



Centre for
English Language

CELUSA COMPULSORY MONITORING OF ATTENDANCE PROCEDURE

SECTION D - PROCEDURE

Related Policy

CELUSA Monitoring of Attendance Policy

D.1 Procedure

Responsible	Procedure Steps			W/I
Student	1	Adherence to attendance requirements		
		1.1	Read attendance requirements as outlined in orientation material provided through the student portal and sent to you in week 2.	
	2	Absences from class. Requirements for achieving satisfactory attendance		
Student		Medical and approved absences		
		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 Centre.	
		2.2.1	Make an appointment to see the Academic Directorate Coordinator to gain approval.	
Academic Directorate		2.2.2	Send approval email to Student Services and teacher to confirm that the student's absence has been approved and copy into student notes.	
Student and Academic Services		2.3	Enter medical or approved reason(s) against student attendance records in the student management system.	
Teacher	3	Recording absences		
		3.1	Enter student absences through the Portal or record on class lists daily.	
		3.2	If unable to record student absences through the Portal submit manual class rolls to Student Services or the CELUSA Administrator.	
Student and Academic Services	4	In week 2 - Generate attendance reminder email		
		4.1	Generate a work list of current students for the cohort in the student management system	
		4.2	Send Attendance Reminder email to all current students.	

Responsible	Procedure Steps		W/I
Student and Academic Services	5	Students absent (consecutive) for three or more days per week	
	5.1	Follow up on student welfare.	
	5.2	For students under the age of 18 advise the Accommodation Officer or Senior Counsellor for Assistance.	
Student and Academic Services	6	Attendance Letters for reporting	
	6.1	In the student management system use the search functions to identify students who meet the requirements to receive an Attendance Reminder, Attendance Warning and Intention to Report letter.	
	6.2	Use the email template in the student data management system to forward the Attendance Letters	
	6.3	Apply risk entry in the student management system.	
Student and Academic Services	7	Attendance Letters for monitoring	
	7.1	In the student management system use the search functions to identify students who have an attendance percentage less than 90% but have not received an Attendance Letter for reporting	
	7.2	Use the email template in the student data management system to forward CELUSA Attendance Monitoring letters	
	7.3	Apply risk entry in the student management system.	
Student and Academic Services	8	Intention to Report follow up	
	8.1	Contact student by phone to follow up on student welfare. Advise of appeal process and repercussions of not submitting a written appeal.	
	8.2	Send an email notification to each student to notify an Intention to Report has been issued including final date of appeal submission.	
	9	Requirement if issued with an Intention to Report and submit an appeal	
Student	9.1	You may submit an appeal within 20 working days of the date on the Intention to Report letter.	
	9.2	If you have chosen to lodge an appeal you must continue to attend class during the appeal process.	
Student and Academic Services	10	Reporting to DIPB	
	10.1	If the student does not register an appeal within 20 working days report the student to DIPB through PRISMS.	

Responsible	Procedure Steps			W/I
Student and Academic Services	11	Sponsored student attendance reporting		
		11.1	On a weekly basis, notify sponsors of their individual students' attendance percentage	
	12	Provide Reports to Academic Directorate		
		12.1	Email attendance reports to the Academic Directorate for their information.	

D.2 Supporting Documentation

Forms/Records	Retention Time	Location
Reminder letter template		Navigate
Attendance warning template		Navigate
Intention to report letter template		Navigate
Attendance reminder email template		Navigate
CELUSA Attendance Monitoring email template		Navigate

Related Material

Name	Location
Student Counselling Policy	SAIBT Policy and Procedures webpage

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial Procedure			
v1.1		Student Administration Manager	9/2013	Public
v1.2	Updated procedure and add new section 7	Student and Academic Services Manager	10/2016	Public