

Policy Name:	Student Attendance Policy
Document Number:	SS 7.3.01
Approved by:	CEO
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	Charlton Brown Staff
Contact Officer:	Academic Coordinator
Related Documents:	Records Management Attendance Recording & Management Student Code of Conduct Enrolment Terms Letter of Offer/Agreements
Legislation:	National Code of Practice 2018 Education (Accreditation of Non-State Colleges) Act 2017 Education Services for Overseas Students Act 2000 Education (General Provisions) Act 2006

1. Purpose and Objective

This policy outlines Charlton Brown’s attendance requirements and expectations regarding the responsibilities of students, parent/guardians, and Charlton Brown itself regarding attendance. It is designed to support students both academically and personally in having a successful and productive college experience. By accepting enrolment at Charlton Brown, students and parent/guardians are considered to have accepted the terms of this policy.

For absences during or affecting assessment please also see the Charlton Brown’s Assessment Policy.

NOTE: Students will not be penalised for absences related to Covid-19 quarantine or isolation requirements.

2. SCOPE

This policy is applicable to all students enrolled at Charlton Brown, regardless of grade level or program. Students aged 18+ are subject to the same attendance requirements as underage students.

The following roles are expected to be familiar with this document as outlined in their relevant position description:

- Charlton Brown Academic Director/Academic Coordinator/Faculty Director/HSP Coordinator
- Student Services Coordinator
- Student Counsellors
- Teachers
- Administration Staff

3. POLICY STATEMENT

Charlton Brown endeavours to support all students in reaching their desired academic results and recognizes that regular class attendance is crucial to achieving academic outcomes and community engagement. Students who take extended or repeated absences from Charlton Brown will be at high risk of falling behind

in their academic progression. Students may also be at risk of negative consequences to their enrolment, including suspension or cancellation.

The Charlton Brown day typically operates using the following start, break and finish times:

COLLEGE START	9.00 AM*
LUNCH BREAK	12:10 PM – 1:10 PM
AFTERNOON TEA BREAK	2:30 PM – 2:40 PM
COLLEGE END	5:00 PM

HSP PROGRAM SCHEDULE

COLLEGE ROLL CALL	8.20 AM
CLASSES START	8.30 AM – 9.30 AM
MORNING TEA BREAK	10.30 AM – 11.05 AM
LUNCH BREAK	12.45 PM – 1:20 PM
COLLEGE END	3.20 PM
STUDENT SUPPORT	3.20 PM – 4.00 PM

** occasionally there may be classes or activities that mean the day may commence earlier than 9.00am.*

Written correspondence from parent/guardian is needed for permission to leave the College for any appointment or other reason. If written permission is not provided, then the student will not be allowed to exit the College grounds until the completion of their scheduled classes for that day

Records of all student documentation, including attendance will be kept by Charlton Brown in accordance with the [Records Management](#) policy.

Responsibilities

Charlton Brown acknowledges its:

- Duty of care in relation to ensuring that students are physically safe and supervised by capable staff members, including the responsibility to follow up any unexplained absences;
- Requirement to ensure that international students uphold the attendance conditions of their Student Visa;
- Requirement to follow the [Education \(General Provisions\) Act 2006](#), [ESOS Act 2000](#) and [National Code of Practice 2018](#);
- Requirement to accurately record, monitor, intervene and manage all student attendance and engagement; and
- Duty to keep parent/guardians informed of their student’s progress and wellbeing throughout their enrolment.

Charlton Brown requires students to:

- Read, understand and adhere to this policy;
- Arrive at college on time for their first lesson each day;
- Attend all scheduled classes unless there are valid reasons for an absence; and
- Attend all compulsory college events and activities.

Charlton Brown requirements parent/guardians to:

- Ensure their students attends Charlton Brown on every college day;
- Ensure their student arrives on time each college day, with enough time to be in class by 9:00am.
- Notify Charlton Brown if their student is unable to attend college on a certain day(s) by emailing studentservices@charltonbrown.com.au
- Request permission from Academic Director for their student to miss college for a non-essential reason;
- Follow their legislated requirements stipulated in the [Education \(General Provisions\) Act 2006](#).

Charlton Brown records student attendance in every class, which is compiled to provide an attendance percentage mark. Attendance percentages are regularly monitored and reviewed by staff, to ensure that students are meeting their attendance requirements. For more information on attendance management please discuss with Academic Director, international students should contact the Student Services Coordinator.

International Students

International students studying at Charlton Brown on a Student Visa are subject to strict attendance and course progression requirements. Under s19(2) of the [Education Services for Overseas Students Act 2000](#), students who do not comply with attendance requirements must be reported to the Department of Home Affairs (DHA), and risk having their enrolment and visa cancelled.

STUDENT ATTENDANCE POLICY

The attendance policy for all students enrolled at Charlton Brown is as follows:

- Enrolled students are required to attend Charlton Brown, including each scheduled class within their college day, unless reasonable and valid grounds exist for them to be absent.
- Students (and parent/guardians) are expected to appropriately plan morning routines to allow for students to be in class on time. Students are required to be in class by the scheduled start time, for the duration of the lesson until they are dismissed. Academic Director will contact any students who repeatedly arrive late to discuss a positive resolution.
- Students who arrive after the class roll has been marked must report directly to Reception to be marked as present but will be recorded as late.
- Students are not permitted to leave the Charlton Brown campus during break times unless written consent has been provided by their parent/guardians. If a student with consent to leave campus misuses the responsibility, the privilege may be revoked.
- Students are required to attend any compulsory activities or events throughout the college year.
- Students with permission to leave campus must sign back in at Reception. If a student who signed out for a temporary absence (lunchtime,) does not return to campus within the prescribed or reasonable timeframe then emergency protocols will be activated to locate the student.

