

Academic Policy	
Attendance Monitoring	
1_A_POL_AttendanceMonitoring_190418	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), recognizes that the monitoring of attendance is fundamental evidence of student engagement, a feature of compliance and quality assurance and is also a factor in the pastoral care of students.
2. Purpose	This policy ensures the effective monitoring of student attendance as a critical factor of enrolment.
3. Scope	<p>This policy applies in the context of SAE’s operations in New Zealand, and is applicable to students enrolled with SAE. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation.</p> <p>Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Student Code of Conduct ● Student Support policy ● SAE Institute Attendance Monitoring Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documents:</p> <ul style="list-style-type: none"> ● Student Handbook
6. Policy	<p>6.0 Introduction</p> <p>SAE Institute expects students to attend all scheduled learning sessions associated with each course or programme of study and/or research which they have elected to pursue. A scheduled learning session includes but is not limited to lectures, seminars, practical classes, studio sessions, tutorials, supervisory meetings, industry placements, field trips or other activities which students are expected to attend.</p> <p>6.1 Attendance requirements</p> <p>All students at SAE Institute are required to attend all timetabled classes.</p>

6.2 Taking attendance

As diagrammatically illustrated in the **Attendance Monitoring Procedure** attached above, Kaiako/Lecturers will take attendance at every timetabled session and communicate any absences to Student Support staff. In the case of guest speakers, Student Support can take attendance. Attendance is logged in the Student Management System in multiple categories:

- PR - Present - 100%
- AB - Absent - 0%
- LT - Late - 75%
- LB - Left after break - 50%
- E2 - Excused, approved absence
- E1 - Excused, medical
- E - Exempt

6.3 Excused absences

Such absences would include but are not limited to:

- Funerals/tangi
- Illness or medical reasons
- Other significant family events
- Professional engagements or industry developmental opportunities that support or enhance student learning

Students are encouraged to give as much notice as possible, and in the case of a professional or industry event to provide relevant documentation.

Approval of any case is at the discretion of the Academic Manager.

6.4 Exempt absences

A timetabled class that the institute determines a student need not attend.

6.5 Implications of non-attendance

Absences will be followed up by communication from Student Support staff who will provide whatever support is required to return the student to regular required attendance. Concurrent unexplained absences will result in escalation of actions as described in the **Attendance Monitoring Procedure**:

After one day of unexplained absence: Student Support staff evaluate the absence and attempt to make contact with the student, sending a text message or email from Navigate. Ideally, the absence is resolved and a plan in place to address any missed class content.

After the second day of unexplained absences: Student Support staff evaluate the absence and again attempt to make contact with the student, sending a second email ('Day 2' email) from the Student Management System. Ideally, the absence is resolved and a plan in place to address any missed class content.

	<p>After five days of unexplained absences: Student Support staff evaluate the absence and again attempt to make contact with the student, sending a further email ('Day 5' email) from the Student Management System. Ideally, the absence is resolved and a plan in place with the possible intervention of Student Support staff and Academic and Operational Managers. If the absence remains unresolved the withdrawal processes will be initiated.</p> <p>Throughout the attendance monitoring procedure, the emergency contact for the student may be contacted as a way of reaching the student without disclosing the nature of the call, unless the student is under 18 years of age.</p> <p>All communication with and regarding the student is logged in the Student Management System.</p>
<p>7. Records</p>	<p>1_A_POL_AttendanceMonitoring_190418</p> <p>DRAFT released 14 May 2019</p> <p>FINAL version approved by Academic Board 30 May and released</p> <p>FINAL version also published online accessible to students</p>

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