their parents/legal guardian.

5 FINAL ASSESSMENTS (EXAM REPLACEMENTS)

- 5.1 Timely submission of final assessments is compulsory.
- 5.2 Failure to attend a test/examination will result in a 'zero' mark, unless 'special consideration' is granted. Refer to the *Special Consideration Guidelines* for further information.
- 5.3 Special Consideration Applications (with supporting documentation) must be lodged within 2 working days of the examination date.

6 RECORD KEEPING

- 6.1 Academic Staff are responsible for entering attendance in a timely manner
- 6.2 Student Wellbeing are responsible for keeping records of student attendance, meetings with the student and attempts to contact students.
- 6.3 Academic Administration are responsible for maintaining records of intervention strategies and support plans.

7 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Releasing online Lecture content	Lecturer	
Log in to watch lecture content	Student	Student must successfully complete the online quiz.
Take the class role in tutorial and enter results into the attendance tracking system	Teachers	Delegated to Subject Leader / Student Wellbeing Officer (due to illness or absence)
Access TCOLE quiz data and enter lecture attendance into Synergetic system	Lecturer	
Monitor attendance and identify students who require action	Manager- Student Wellbeing	
Issue Notice from the Associate Dean (Student Journey) and establish intervention or support strategies (below 80%)	Associate Dean (Student Journey)	
Contact student who has missed 5 consecutive days of classes	Senior Manager - Student Wellbeing and Counselling	Delegated to Student Wellbeing Manager / Officer
Initiate Critical Incident Procedure if student cannot be contacted		
Assess Leave of Absence and Suspension of Studies Requests	Manager - Student Wellbeing	

8 DEFINITIONS

Attendance Tracker: A report in “Synergetic” (the Trinity College Pathway School Student Management System), to record and calculate a student’s attendance record.

Compassionate and compelling circumstances: generally beyond the students control, may include loss or bereavement (such as death of a close family member) or family relationship breakdown; hardship/trauma (such as being the victim of crime, the sudden loss of income, severe disruption to domestic arrangements, the involvement of close family and friends in dangerous political or social unrest or natural disaster) or health issues.

ESOS Act (2000) - Education Services for Overseas Students Act (2000). This Act regulates delivery of education services to overseas students.

HA – Department of Home Affairs, a Federal Government Department, responsible for immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

Leave of absence (LoA) – to temporarily place studies on hold usually on compassionate or compelling grounds. This may include leaving the country for a short period of time while still enrolled.

Medical certificate – A certificate issued by a medical and allied health professional

National Code 2018 – Nationally consistent standards and procedures for education providers who deliver international education services.

9 RELATED DOCUMENTS

- Trinity College Pathway School Student Complaint Policy
- Trinity College Pathway School Student Complaint Procedure
- Trinity College Student Code of Conduct
- Trinity College Pathway School Student Disciplinary Procedure
- Trinity College Pathway School Admissions Policy
- Variation to Student Enrolments Policy
- Younger Student Policy
- Trinity College Pathway School Transfer Policy and Procedure
- Trinity College Pathway School Refund Policy
- Trinity College Academic Integrity Policy and Procedure

10 POLICY OWNER

10.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

11 REVIEW

11.1 This Policy is to be reviewed as the COVID-19 situation changes or by 31 December 2022.

12 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
COVID-19	Pathways School Executive Committee	01/05/2020	01/05/2020	New Policy to incorporate online learning during COVID-19
COVID-19v2	Pathways School Executive Committee	29/06/2020	29/06/2020	Updated lecture attendance data collection method.
COVID-19v3	Pathways School Executive Committee	14/05/2021		Extend review date to 1 June 2022
COVID-19v4	Pathways School Executive Committee			Updated responsibility lines to reflect current structure. Updated course names where applicable.

