



ATTENDANCE POLICY & PROCEDURE

Purpose:-

- To set out the Australian Trades College Western Australia's (ATC WA) principles in relation to student apprentice attendance
- To set out the Australian Trades College Western Australia's procedure should a student apprentice contravene the attendance policy
- Specify other internal documents relevant to this policy; and
- Describe whom the policy relates to.

Definitions:

“**College**” Shall have the meaning, Australian Trades College Western Australia

“**ASbA**” Shall have the meaning, Australian School based Apprenticeship

“**ATC WA**” Shall have the meaning, Australian Trades College Western Australia

“**STS**” Shall have the meaning, Student Tracking Officer

Policy Statement

Due to the nature of the Australian Trades College WA and its valuable relationships with employers, the ATC WA must ensure ongoing employer support through the provision of dedicated job ready apprentices. This policy outlines procedures and guidelines for student apprentices and staff at the Australian Trades College WA that relate to the minimum attendance requirements for student apprentices at the College.

All student apprentices are obliged to attend 90 % of rostered classes and workshops within any 5 week time period at the college. Failure to do so will compromise their achievement of the Western Australian Certificate of Education. Also, it compromises commitment and motivation, a key indicator of employability.

5 week blocks of work release are considered part of College attendance.

The following points elaborate on the policy statement;

- While a student apprentice is undertaking full time study at the College within the first semester of year 11, student apprentices will be assessed for attendance from the first day of absence.
- 5 college weeks equates to 25 college days, this means that students must attend a minimum of 22.5 days. Only 2.5 days may be taken during any 5 week period

- Exclusions from this will be allowed for student apprentices who are able to substantiate reasonable grounds for absence beyond 2.5 days during any given 5 week period, usually supported by documented evidence as outlined below.
- Reasonable grounds means; personal hardship that is able to be substantiated and/or a medical certificate substantiating ill health that precludes attendance at the College.
- Contravention of the policy may lead to expulsion from the College or delayed work placement as an Australian School based Apprentice (ASbA).
- The implementation date of this policy does not preclude it from being used retrospectively.

Steps of Procedure

Student apprentices and staff will be provided with a copy and will be made aware of this policy. Once a student apprentice has contravened this policy the following steps of procedure will be followed;

- Individual student apprentices will be notified when they have contravened this policy within a 5 week time frame. In the case of an apprentice being under 18, the parent/guardian will also be notified. Notification will be made by mail.
- The WACE/RTO Manager will be notified of impending action due to non attendance.
- The WACE/RTO Manager will convene a committee that includes the Chief Executive Officer, WACE/RTO Manager, a member of the ATC board, and any other staff member deemed appropriate by the Chief Executive officer.
- The purpose of the meeting is to determine the enrolment status of the student apprentice.
- Where the student apprentice is over 18, he/she will be notified directly of the decision of the committee. The parent/guardian of a student apprentice under the age of 18 will be notified of the committees' decision, and the student apprentice will be notified independently.
- If a student apprentice is excluded from the College. The date of the exclusion will be the next working day.
- After the date of exclusion, the excluded student apprentice will not be allowed to enter any College campus unless prior arrangements have been made with the WACE/RTO Manager. The WACE/RTO Manager shall deem whether the reason for the appointment to re – enter is valid.

Please note - The decision made by the committee is open to appeal. When an appeal is lodged, it will be directed to the Chair person of the ATC WA Governing Board for consideration. An appeal must be lodged within 7 days of notification.

Missing Students:

In accordance with Department of Education and Training guidelines, when a student apprentice leaves the College and a transfer note has not been received the student apprentice is known as missing. A missing student apprentice is one that cannot be located using the College's base contacts, but is still actively followed up.

If the student apprentice cannot be located despite reasonable attempts, then he or she will be referred to the Student Tracking Officer after consulting with the local DET district education office.

Reporting a Missing Student to the STS Officer

With the approval of the DET district education office, the College will refer the matter to the STS Officer. The student apprentice will be removed from the College's enrolment register once advice has been received from the STS Officer.

Policy Number :	ATCWA07
Policy Created :	January 2007
Policy Custodian:	CEO
Approved By :	CEO
Revision Date :	06/08/2010
Related Policies / Procedures/ Documents :	ATC WA Apprentice Leave Application Form ATC WA SAER Policy MAZE