EMMAUS BIBLE COLLEGE - Vocational Education and Training - International

Attendance Procedure

1. Emmaus Bible College will record and assess the attendance of each student enrolled face-to-face, for the scheduled course contact hours for each course.

2. The minimum scheduled timetable hours for VET CRICOS registered courses are typically 3-4 hours per week/per module.

3. Minimum course attendance shall be at least 80% of the scheduled timetabled hours. This information will be provided to students before the commencement of the course.

4. Students will be notified by email when their percentage for course attendance reaches:
   a. First warning: Students will be notified when their attendance reaches less than 90%.
   b. Second warning: Students will be notified with a second and final warning when their attendance reaches less than 85%. If no response from the student has been made the Registrar will follow up the student with a phone call.

5. A final letter of unsatisfactory course attendance or Notice of Intention to Report will be sent to students who reach below 80% attendance for the course. This written notice will inform the student that they are able to access the Emmaus Bible College Complaints and Appeals process and have 20 working days in which to do so.

6. Written letters to the student will inform the student:
   a. Of their current attendance status;
   b. That they can access the Complaints and Appeals process; and
   c. That student support and counselling is available.

7. Students who have been absent for more than five consecutive days without approval will be notified in writing, and required to meet with the Registrar. If their attendance drops to 90% or less, the normal warning letters will be issued.

8. Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the original intention, the college will notify via PRISMS that the student is not achieving satisfactory course attendance as soon as possible.

9. Where the student has provided a successful appeal, the Registrar will decide whether an intervention strategy will be necessary for the student.

10. Emmaus Bible College may only decide not to report the student for breaching the 80% attendance requirement where: a. That decision is consistent with its documented attendance policies and procedures, and b. The student records clearly indicate that the student is maintaining satisfactory course progress, and c. Emmaus confirms that the student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled.