

# ATTENDANCE POLICY

## 1. POLICY STATUS AND DETAILS

Policy Number	NAP_006_Draft
Approving Authority	Academic Board
Date Implemented	July 2024
Current Version	NAP_006_04
Date of Review	January 2026
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	NIDA Code of Conduct Grievances, Complaints, Misconduct and Appeals Policy Grievances, Complaints, Misconduct and Appeals Procedure – Non-Academic NIDA Student Charter Student Handbook Assessment Policy Grievance Policy and Procedure – Academic Matters Tuition Fee Refund Policy International Students Tuition fee policy NIDA policy of Re-crediting Fee Help Balance Course Regulation Documentation Student Support Policy

## 2. DEFINITIONS

Term	Definition
<b>Attendance</b>	Refers to physical attendance at classes, including online classes, and excludes all absences regardless of the reason for such absence
<b>Course</b>	A subject / unit of study in which a student is enrolled
<b>Exceptional Circumstances</b>	Exceptional Circumstances are those that are outside of your control. NIDA recognises three types of exceptional circumstances: short term, essential commitments, and long-term circumstances.  <u><a href="#">Short Term Circumstances</a></u>

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Short-term illness, injury or misadventure that has significantly impacted your performance in an assessment or exam. For example: serious illness or injury requiring treatment from a medical practitioner, cultural or religious obligations, death of a family member or close friend, or an accident or natural disaster.

Long Term Circumstances

This includes ongoing or recurring illnesses or medical conditions that might impact your studies.

Essential Commitments

These are circumstances where you can apply for special consideration because a circumstance, which you cannot change, impacts your ability to undertake or participate in an assessment. Such essential circumstances include, but are not limited to:

- Legal commitments - Jury duty, summons to appear in court
- Religious or cultural commitments
- Military service

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<b>Lock Out</b>	Some programs exclude students from class if they are late or from afternoon sessions if morning classes are missed. These exclusions are known as 'lock outs' and constitute partial absences.
<b>Medical Absence</b>	Leave prescribed for a set period of time by a Medicare registered health care provider.
<b>Medical certificate</b>	A certificate from a Medicare registered health care provider. The certificate must indicate the student is unfit for work/study and the dates for which the certificate is valid. Please note back dated certificates are not able to be accepted.
<b>Partial Absence</b>	Missing any class or part of a class due to illness, absences or lateness. Being "locked out" due to lateness constitutes a partial absence.
<b>Performance Management Plan (PMP)</b>	This is a plan used for students identified as being at academic risk. It will identify the area of concern (e.g., Attendance), establish the change required, suggest ways in which the student could work on managing their academic life and also establish a schedule for meeting reviews, and any outstanding assessments.
<b>Show Cause</b>	The student must provide an explanation that explains why their situation (in this case lack of attendance) was due to circumstances that were beyond their reasonable control. Such circumstances usually includes serious health issues, misadventure but not work requirements
<b>Special Consideration</b>	A request asking for understanding that can be submitted by students who are experiencing circumstances or problems that are seriously impacting their ability to attend, perform in assessments. Special Consideration applications can be filled in online and unless there are extenuating circumstances they need documentary evidence to support them.
<b>Study Period</b>	A published period of time scheduled for the delivery of a subject or unit of study. For Higher Education at NIDA, it is a semester and for Vocational programs it is known as a term.

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### 3. SCOPE OF POLICY

This policy applies to all students enrolled in accredited courses at NIDA, for all subjects.

This policy and procedure has rights and responsibilities as follows:

Director Learning and Innovation is responsible for:

- accessibility of this policy and procedure by staff and students,
- implementation of this policy, and
- ensuring that attendance practices are compliant with legislation, regulatory guidelines and NIDA's own documented policies and procedures.

Students are responsible for:

- abiding by the Student Charter and NIDA Code of Conduct,
- punctuality and maintaining high levels of attendance,
- where possible, advising of non-attendance and providing medical certificates for any absence of more than two consecutive days duration, and
- asking about their attendance status.

Course leaders in higher education are responsible for:

- overall student management with respect to attendance in their course,
- advising students if their attendance is of concern, and
- advising Director of Learning and Innovation if a student is at academic risk due to non-attendance.

Academic teaching staff are responsible for:

- recording attendance in each class,
- advising students if there is a "lock out" practice for their class and if so, what time frame brings the lock out into effect,
- enacting a "lock out" for late students should they so choose, and
- informing their relevant Head of Department if a student's attendance pattern suggests they are at risk, academically or otherwise.

Course Coordinators are responsible for:

- advising relevant staff of notified student absences,
- providing Course Leaders or students with maintaining daily attendance records if required, and
- saving all relevant documentation and communication regarding attendance and/or "at risk" status on the record management system.

### 4. PURPOSE

The purpose of this policy is to set out requirements in relation to student attendance and the processes for the monitoring of, and addressing issues around, student attendance.

### 5. PRINCIPLES

NIDA understands that the creative arts are built on collaboration, and this requires that significant emphasis be placed on the individual's responsibility to the group and on the group's responsibility to the individual.

NIDA believes that attendance and active engagement with learning activities is an essential part of the learning process. Engaging in discourse with other students and staff can provide greater connection to learning, expose students to a range of opinions and knowledge in addition to providing the opportunity for greater clarity and support to achieve course learning outcomes.

Attendance in studio, rehearsals, meetings and classes and online forums is critical to ensure that an individual maximises their opportunity to engage and obtain feedback and to participate in the collaborative environment in a meaningful way.

## 6. POLICY

- 6.1 In order to support students to achieve the best possible outcomes in their training, NIDA requires students to attend all timetabled classes, scheduled projects and activities unless there are exceptional circumstances. Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled.
- 6.2 All applications for exemption from attendance at classes of any kind must be made in writing to the relevant Course Leader
- 6.3 In cases of illness or some other unavoidable cause, a student may be excused for non-attendance of classes without explanation for up to 7 whole or partial days in a semester, or on the recommendation of the Head of Course for a longer period.
- 6.4 Any full-time student who has been absent for two or more consecutive days due to illness must produce a medical certificate as evidence of medical absence.
- 6.5 Any full-time student who has been absent for 8 whole or partial days in a semester without explanation, or in the case of a part time student the pro rata equivalent of 8 whole or partial absences, may be asked to 'Show Cause' as to why they should not be excluded or asked to defer from their course.
- 6.6 Students with poor attendance may be placed on a Performance Management Plan (PMP) to support them to improve their attendance.
- 6.7 Failure to meet the specified attendance requirements of the course may result in academic misconduct or course failure.
- 6.8 Explanations of absences from classes or requests for permission to be absent should be addressed to the Head of Course/Course Leader in writing and, where applicable, should be accompanied by appropriate documentation (e.g., medical certificate). After submitting appropriate supporting documentation to the Head of Course/Course Leader, students may be required to undertake supplementary class(es) or task(s) as prescribed by the Head of Course/Course Leader. If one or more assessments have been missed, then students should apply for Special Consideration.
- 6.9 Students who are absent for extended periods due to special and exceptional circumstances, and whose attendance in a study period falls below 80% will be understood as not having undertaken the requisite learning and may be requested to defer and repeat the semester or withdraw.

### International Students

- 6.10 Under the provisions of the ESOS ACT and the National Code, attendance issues that impact course progression for international students will result in a formal warning. The receipt of a third warning for a student will result in the cancellation of their visa.

### Support and advice

6.10 Support and advice with regards to attendance is available from the Manager LStudent Services and QA for degree programs and from the Vocational Studies department for Vocational qualifications.

## 7. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
May 2024	<ul style="list-style-type: none"> <li>▪ Expansion of definitions to include cultural obligations.</li> <li>▪ Specified 80% as the point at which a student is considered to not have sufficiently engaged with work and may need to repeat.</li> <li>▪ Expanded roles and responsibilities</li> </ul>	Policy Review	SSQA	4.0
May 2022	Removal of information about vein scanning, clarification around attendance requirements, revised format, adjusted to include Vocational attendance, directly linked the Performance Management Plan to support in cases of poor attendance	Policy Review	Director, Learning and Innovation Director, SELQA	3.0
June 2018	<ul style="list-style-type: none"> <li>▪ New format</li> <li>▪ Addition of principles</li> <li>▪ Change to calculation of low attendance</li> <li>▪ Inclusion of PMP as an intervention strategy</li> </ul>	Policy Review	Manager, Learning & Teaching	2.0
21 July 2015				15/04965

## 8. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources.

Relevant policy documents from the following are gratefully acknowledged:

- University of New South Wales (UNSW)
- The Juilliard School
- Sydney University
- University of Wollongong

Consultation: Academic Heads of Courses, Students, Head of First Nations

Legislation and  
Regulatory Frameworks

[Higher Education Threshold Standards 2021](#)

[Higher Education Support Act 2003](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#)

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[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)  
[Privacy and Personal Information Protection Act 1998](#)  
[Disability Discrimination Act 1992](#)  
[Disability Standards for Education 2005](#)  
[Standards for Registered Training Organisations \(RTOs\) 2015](#)  
[ASQA General Directions](#)

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