

MITP01 Attendance Recording, Monitoring and Reporting Policy

Quick Reference Guide

Purpose

This policy ensures systematic recording and monitoring of your attendance to support your success. Attendance data helps us identify students who may need support and provides evidence for course progress monitoring. We aim to intervene early when attendance concerns arise to help you stay on track.

Satisfactory Attendance Requirement

You must maintain at least 80% attendance of scheduled course contact hours each study period (typically 10-12 weeks per term). This requirement applies to all students and is monitored to ensure consistent engagement with your studies. Attendance records are used as supporting evidence for course progress monitoring under MITP02.

How Attendance is Recorded

- **Daily Recording:** Your trainer/assessor records your attendance for each scheduled class using the Student Management System. This includes lectures, practical sessions, workshops, and other scheduled learning activities.
- **What Counts:** Physical presence in scheduled classes, verified participation in approved online sessions, and authorized absences with appropriate documentation (medical certificates, compassionate grounds).
- **What Does Not Count:** Arriving late or leaving early without approval, unauthorized absences, non-participation in scheduled activities, or absences without proper documentation.

Medical Certificates and Approved Absences

If you are unable to attend class due to illness or other compassionate circumstances, you must provide documentation to Student Services within 3 working days. Acceptable documentation includes medical certificates from registered practitioners, death certificates for immediate family bereavement, official documentation for natural disasters or major political upheaval in your home

country, or professional reports supporting traumatic experiences. Submit documentation using the MFS13 Submission of Documentation Form.

Early Intervention and Support

- **Immediate Contact (3+ consecutive days absent):** Student Services will email you within 24 hours to check on your wellbeing and offer support.
- **Early Warning (at risk of falling below 80%):** You will receive an email alerting you that your attendance is approaching the minimum requirement.
- **Intervention Referral:** If your attendance falls below 80%, your case is referred to MITP02 course progress intervention processes. This may include meetings with your trainer, development of an intervention strategy, and access to support services.
- **Ongoing Monitoring:** Student Services continues weekly monitoring and provides attendance data to support your success plan.

Checking Your Attendance

You can check your current attendance rate through the Student Portal or by requesting an attendance report from Student Services. Reports show your attendance percentage, total scheduled hours, hours attended, and any approved absences. We recommend checking your attendance regularly to stay aware of your progress.

Consequences of Poor Attendance

Attendance below 80% triggers intervention processes under MITP02 Course Progress Policy. This may result in formal warnings, development of intervention strategies, and in serious cases, potential suspension or cancellation of enrollment. For international students, unsatisfactory attendance may be reported to the Department of Home Affairs and could affect your visa status.

Special Circumstances

We understand that sometimes circumstances beyond your control affect your ability to attend. Compassionate or compelling circumstances include serious illness or injury with medical evidence, bereavement of close family members, major political upheaval or natural disaster in your home country, or traumatic experiences with professional reports. If you are experiencing such

circumstances, contact Student Services immediately to discuss your situation and available support options.

Key Points to Remember

- **Maintain 80% attendance:** This is the minimum requirement for satisfactory engagement.
- **Document absences:** Submit medical certificates or other evidence within 3 working days.
- **Check regularly:** Monitor your attendance through the Student Portal.
- **Seek help early:** Contact Student Services if you are struggling to attend.
- **Respond to emails:** Reply to Student Services contacts about attendance concerns.

How We Support You

We provide proactive support through early identification of attendance issues, personalized intervention strategies under MITP02, access to student support services, flexible options where possible for compassionate circumstances, and regular communication about your attendance status. Our goal is to help you succeed by identifying and addressing attendance concerns early.

Contact Information

Student Services Officers: 1300 244 002, academics@menzies.vic.edu.au

To submit documentation: Use MFS13 form at Student Services

Related Policies

MITP02 Course Progress Recording, Monitoring and Reporting | MITP07 Complaints and Appeals | MITP08 Deferral, Suspension and Cancellation | MITP28 Student Support Services and Welfare

This is a summary only. The complete policy is available from Student Services or our website. Last Updated: November 2025