

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. On occasion, attendance is implicitly linked to assessment, and non-attendance may result in a student failing a course.</p>

6.2 Taking attendance

Student attendance is monitored through the Learning Management System, Moodle. Attendance is taken by the lecturer during every class, usually by way of a QR code or text code that is generated per class and presented to the students at the commencement of the session.

This policy applies to both online classes as well as well as in person.

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 five attendance options that therefore exist:

- P - Present (within 30-minute grace period)
- L - Late (after 30-minute grace period)
- EE - Exit Early
- 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 to the student hours for Work Integrated Learning

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

6.4 Implications of non-attendance

If a student is absent from class, the lecturer records the absence and emails the student via Moodle, as set out in the Absenteeism Procedure.

If the student continues to be absent, the lecturer will liaise with the Course Coordinator or Head of Discipline and/or Student Support as appropriate. Repeated absence from class without explanation will result in restrictions being placed on studio and equipment bookings.

Ongoing absence without a valid reason will be escalated to the Head of Discipline, who will send the first attendance warning. For continued absence and disengagement, the Data & Compliance Officer will send a StudyLink Disengagement Warning (which means their student allowance may be halted). Finally, if the student does not re-engage, the Academic Dean will send

a final attendance warning. If the student does not engage within the stated deadline, then the student's enrolment will be terminated.

The Campus Director has the discretion to extend timeframes for students with extenuating circumstances, as agreed and discussed with Student Support and other relevant staff.

6.5 International students

International student absences will be picked up by Student Support immediately and escalated to the Campus Director. International student management and care is set out in the International Student Policy. As stated, the requirement to attend classes, or contact SAE in the instance when a student is unable to attend (e.g. due to illness) is particularly critical for International Students as it relates to Study Visa requirements.

As noted by Immigration New Zealand, international students *"must attend your course at the approved education provider noted on your visa, unless you have a reasonable excuse for absences. You must make satisfactory progress on your course"*. If an international student disengages through either non-attendance (without an excused absence) or through not making satisfactory progress with assignments, SAE reserves the right to cancel their enrolment. In such cases, Immigration New Zealand would be alerted.

SAE will provide all reasonable assistance to Student Support in the monitoring or investigating of compliance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (aka The Code). SAE will respond in a timely manner and provide reasonable access to any sites necessary to manage the student's welfare.

6.6 Attendance during the withdrawal-before-start period

Students are granted a "withdrawal-before-start period," which allows them to explore SAE without making a full commitment to study. This period lasts for a minimum of 8 days for domestic students and 10 working days for international students, starting from the commencement of their studies. If a student does not attend during this period, it is regarded as non-engagement. As a result, their enrolment at SAE will be cancelled.

At the end of this refund period, a student's attendance is confirmed, they are considered fully enrolled, and no longer eligible for a refund of tuition fees.

6.7 Correspondence regarding absenteeism

While day-to-day absence emails will be logged (and stored) in Moodle any official communication regarding attendance (e.g., any of the warnings) will be sent from Navigate, the Student Management System.

	<p>6.8 General Principles when dealing with attendance and absenteeism 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>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> <p>UPDATED with new job titles. Staff notified of updates, 4 July 2024.</p> <p>UPDATED 17 Feb 2025 to ensure clarity regarding section 6.4 re international students.</p> <p>FINAL revised version approved by SAE Auckland Academic Board 30 April 2025</p> <p>UPDATED November 2025 with tweaks to escalation processes. Released to staff for consultation on 6 Feb 2026.</p> <p>FINAL revised version approved by SAE Auckland Academic Board 23 Feb 2026 and released to staff</p>

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