

Academic Progress, Attendance and Engagement Kaupapa here | Policy

Policy Type:	Academic		
Policy Title:	Academic Progress, Attendance and Engagement		
Policy Owner:	Head of Operations		
Version:	1		
Approval Date:	05/05/2026	Next review date:	05/05/2028
Effective from:	05/05/2026		

Other Related Internal Policies and Tūkanga | Procedures/Documents

Withdrawal, Deferral, Cancellation, and Refund Policy	Pastoral Care and Student Support Policy
Academic Progress and Attendance Procedure	Learner Rights & Responsibilities Code
Academic Progress and Attendance Procedure	

Relevant External Rules and Guidelines

[Education \(pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)
[Education and Training Act 2020](#)
[Education and Training Amendment Act 2021](#)
[PTE Enrolment and Academic Record Rules 2022](#)
[Immigration NZ Requirements \(extract\)](#)

Amendments

Version	Effective from date	Created by	Reason for review/change
1		Quality & Risk	

Change Table

Policy area	Current	Proposed change	Rationale for Change	Implications/Notes
Policy Statements –	- Learner Management System - Learner status table is confusing and incorrect - Update wording/terminology	- Abridge to LMS - Update to correct language and definition - Replace confusing and incorrect terminology to reflect current practice	- Consistency across documentation - Eliminate confusion and reflect current practice - Ākonga friendly and clarity	- Nil - Clarity for kaimahi

Scope of the Kaupapa here | Policy

The Academic Progress, Attendance and Engagement Policy applies to:

- all Yoobee Colleges Ltd (hereafter referred to as Yoobee) staff and contractors
- all ākonga enrolled with Yoobee

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

Pūtake | Purpose

The purpose of this policy is to:

- clearly outline the expectations of Yoobee regarding completion of ākonga academic work, progress, and satisfactory attendance or engagement
- to ensure consistency of best practice and processes across the organisation

Mātāpono | Principles of Kaupapa here | Policy Development

Policy development and review is a process driven by the need for:

- Yoobee to ensure that ākonga remain engaged in their studies while holding them accountable for their academic responsibilities

Kaupapa here | Policy statements

- All ākonga are supported to achieve satisfactory academic progress in each enrolment period.
- Yoobee will set minimum standards for academic performance and provide targeted advice and assistance to ākonga who are not achieving satisfactory progress in their programme of study as early as possible and as appropriate.

Attendance

- All ākonga are to attend all the component courses, both compulsory and elective, of their programme.
- Yoobee will monitor academic progress and attendance for all ākonga.
- Attendance requirements will be set for all programmes.
- Ākonga will be informed at the commencement of their enrolment, the minimum attendance requirements for their chosen programme.
- The expected minimum attendance will normally be 90%. It is recognised that limits may need to differ for some programmes and in such cases attendance requirements must be clearly set out in programme regulations.
- If attendance falls below 80% on any programme the ākonga may be at risk of withdrawal from their programme.

- International ākonga are required to attend all timetabled sessions for their chosen programme, unless there is a documented reason for absence such as illness or bereavement, as a condition of their student visa. Failure to meet attendance requirements may result in the ākonga enrolment being terminated and Immigration New Zealand (INZ) notified.

Engagement (Online Programmes)

For ākonga enrolled in online programmes, attendance is measured through active engagement rather than physical attendance at timetabled classes. Yoobee will monitor academic progress and engagement for all online ākonga through the Yoobee Online Learning Management System (LMS). Ākonga will be informed at the commencement of their enrolment of the minimum engagement expectations for their chosen online programme.

Provision of academic support

- Yoobee kaimahi are required to be proactive as soon as the first signs of poor attendance or a poor level of academic progress becomes evident during a teaching period.

The Team Leader will notify ākonga whose academic progress has been identified as 'at risk' and such ākonga will be offered additional advice and support to improve their progress.

Exclusion from study

- Ākonga may be refused further enrolment in a programme or course/s if they do not make satisfactory progress.
- Ākonga may be refused entry to a higher-level programme if they do not demonstrate success within a lower-level programme and its component courses.
- International ākonga must make satisfactory progress in their chosen programme, as a condition of their student visa. Failure to meet this requirement may result in the ākonga enrolment being terminated and INZ notified.

Appeals

- Ākonga have the right to appeal a decision made about their academic progress. Appeals need to be received within two weeks of the issuing of the notification of withdrawal by applying to the Complaints & Appeals Committee in writing.

Kaupapa here | Policy Implementation

The process of implementation of policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
Everyone	• reading and understanding the policy, principles, guidelines, and procedures outlined in this policy • implement the policy as business as usual • implementing policy in a manner that upholds Te Tiriti o Waitangi commitments
Quality and Risk Team	• ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current • maintaining a system that reflects the policy and associated procedures, sets up (files) and tracks progress of its implementation, identifying and raising any systemic issues and concerns • periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice

For all definitions please refer to the definitions [Glossary](#)