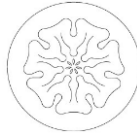


Melbourne Rudolf Steiner Seminar Ltd

ABN 078 081 055 110 RTO 3948 CRICOS Provider-01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



Local Student Attendance Policy & Procedures

Policy

Students are likely to achieve their maximum potential by participating in the full course content and in the order in which it was designed to be presented. For reasons outlined further below, full attendance is particularly important for achieving the integrated learning goals which are a unique feature of the Steiner approach to education.

The Seminar also recognises that exceptional circumstances can arise which may prevent full attendance. In such cases, the circumstances will be assessed on a case-by-case basis to gauge the impact on the student's learning, and every reasonable measure will be made to assist bridging any gaps.

Where failure to meet the attendance requirements results in the learning objectives not being fulfilled by a student, then the student will not be able to qualify for the Advanced Diploma of Rudolf Steiner Education or be issued with an official testamur certificate.

While the Seminar strives for full attendance and individual circumstances are assessed on a case-by-case basis, a review process will be triggered if a student fails to **maintain 80% attendance in a course unit**.

This policy also applies to online students who must participate in or view recordings of the classes.

Procedures

The following procedures set out the approach and process for monitoring and managing student participation in training. This includes engaging with students who need additional assistance, putting interventions in place to get students on track and taking actions to manage situations where students have not responded to these interventions.

Student responsibility

1. Students are requested to read the attendance policy at the time of applying for enrolment and sign off in the Terms and Conditions of their Enrolment Agreement that they have read the policy.
2. If students are to be absent for any reason they are to call or email the office (office@steinerseminar.edu.au)
3. Where a student is ill or injured and cannot attend classes for more than a day, they are to obtain a medical certificate and email a copy to the office.
4. **Special Consideration**

If a student has an urgent and unavoidable reason for not attending classes that impacts on their ability to complete and submit assessments on time, they may apply for 'Special Consideration' which includes extensions of assessment due dates. More details may be found in the Seminar's

Special Consideration Policy. In this case, the affected student may be required to complete an adjusted assignment (ie in lieu of the missed attendance) demonstrating that they are competent in the content covered by the classes.

Seminar Responsibility

Recording Student Attendance

Student attendance is recorded by each trainer, together with notes from any discussions or actions relating to a student's participation in a course. A hard copy of the class attendance records are kept in the tutors' office. A copy of all letters, emails, details of phone calls and reports-- made on an individual's attendance circumstances-- are kept in the student files on the server, including details of unsuccessful communication attempts such as unanswered phone calls.

Monitoring Student Attendance

The trainer records daily attendance records regularly (daily or weekly) and checks to see if any student's attendance has fallen to a level which poses a significant risk of the student failing to meet the learning requirements of the unit.

The assessment requires the trainer to exercise professional judgement on a case-by-case basis, since each course is different, as are the capabilities of each student. As a practical guide, if a student's cumulative attendance for a course unit has fallen below or is at significant risk of falling below 80% without prior approval, then the trainer must record his or her consideration of the circumstance and inform the relevant student Coordinator as appropriate.

Engagement efforts

Where the circumstances warrant, the Year Coordinator will contact the student in person or by other practicable means (eg by email or phone) to discuss the participation issue with them.

At the meeting, the Year Coordinator will engage with students in a supportive manner to address attendance-related concerns and identify any underlying issues or difficulties that may be affecting their students. During this discussion, the following points and actions will be emphasised:

- Student will be encouraged to openly communicate any challenges or extenuating circumstances they may be facing, which could be impacting their attendance and course progress.
- Student will have the opportunity to provide any necessary documentation to support their claims of extenuating circumstances affecting their attendance.
- Student will be reminded of their obligations to attend classes regularly and actively participate in the learning program to maximize their learning outcomes.
- Student will be informed of the potential implications of continuous non-attendance, including its impact on their eligibility to undertake further study or progress in the course.

- If appropriate, the Seminar may tailor an individualised Study Plan based on the specific needs and circumstances of the student. The plan may include the following support options:
 - Opportunity for resubmission or reassessment.
 - Referral to additional study and learning support to bridge skills or knowledge gaps.
 - Access to extra tuition or mentoring to enhance understanding, if possible.
 - Referral to counselling services to address personal or compelling issues.
 - Evaluation of course selection and suitability for the student's needs.
 - Consideration of deferral.
 - Implementation of a combination of strategies to address attendance challenges effectively.

The Unsatisfactory Attendance “Notification Letter”

When all practical avenues and consideration for supporting a student have been exhausted by the trainer, Year Coordinator and Pedagogical Group, and the student’s lack of attendance has resulted in essential learnings not being achieved, then a “Notification Letter” is sent to that student. (See attached template).

The written notice must inform the student that they are able to access the *Complaints and Appeals* process, and that the student has 20 working days in which to do so.

Where the student has chosen not to access the *Complaints and Appeals* process within the 20 working-day period, or withdraws from the process, or the process is completed and results in a decision supporting the Seminar’s determination of unexcused and/or unsatisfactory attendance, the Seminar will, as soon as practicable, notify the student in writing that:

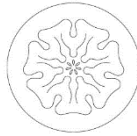
1. They have not achieved satisfactory attendance nor demonstrated attainment of the required learnings and accordingly will be ineligible to receive an official *Testamur Certificate*,
2. However, should they continue with the course of study, they may still qualify for a *Statement of Attainment* (See *Issuing Qualifications Policy*) which may qualify them for some pathway credits, but that it is **the responsibility of the student** to check that with the pathway tertiary institution.

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Unsatisfactory Attendance Notice

Wednesday, 14 August 2024

Student Name:

Student Number:

Dear

As discussed with you previously, in accordance with the Seminar's *Student Attendance Policy*, we have formed a view that through your lack of attendance, the learning outcomes of the course are not able to be satisfactorily achieved and as such you are **no longer eligible** to be deemed "Competent" nor receive a grade in the course unit. Therefore you:

- are unable to qualify for the *Advanced Diploma of Rudolf Steiner Education*, nor receive an official *Testamur Certificate*,
- but may still qualify for a *Statement of Attainment* (See *Issuing Qualifications Policy*).

Please note, the *Statement of Attainment* may qualify you for some pathway credits but it is your responsibility to check this with a tertiary institution.

If you wish to have this matter further considered, please read and commence the Seminar's *Complaints and Appeals* process, within the next 20 working days.

Yours sincerely,

Coordinator