

Academic Progress & Attendance Kaupapa here   Policy			
Policy Type:	Academic		
Policy Title:	Academic Progress and Attendance		
Policy Owner:	Head of Operations		
Version:	1		
Approval Date:	29/11/2023	Next review date:	01/01/2027
Effective from:	01/01/2024		
Other Related Internal Policies and Tūkanga   Procedures/Documents			
POLICY Withdrawal, deferral, cancellation, and refund policy	PROCEDURE Attendance (forthcoming)		
POLICY Pastoral care and student support (forthcoming)	FLOW CHART On campus non-contact		
PROCEDURE Academic progress (forthcoming)	FLOW CHART Online non-contact		
Relevant External Rules and Guidelines			
<a href="#">Education (pastoral Care of Tertiary and International Learners) Code of Practice 2021</a> <a href="#">Education and Training Act 2020</a> <a href="#">Education and Training Amendment Act 2021</a> <a href="#">PTE Enrolment and Academic Record Rules 2022</a> <a href="#">Immigration NZ Requirements (extract)</a>			

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

## Scope of the Kaupapa here | Policy

The Academic Progress and Attendance 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
- 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 on 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.
- Ākonga will be informed at the commencement of their enrolment, the minimum attendance requirements for their chosen programme.
- Attendance requirements will be set for all hōtaka. The 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 will 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 ākongā enrolment being terminated and Immigration New Zealand (INZ) notified.

- Kaiako|tutors will accurately record attendance for all onsite and blended timetabled sessions in the Learner Management System. For online ākongā, logging into the Yoobee Online Learning Management System (LMS) will be used as an indicator of how well ākongā are engaged in their online studies. The Online Academic Administrator will monitor online login statistics.
- If an ākongā has not attended class or logged into the Yoobee Online Learning Management System (LMS) for a period of 5 consecutive working days, the Team Leader will address this with the ākongā. There are clear procedures for how we will deal with consecutive non-attendance or non-login for full and part time ākongā on the First, Second and Third instances. *Please refer to the non-contact section of the Academic Attendance and Progress procedures.*
- All attendance will be monitored weekly by the Team Leader and/or Campus Manager and all attendance records will be recorded using approved Selma Attendance Codes. All attendance records will be maintained for the duration of the ākongā enrolments, in accordance with NZQA rules.
- In case of absence, ākongā must notify their kaiako as soon as possible, and provide a valid reason for their absence. Notifications should be made by phone or as determined by the programme. Notes of any communication received regarding attendance will be entered into the Learner Management System (LMS)
- If an ākongā is absent without contact, Yoobee kaimahi will attempt to contact the ākongā to check on their wellbeing. If the ākongā is under 18 years of age, a parent or guardian will be notified.
- It is the responsibility of the ākongā to obtain any missed coursework, notes, or assignments as a result of their absence, from the kaiako.

**Monitoring academic progress**

- The academic progress of an ākongā is monitored continuously as part of classroom management. Kaiako are expected to liaise with ākongā directly in cases such as but not limited to:
  - missing a deadline for an assessment
  - level of attendance
  - or engagement in class learning activities, etc.
- The academic progress of ākongā will be assessed on their academic performance in their An programme(s) and its component courses. Ākongā progress may be identified as one of the following:

<b>Satisfactory</b>	ākongā has passed all the courses for which they were enrolled in their most recently completed teaching period, AND attendance requirements are met
<b>At Risk</b>	ākongā has not met the requirements for satisfactory academic progress OR ākongā fails to engage in required learning activities including undertaking formative assessments, online learning activities, work or internship placements, and group/team-based projects with other ākongā OR ākongā fails to submit one or more summative assessments
<b>Unsatisfactory</b>	ākongā has not met the requirements for ‘Satisfactory’ academic progress in two consecutive teaching periods

	<p>AND ākonga fails to make satisfactory progress in response to offered advice and support</p> <p>OR ākonga has not passed a course they previously failed, in which they have re-enrolled</p> <p>OR ākonga has failed all courses they were enrolled in during the teaching period (if enrolled in more than one course)</p>
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### 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. They should not wait for the conclusion of that teaching period before taking action. Yoobee teaching kaimahi must make every effort to ensure the necessary support is provided to all ākonga.
- 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. Academic support may include but is not limited to:
  - recap tutoring
  - self-directed learning
  - readiness checks
  - learning plan/ākonga support plan
  - guidance from a member of the Learner Success Team
  - special consideration
  - online nurture programme
- Records of all ākonga progress concerns, communication with an ākonga, meetings, processes followed etc. must be documented in the Learner Management System (LMS) at the time of occurrence.

### Expulsion 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.
- Where the progress of an ākonga has been identified as ‘unsatisfactory’, a notification of intention to withdraw will be sent to the ākonga by the Team Leader. Ākonga will be given a two-week period in which to appeal this decision. After a two-week appeal period, if no contact has been made or if explanations of unsatisfactory performance cannot be resolved, the withdrawal will be actioned. *refer to Withdrawal, deferral, cancellation, and refund policy*

### 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. Appeals will only be considered when:

- i. the ākongā can demonstrate that the decision was incorrect, and/or
- ii. new evidence that was not known or available at the time of the decision is now available and is likely to have affected the decision
- iii. the penalty is out of proportion with the breach
- The chair of the Complaints & Appeals Committee will determine if an appeal is to be considered based on the rules set out above and arrange for an Inquiry Panel to hear the Appeal if appropriate. The Complaints & Appeals Committee may decline to hear the appeal if the conditions set out above are not met.
- If an appeal is successful, the academic status of the ākongā may change. In such cases the ākongā will be supported by the principles and processes outlined in this Academic Progress and Attendance Kaupapa here.

**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	
<b>Everyone</b>	<ul style="list-style-type: none"> <li>• reading and understanding the policy, principles, guidelines, and procedures outlined in this policy</li> <li>• implement the policy as business as usual</li> <li>• implementing policy in a manner that upholds Te Tiriti o Waitangi commitments</li> </ul>
<b>Quality and Risk Team</b>	<ul style="list-style-type: none"> <li>• ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current</li> <li>• 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</li> <li>• periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice</li> </ul>

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