ABSENTEE POLICY

- During the beginning of each scheduled class the supervising teacher marks student attendance.
- If a student is leaving class or campus for any reason during the college day they must sign out at Reception.

- Parent/guardians must email studentservices@charltonbrown.com.au if their student is unable to attend college for any reason. Students living in Homestay should email their absences to studentservices@charltonbrown.com.au which will be forwarded to Student Services. The Student Services team will contact the accommodation to verify the absence.
- In the instance that a student has not arrived at college for their first class and there has been no prior communication, Reception will contact the parent/guardians or accommodation provider (if applicable) to confirm the students' whereabouts. In the case of a child safety issue Charlton Brown will contact the Police.
- In the instance that a student who was marked present then does not attend a class (e.g. skipped a class; left college early), their whereabouts will be identified by Reception and if necessary their parent/guardians will be contacted.
- Any students found to be truant will have their behaviour addressed by Academic Director.
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If a student intends to miss college for any non-essential reason (e.g. extended weekend or holiday), the parent/guardians must request permission from Academic Director by emailing studentservices@charltonbrown.com.au. All absences will be recorded on the students management system, including the reason for the absence.

ATTENDANCE EXEMPTIONS

There may be extenuating circumstances which may prevent a student from meeting their attendance requirements. An exemption (or partial exemption) from Charlton Brown's attendance requirements may be requested when a student cannot attend college, or it would be unreasonable considering their circumstances for them to attend college. A partial exemption may be granted if a student is unable to attend college on a full-time basis.

Exemptions may be requested for absences due to circumstances including, but not limited to:

- Diagnosis of a terminal medical condition;
- Severe illness or hospitalisation for a prolonged period of time;
- Mental health conditions;
- Cultural or religious reasons;
- Family reasons.

Parents/guardians may contact Academic Director/Campus Director to discuss this option. The ultimate decision to grant an exemption is at the discretion of Academic Director, and each exemption will be assessed on a case-by-case basis in accordance with the requirements of s182 of the Education (General Provisions) Act 2006. Academic Director/Campus Director will take professional recommendations from the Student Counsellor, if relevant.

International Students

International students who wish to apply for an attendance exemption for reasons outside of their control must apply to the Student Services Coordinator **before** the leave is taken. The Student Services Coordinator will review the application and discuss with Academic Director. *NOTE: Students who return late from holiday breaks without prior approval from the College do not qualify for an attendance exemption and will be marked as absent.*

LEGAL REQUIREMENTS FOR PARENTS & GUARDIANS

The [Education \(General Provisions\) Act 2006](#) imposes penalties to parent/guardians who fail their responsibility to ensure their student attends their enrolled college. Legal penalties from this legislation do not apply to parent/guardians of students who:

- Have been suspended or excluded from classes;
- Are suffering from an illness or injury, including directives to stay at home or isolate; or
- Have pending enrolment.

Compulsory College Age (under 16 years)

- ❖ In Australia, students are compulsory college age if they are under 16 years of age.
- ❖ This age ends when the student turns 16 or completes grade 10, whichever is first.

Parent/guardians of students who are of *compulsory college age* are required by law to ensure their student attends college on every college day, unless there is a reasonable excuse. The parent/guardians risk legal penalty if this is not upheld.

Students who turn 17 years old are no longer subject to the attendance requirements in the Education (General Provisions) Act 2006. Therefore, the parent/guardians of these students are no longer subject to any legal penalty. However, **students of all ages are still required to follow Charlton Brown’s attendance policy as a condition of their enrolment.** The requirement to attend college every day is valid for the entirety of the student’s enrolment.

GLOSSARY

<i>Compassionate & Compelling Circumstances</i>	Compassionate and compelling circumstances may refer to a situation beyond the student’s control that negatively impacts on course progress, attendance and/or the wellbeing of the student. Students must provide appropriate evidence to support any claim of compassionate and compelling circumstances. IES considers these circumstances on a case-by-case approach.
<i>Explained Absence</i>	An absence explained by an appropriate attendance excusal, submitted via email.
<i>Truant</i>	A deliberate and unauthorized absence by a student's own choice. Does not refer to legitimate excused absences such as ones related to medical conditions.
<i>Unexplained Absence</i>	An absence that has not been appropriately notified or excused.

RELATED LEGISLATION AND DOCUMENTS

<i>Relevant Legislation</i>	Education (Accreditation of Non-State Colleges) Act 2017 Education Services for Overseas Students Act 2000 Education (General Provisions) Act 2006
<i>Relevant Industrial Instruments, Standards and Regulations</i>	Education (Accreditation of Non-State Colleges) Regulation 2017 National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students 2018 Education (General Provisions) Regulations 2017

<i>Related Policy Documents</i>	Records Management Attendance Recording & Management Student Code of Conduct
<i>Others (reference documents & forms)</i>	Enrolment Terms Essential Agreements College Student Handbook COVID Safe Plan

Charlton Brown staff, students and parents/guardians may provide feedback or inquiries about this document by contacting the Compliance Manager

This policy was approved and endorsed by Charlton Brown in May 2022. This policy will be reviewed after two years or sooner if required.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	Charlton Brown Management Team	May 2022	May 2022	New policy approved