
Attendance

POLICY

Le Cordon Bleu recognises the critical link between attendance and academic progress.

Le Cordon Bleu Australia will monitor the academic performance and attendance of all Le Cordon Bleu Australia students.

The academic performance and attendance of international students will be monitored in accordance with the DEEWR-DIAC Course Progress Policy and Procedures for CRICOS.

Where students are identified as at risk of poor performance or poor attendance, intervention strategies will be implemented. (See Academic Progress policy and Learning Support policy)

A Le Cordon Bleu Australia student is expected to be punctual and attend all scheduled lessons, seminars, practical classes, demonstrations, professional visits, excursions and other scheduled activities, unless attendance is specifically declared optional or a special exemption or leave of absence is approved by the Program Manager or the Academic Director and recorded in the student's file. All Le Cordon Bleu Australia students are expected to be punctual and attend all scheduled/rostered hours of work assigned while on Professional Experience.

100% attendance is a requirement of every Le Cordon Bleu Australia course and program. Students who are unable to attend as a result of injury, illness, or other emergency or unforeseen circumstance, must provide documentary evidence supporting the reason for their absence.

Late arrival to scheduled classes or activities and early departure from scheduled classes or activities will be noted and taken into account when considering overall attendance.

Students who are late for a scheduled class may not be admitted to that class until after a scheduled break or at a time when minimal disruption will be caused to other members of the class.

All attendance records, including a pattern of lateness or early departure will be taken into consideration when determining satisfactory academic progress.

Attendance or non-attendance will be documented for each class, and reviewed regularly by Le Cordon Bleu Australia's delivery partners with a view to early identification of significant absences, and appropriate consequential counselling.

Records of attendance from each of Le Cordon Bleu Australia's delivery partners, will be collated and reviewed on a regular basis with a view to early identification of significant absences, and appropriate consequential counselling.

Where students have been identified and intervention strategies have been documented and implemented but poor attendance continues, the student, on the recommendation of the Academic Director or delegate, may be required to terminate their enrolment.

Special exemptions and leave of absence will be approved on a case by case basis where non-attendance is demonstrated not to have a significant effect on academic progress and where there is sufficient evidence of the exemption or leave being justified on compassionate or medical grounds. Special exemptions will generally apply to specific scheduled activities and generally to not more than two consecutive activities. Leave of absence will generally apply to periods of not more than 3 weeks.

PROCEDURE

If a student is unable to attend scheduled lessons, seminars, practical classes, demonstrations, professional visits, excursions and other scheduled activities, the student must notify Le Cordon Bleu Australia or the designated Program Administrator of the expected duration of the absence and its causes, prior to commencement of the relevant classes/sessions.

Where it is not possible to do so before the absence, the student must provide details and documentary proof of the reasons for the absence as soon as possible after the commencement of the absence and no later than 24 hours before their return to scheduled classes/activities.

In the workplace, while on Professional Experience, students must advise the designated person within their workplace of their absence and provide documentary proof of the reason for the absence prior to, or if not possible, immediately on return from, the absence.

Students who arrive late for or leave early from a scheduled class or activity as a result of meeting with, or undertaking an activity on behalf of, an authorised officer of Le Cordon Bleu Australia or its delivery partners, must produce proof of the reason for absence. The authorised officer of Le Cordon Bleu Australia or its delivery partners, responsible for the lateness must fill in and sign the approved form.

Where proof is not provided the lecturer will note the time missed in the approved manner.

Time missed due to a student not returning to class after a scheduled break will be noted, in the approved manner, unless prior approval has been given by the lecturer or Program Manager.

Attendance records will be collated and reviewed regularly by the Manager Student Services or delegate.

Where a student has poor attendance as identified through the regular review of attendance records, every effort will be made to contact and meet with him or her to identify what issues are affecting attendance and to put in place a plan to address those issues, with the aim of reducing the risk of poor attendance impacting on satisfactory academic progress.

Counselling will be undertaken by authorised academic staff of Le Cordon Bleu Australia's delivery partners in the first instance. Such counselling will include a reminder to the student of his or her obligation to attend all classes. The student will be invited to identify any issues which may be contributing to the poor attendance. Where issues are identified, the staff member will attempt to develop with the student a plan for addressing these issues. A written record of the meeting to develop the plan will be provided to the students and to relevant staff who will need to action the agreed plan. The record of meeting and the plan will be placed on the student's file.

If poor attendance continues to occur, as reported to Le Cordon Bleu Australia by its delivery partners, the student will be counselled by the Student Services Manager and the Academic Director, or delegates, in accordance with the Academic Progress policy. If the student is found not to be satisfactorily progressing, and if agreed strategies to improve performance have been attempted without success, the Academic Director will determine whether the student should be permitted to continue their enrolment in the program.

If it is decided that the student will not be allowed to continue their enrolment in the program, the student will be notified in writing. The student will have 20 days to appeal this decision. If no appeal is lodged within 20 days or the appeal is unsuccessful, the decision will be final. The Student Services Manager will ensure all necessary notification and documentation is completed and lodged with the relevant government agencies. If the student holds a student visa the Student Services Manager or delegate will notify DIAC of this decision via PRISMS in the approved manner.

If the appeal is successful the student will be allowed to continue his or her enrolment and monitoring of attendance and academic performance will continue.