

Academic Policy	
Attendance Monitoring	
1_A_POL_AttendanceMonitoring_190418	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), recognizes that the monitoring of attendance is fundamental evidence of student engagement, a feature of compliance and quality assurance, and is also a factor in the pastoral care of students.
2. Purpose	This policy ensures the effective monitoring of student attendance as a critical factor of enrolment.
3. Scope	<p>This policy applies in the context of SAE’s operations in New Zealand, and is applicable to students enrolled with SAE. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation.</p> <p>Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Student Code of Conduct ● Student Support Policy ● Student Absenteeism Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documents:</p> <ul style="list-style-type: none"> ● Student Handbook
6. Policy	<p>6.0 Introduction SAE Institute expects students to attend all scheduled learning sessions associated with each course or programme of study and/or research which they have elected to pursue. A scheduled learning session includes but is not limited to lectures, seminars, practical classes, studio sessions, tutorials, supervisory meetings, industry placements, field trips or other activities which students are expected to attend.</p> <p>6.1 Attendance requirements All students at SAE Institute are required to attend all timetabled classes.</p> <p>6.2 Taking attendance Student attendance is monitored through the Learning Management System, Moodle. A QR code or text code is generated per class and presented to the students at the commencement of the session. Students can either scan the</p>

code (using their phone) or enter the text code within Moodle, and, in so doing, self-log their attendance. Alternatively, the lecturer can manually enter attendance in Moodle.

In either case, the lecturer is responsible for ensuring the attendance records are accurate and complete for their respective session.

In the case of guests, the Course Coordinator maintains responsibility for taking attendance.

There are 4 attendance options that therefore exist:

- P - Present
- L - Late
- E - Excused
- A - Absent

6.3 Excused absences

Such absences would include but are not limited to:

- Funerals/tangi
- Illness or medical reasons (note, a medical certificate may be required)
- Other significant family events
- With prior approval from the Industry Liaison Advisor, an opportunity that contributes the student hours for Work Integrated Learning

Any other cases of excused absence are solely at the discretion of the Academic Manager.

6.4 Implications of non-attendance

Initial one-off absences are treated as a wellbeing issue and the student is contacted to ensure they are safe and well. Continued or ongoing absences gain greater concern and will be escalated as per our Student Absenteeism Procedure. Continued and ongoing absences without explanation can lead to a student's enrolment at SAE being cancelled.

If a student is absent from class, the lecturer contacts the student within 24 hours.

If the student does not respond and continues to be absent, the matter is escalated to the Head of Department who attempts to contact the student within the subsequent 24 hours.

If a student does not respond and continues to be absent, the matter is escalated further to Student Support who attempts to contact the student, including contacting the Emergency Contact if needed.

	<p>If the student does not respond and continues to be absent, the matter is escalated to the Academic Manager who attempts to contact the student for a meeting, as well as the Operations Manager who alerts StudyLink of the student's disengagement.</p> <p>Finally, if the student continues to be absent, and does not respond to any of these measures, their case is discussed at the weekly Attendance Council and their SAE enrolment may be cancelled.</p> <p>6.5 General Principles when dealing with attendance and absenteeism Throughout these steps, the student may receive automatic emails via Moodle.</p> <p>Student wellbeing should be placed as central to any decisions regarding attendance, particularly during initial stages. Support, including the offer of professional counselling, should be made available at all times.</p> <p>As a general ethos, SAE staff should always aim to help students re-engage. An Individual Study Plan can be established to offer specific support, extensions or one-on-one tutorials to catch up on missed classes if needed.</p> <p>All communication with and regarding the student is logged in the Student Management System, Navigate.</p>
<p>7. Records</p>	<p>1_A_POL_AttendanceMonitoring_190418</p> <p>DRAFT released 14 May 2019</p> <p>FINAL version approved by Academic Board 30 May and released</p> <p>FINAL version also published online accessible to students</p> <p>Reviewed and updated to include mention of Moodle attendance procedure. Re-released for consultation 24 May, 2023</p> <p>UPDATED version approved by SAE Auckland Academic Board 2 June 2023</p>