

Attendance Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd, (“Kaplan”).

Introduction

Students are required to attend a minimum of 70% of their classes each semester. International students who do not meet this requirement may be in breach of their student visa conditions. Where this condition is applied, or where it is linked to other factors such as satisfactory progress, Kaplan is obligated to notify the Australian Government of students unsatisfactory attendance via the Department of Education, PRISMS reporting system. If a student is reported through PRISMS then they risk having their visa cancelled by the Department of Immigration and Border Protection (DIBP).

Attendance processes

Informing students about the Attendance Policy

Information about attendance requirements is conveyed to students during orientation and throughout their course in the following ways:

- in the student handbook and on the relevant Kaplan website
- during Orientation presentations
- by teachers/lecturers in class
- in any meetings or discussions with relevant staff when attendance has been an issue
- by Kaplan administration.

Kaplan may monitor student attendance in order to identify students who could potentially fall below the 70% attendance requirement and may need assistance.

- Lecturers liaise with administration if they are concerned about a student who has missed classes.
- Formal and informal meetings between relevant Kaplan staff and lecturers may also be used as a forum to raise any concerns about individual students as deemed appropriate. This may include discussion on matters such as:
 - **Medical/Personal matters** are affecting the student’s studies and what strategies can be put in place to assist them. In such instances, the student may be referred to other services for further assistance. Medical certificates should be supplied for Kaplan records.
 - **English language competence:** Strategies to deal with English competence issues may be discussed. Where academic English language competence is any issue it is recommended that the student make an appointment with an advisor to seek

additional tuition. The student may also be informed about the availability of external tutors (fees may apply).

- **Academic:** Strategies including looking at different study methods may be discussed. It is recommended that the student approach their lecturer about the difficulties they are experiencing. Such students may be informed about the availability of additional tutoring in each subject (fees may apply).
- At these meetings, plans may be agreed to implement an intervention strategy to assist the student.
- Where a student is absent for two consecutive days/ two consecutive classes in a subject, Kaplan will make every effort to contact the student.

Intervention notification

The following applies to students where attendance is a condition of enrolment.

- If the student's minimum level of attendance appears as though it will not be met, Kaplan Business School contacts the student by phone, email, and post to offer assistance and to warn of the impending consequences. These consequences may include the withdrawal of the student from the subjects in which he or she is enrolled and/ or a breach of a student's visa requirement to maintain satisfactory academic progress. Copies of these notifications are stored on the student's electronic file.
- Consideration will be given to students if there are compelling, compassionate or exceptional circumstances, which can be verified, which have resulted in their attendance falling below 70%. Students in these circumstances must be maintaining satisfactory course progress and in these cases a minimum of 50% attendance may be deemed acceptable at Kaplan's discretion.
- For international students, failure to meet the attendance requirements outlined in this policy may affect their satisfactory academic progression. Where a student is maintaining unsatisfactory academic progress, the student will be appropriately counselled and may ultimately be reported to the Department of Immigration and Border Protection for making unsatisfactory progress in accordance with Kaplan's [Academic Success Policy](#). Such notification details will be placed on the student's file.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic
Responsible Officer	Vice President, Academic
Implementation Officer	Academic Dean or equivalent
Review Date	May 2019
Approved by	KBS Academic Board

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Academic Quality and Governance Team	Updated policy standard from 80% to 70% expected attendance rate during a study period. Made policy applicable to all students as opposed to international students. Updated reporting requirements to better reflect Kaplan obligations. Also introduced Implementation Officer and version control table to policy	25.05.2016	25.05.2016