HEP STUDENT ATTENDANCE PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Student Attendance Policy

D.1 Procedure

Responsible	Procedure Steps			W/I
	1	**Recording absences**		
Teacher		**1.1**	Enter student absences through the portal.	
		1.2	Report daily absences for students who are under18 to the Accommodation and Welfare Coordinator by email (if not advised in advance by Accommodation).	
	2	**Medical and approved absences**		
Student		**2.1**	If absent from class due to illness or any other medical condition submit the original copy of your medical certificate/s to the Student Services Unit.	
		2.2	Where it is known in advance that you will not be attending classes written approval in advance is required from the Academic Director.	
		2.2.1	Make an appointment to see the Academic Director to gain approval.	
Academic Director		**2.2.2**	Send approval email to Student Services and teacher to confirm that the student's absence has been approved.	
	3	**Attendance follow up**		
Program Support		**3.1**	Generate attendance reminder email at week 2.	
		3.2	Run the HEP Attendance Report weekly from week 2 to week 10 to identify student absences.	
		3.3	Send relevant letters to students whose attendance across all enrolled modules in a study period falls below the threshold presented in Section 3.1 of the HEP Student Attendance Policy. Students are to be sent Letter 3 only once.	
Student		**3.4**	Make an appointment with a member of the Academic Directorate as required by the letter you have received: • Letter 1 – if you wish to do so • Letter 2 – highly recommended • Letter 3 – required	
Academic Directorate		**3.5**	Provide academic counselling to support the student as appropriate.	

Responsible	Procedure Steps			W/I
		3.6	Record outcome of academic counselling support provided.	

D.2   Supporting Documentation

Related material	Location
None	

Form templates	Location
Letter 1	Quality Unit, Document Repository
Letter 2	Quality Unit, Document Repository
Letter 3	Quality Unit, Document Repository
Attendance reminder email	Quality Unit, Document Repository

Records (including completed forms)	Location
HEP Attendance Report	Navigate
Attendance reminder email	Navigate
Attendance follow up letters	Navigate
Outcome of counselling support provided	Navigate

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Version Number	3.1
Date of Approval	02/2024
Privilege Level	Public