

P23: ATTENDANCE

Overseer: PBC Dean of Academics and Research
 Approval Authority: PBC Teaching and Learning Committee
 Review Schedule: 3 yearly Next Review Due: Nov 2019

Review Table			
Date	Review Type	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 		
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
14/10/10	Policy amendment	3.5 deleted	Adam Niven
05/08/13	Policy amendment; procedure change.	3.3 and 3.4 updated.	Adam Niven; Terry Chester.
18/12/14	Admin Update	Revised Titles replaced for overseer and approval authority	Adam Niven
29/9/15	Policy amendment	Limit placed on number of approved absences	Peter Elliott
03/11/16	Scheduled	Minor changes to 1.1 & 2.4	Peter Elliott
31/01/19	Admin Update	Minor grammar change to 1.2	Hanlie van Rooyen

1. Attendance Requirements

- 1.1. As per P07 Grading Units a student is required to attend a minimum of 85% of classes (excluding approved absences) to pass a unit and this is therefore determined as the value of satisfactory attendance.
- 1.2. To calculate 85% attendance, the number of scheduled classes or tutorials should be considered as 100% and the number of permitted unapproved absences should be calculated as the number of classes required to return a percentage value equal to or greater than 85% (rounded up to the nearest whole percentage point). e.g.:

13 scheduled classes = 100%
 12 classes = 93 % (12/13 x 100)
 11 classes = 85 % (11/13 x 100)
 10 classes = 77% (10/13 x 100)

Therefore 11 classes are the minimum attendance required for each unit.

- 1.3. A student will be deemed to have failed to meet attendance requirements at the point where they have missed more classes than the calculated 85% point. For the example above, if the student were to miss 3 classes without approval, they will have failed to meet satisfactory attendance. Access to recorded lectures does not excuse a student from attending class.

2. Approved Absences

- 2.1. The following are circumstances that constitute reasonable grounds for granting an "Approved Absence":
 - Medical grounds;
 - Representation in sporting or cultural activities at State, national or international level;
 - Problems associated with employment;
 - Special compassionate grounds;
 - Special unforeseen circumstances, and
 - Special approved circumstances
- 2.2. A maximum of 3 approved absences can be awarded per student, per unit. In addition to the 2 non-approved absences students are already allowed, this means that no student is permitted to miss more than 5 out of 13 classes.
- 2.3. If it appears that a student may miss more than 5 weeks of a certain unit, deferral of the subject should be sought under P03 Enrolment.
- 2.4. Students may be required to supply supporting documentation for approval of absences. PBC reserves the right to grant approved absences on a case-by-case basis.

3. Recording Attendance

- 3.1. It is the responsibility of the Unit Lecturer to record the attendance of each student at each class which they schedule.
- 3.2. Unit Lecturers will be provided with an attendance sheet at week one and then again after the census date containing any changes of student enrolment.
- 3.3. Unit Lecturers are required to submit the attendance record for each class to the office on a weekly basis.
- 3.4. The Dean of Studies or Academic Administrator will implement the Intervention Strategy as per P21 Academic Progress upon notification of a student reaching the maximum of permissible absences without approval.