



ATTENDANCE POLICY AND PROCEDURES (G1)

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1 DOCUMENT MANAGEMENT

Version control	Effective date	Created/reviewed by October 2022	Reason for review
Version 6	2023	Soon Yin	Updated
Version 7	2024	Ricky Versteeg /Shuaib Chota	Annual review

2 PURPOSE

Kiwi College of New Zealand will monitor attendance to ensure student welfare and to ensure that students are compliant with the conditions of their visa and course/programme requirements.

Glossary

Excused Leave	Leave approved, after providing a genuine valid reason
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3 POLICY

Attendance records are kept on the Student Management System (Wisenet) for the duration of the student's enrolment. Immigration New Zealand visa regulations require students to attend classes at all time, as required, unless they have genuine reasons for their absence.

Kiwi College reserves the right to exclude any student who fails to attend 100% of the course/programme students are enrolled for.

4 PROCEDURES

A student's attendance is marked as follows:

- P - Present
- A - Absent

Late arrivals:

The time in which the student arrives at class and/or leaves class will be marked in Wisenet by the Academic Staff. The overall attendance percentage is calculated using the proportion of each class they attended.

If students are absent, the Administration office is informed to contact the student.

Absence due a reasonable excuse:

Absence with a reasonable excuse ('Excused Leave') will be entered on Wisenet by the Administration Officer and will be granted upon receipt and approval of valid and verifiable evidence.

- A correctly filled out 'Request for Leave/Evidence of Absence' form,
- a Doctor's Certificate, Police Report, Funeral notice, Flight ticket

When calculating the attendance rate, Excused Leave will not be counted towards the student's attendance percentage.

If a student would like to check the accuracy/attendance marked, the record must be checked in class with the teacher.

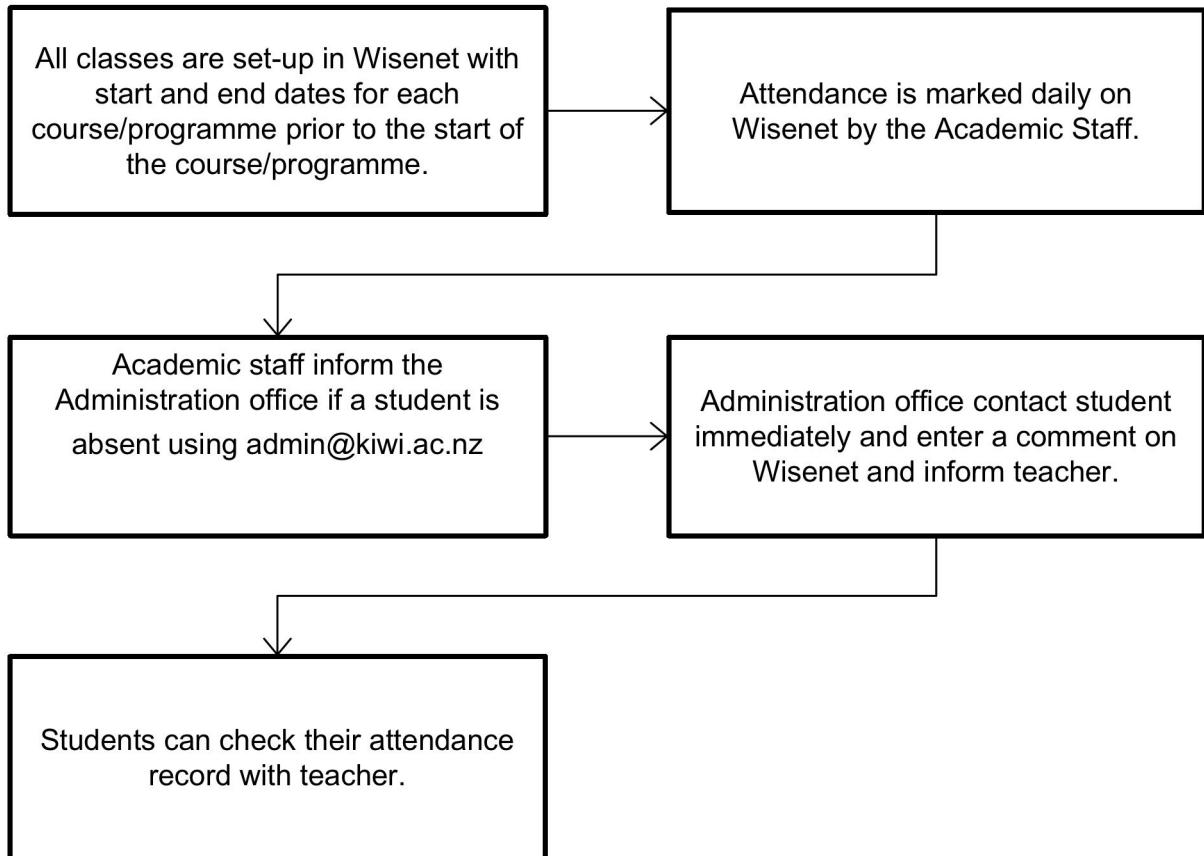
Online Learning:

