



Australian National  
Institute of **Business**  
and **Technology**

## Attendance and Intervention Policy

### 1) Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
  - i) checked and recorded hourly
  - ii) assessed regularly
  - iii) recorded and calculated over each term.
- c) Late arrival at ANIBT will be recorded and will be included in attendance calculations.
- d) All absences from ANIBT should be accompanied by a medical certificate, or alternative documented explanation.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Failure to attend 50% of the delivery of any one unit will result in the student being unable to be assessed in that particular unit and therefore be deemed NYS in the unit and then be subject to ANIBT's Academic Monitoring Policy.
- g) Student attendance will be monitored by the Student Services Officer every week over a term to assess student attendance using the following method.
  - i) Calculating the minimum number of hours the student would have to attend to keep their attendance at 80%. e.g. number of study days x contact hours x 80%. For example, a ten week term with 20 contact hours a week would equal 200 contact hours. 80% of this is 160 hours.
  - ii) Any period of deferral from class will not be included in student attendance calculations.
  - iii) Any other absence from class will be counted in the student attendance calculation.
  - iv) Any study period of less than 10 weeks will not be monitored.
- h) Students at risk of breaching ANIBT's attendance requirements will be counselled and offered any necessary support as per the following:

<80%	First Warning Letter and interview with Student Services
<70%	Final Warning Letter and interview with Student Services and Training Manager



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- i) If the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, ANIBT will advise the student that their future studies at ANIBT may be affected as they will be in danger of academic failure and then reported under ANIBT's Academic Monitoring Policy.
- j) The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 70%.
- k) If the student falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance may be linked to ANIBT's Academic Monitoring and reporting Policy.

## 2) Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
  - i) serious illness, where a medical certificate states that the student was unable to attend classes
  - ii) bereavement of close family members such as parents or grandparents
  - iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
  - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
  - v) where the ANIBT was unable to offer a pre-requisite unit
  - vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *ANIBT day* – any day for which the ANIBT has scheduled course contact hours