



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

RECORDING ATTENDANCE POLICY

ATTENDANCE RECORDS

AIS systematically records the attendance of International Students who are on a Student Visa in CRICOS registered courses.

Non-attendance due to illness evidenced by a medical certificate, or other exceptional personal leave must also be recorded and monitored.

Attendance records must be completed using a black or blue pen and not in pencil.

Trainers record student attendance as per guidelines explained below.

Attendance is recorded in a physical class roll printed from RTOM per class per trainer per week.

Attendance rolls are collected at the end of the study week and replaced with an updated attendance roll for the following week by the Administration team.

The Administration team enter attendance records into RTOM from the collected attendance rolls. AIS allows one week for the task to be completed causing a one week lag time for the accurate reporting of attendance.

RECORDING ATTENDANCE

ALL FACULTIES

To accurately record a student's attendance the following will occur:

1. Training days are broken into two training sessions of equal timings (where possible) with a break for lunch; and
2. Trainers are responsible for establishing when break periods are taken and breaks are not to exceed 10 minutes.

Attendance will be recorded for each session as a whole.



HOW ATTENDANCE IS RECORDED

Any student missing within 1 hour of attendance being taken in any session will be deemed as absent and recorded as such. The attendance file will show the student had arrived but left shortly after.

In the above explanation, RTOM will record a zero attendance in hours for a student who is not in attendance within the hour of it being recorded, if the student disputes this then the physical class record maintained by trainers would reflect an "X" as attended and then a strikeout to revoke the "X" if that student did leave shortly after the attendance taking. Possible examples;

Student name	0800	12:00	16:30	Attended Hrs
1	(0)	LUNCH	(0)	0
2	X (4)	LUNCH	(0)	0
3	(0)	LUNCH	X (4)	0
4	X (4)	LUNCH	X (4)	4
5	XE (2)	LUNCH	(0)	2
6	X (4)	LUNCH	XE (2)	6
5	L (2)	LUNCH	X (4)	2
7	L (2)	LUNCH	(0)	2
8	L (2)	LUNCH	XE (2)	4

Possible attendance recording examples;

Student name	0800	12:00	16:30	Attended Hrs
1	(0)	LUNCH	(0)	0
2	X (4)	LUNCH	(0)	4
3	(0)	LUNCH	X (4)	4
4	X (4)	LUNCH	X (4)	8
5	XE (2)	LUNCH	(0)	2
6	X (4)	LUNCH	XE (2)	6
5	L (2)	LUNCH	X (4)	6
7	L (2)	LUNCH	(0)	2
8	L (2)	LUNCH	XE (2)	4

Legend

X	Attended
"Blank"	Absent
L	Arrived late (time)
E	Left Early (Time)