Students will be marked absent if camera and/or mic is not turned on, unless a technical problem is reported to Kiwi College.

The following flowcharts explain the detailed processes to ensure that the monitoring of attendance is robust and accountable.

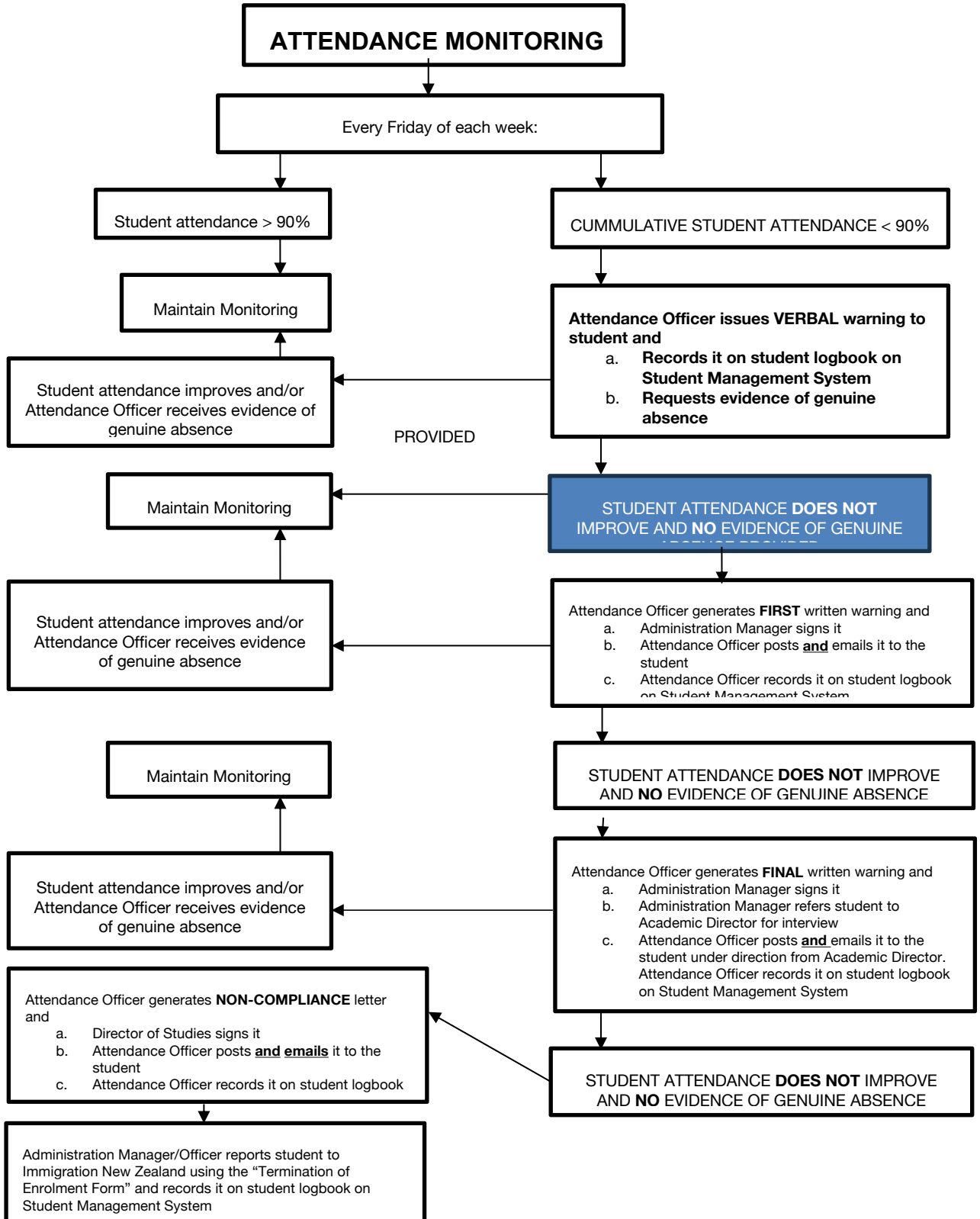


4.1 Attendance administration





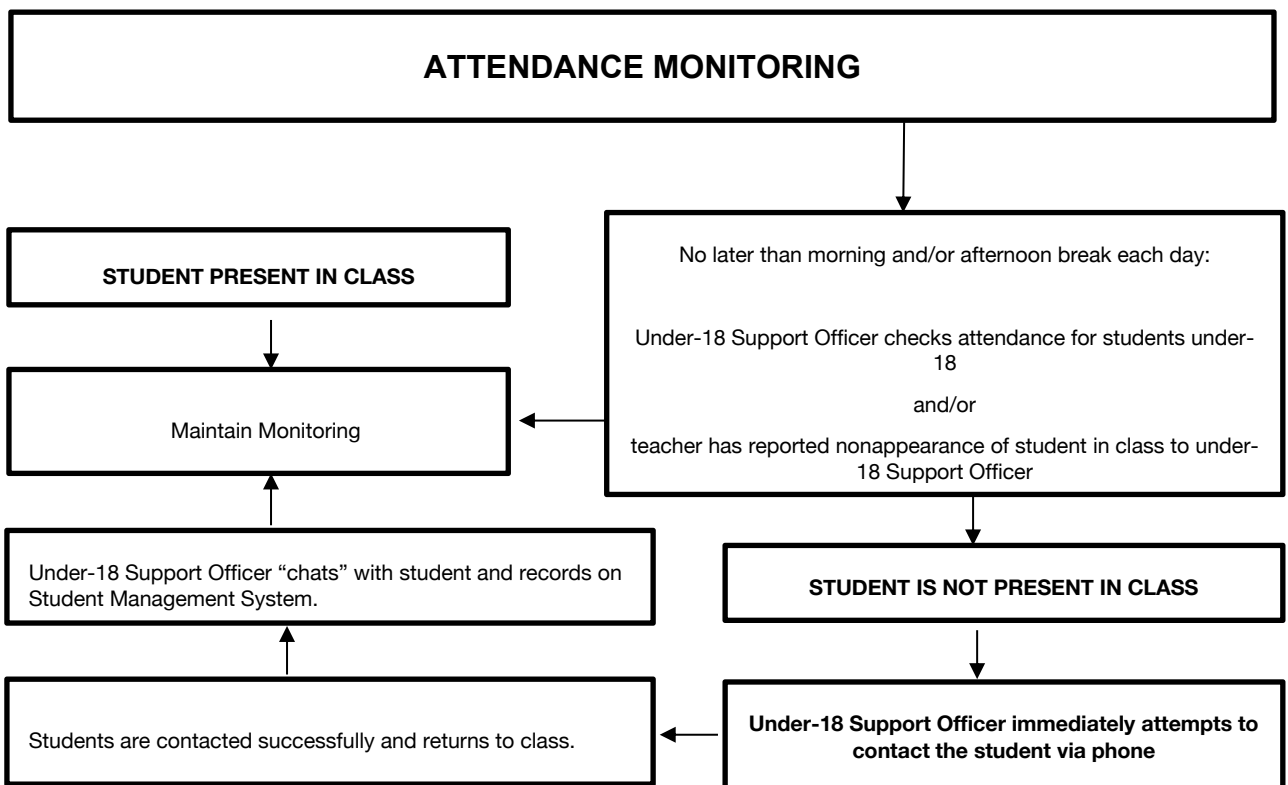
