



CANNING  
COLLEGE

CPC: 00463B

## Monitoring Attendance and Academic Progress

**Secondary Programs:** Bridging, Year 11, WACE and WAUFP

### Attendance

1. Rolls are marked each class. Rolls have legal document status.
2. Electronic rolls are updated each day.
3. Attendance level is calculated by dividing the number of classes attended by the total number of scheduled classes and expressed as a percentage.
4. Teachers issue Notice of Unsatisfactory Attendance forms to relevant students and International Office advisors follow up.
5. Attendance is reported in formal reports.
6. Attendance problems are managed according to “Breaches of Attendance, Behaviour and Academic Progress”.
7. **Intervention programs** can involve – student advisor, accommodation officer, counsellor, recreation officer – depending on the nature of the problem.

### Academic Progress

1. Reports are issued Term One, Term Three (Semester One) and end of year/program.
2. For under 18 aged students, parents/guardians can request progress reports at any time.
3. As with attendance, teachers can report problem students to the International Office.
4. **Intervention strategies** may involve: development of study plan, referral to learning centre, referral to Literacy Officer, arranging private tuition, negotiating a change of unit or entire program.
5. Students and parents can monitor progress and attendance through Student Portal.

In the case of under 18 students or ‘students at risk’, parents will be involved/informed.

### UniDirect (Diploma and Certificate IV programs)

1. Attendance and academic progress issues can be reported by lecturers to the Manager of Student Services.
2. Rolls are formally checked mid-term (Certificate IV) or mid-semester (Diploma).
3. Decisions to cancel a student’s study program can be made by the Board of Examiners and International Office in accordance with usual appeal processes.
4. **Intervention strategies** are designed for an individual student’s case and may involve Manager of SS, counsellor, accommodation officers and recreation officer.

In certain cases, students may be referred to external services – Curtin Counselling, Bentley Hospital (Psych Unit).