4.2 Attendance monitoring

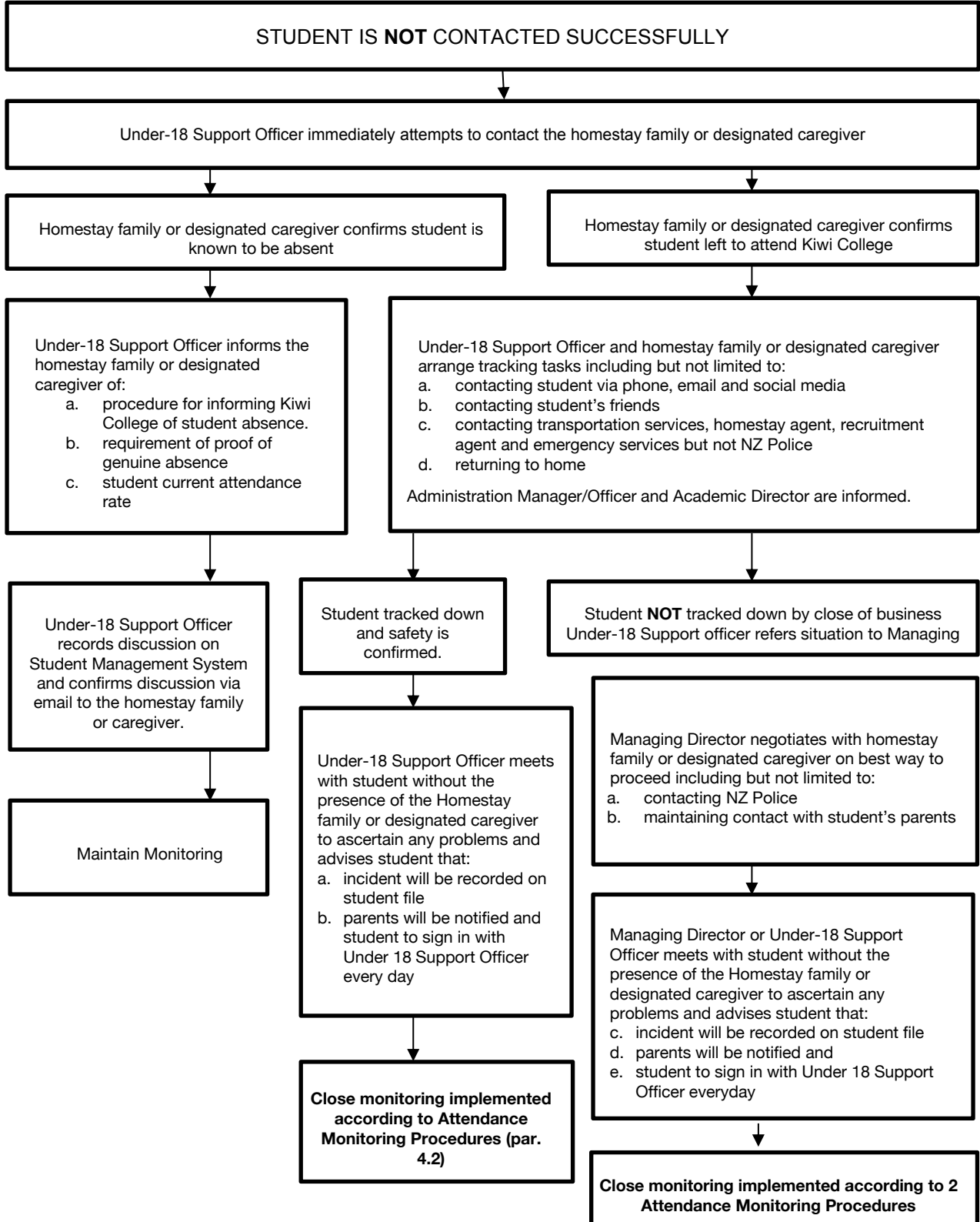




4.3 Attendance monitoring of Students under 18 years

The following flowchart details the procedures Kiwi College will follow to ensure that the monitoring of attendance of student's under-18 years of age complies with the pastoral care requirements as stipulated in the Code. A designated staff member will proactively monitor and address any attendance concerns. Effective communication will be maintained with the parents, legal guardian or residential caregiver of international tertiary students concerning their wellbeing, which include, but is not limited to attendance records.







5 ASSOCIATED POLICIES AND DOCUMENTS

Request for Leave/Evidence of Absence