

## Catch-up Policy

### Policy

Kensington Institute of Australia will endeavour to support students who have missed training due to absenteeism. If a student is absent from training they are required to make up time missed by attending on their catch-up days. This is organized by the Training Manager. A student may be asked to sign an agreement ensuring the Institute of their good faith in wanting to make up lost time in training.

### Policy Principles

This is part of Kensington Institute's Intervention Strategy to support students in Absenteeism and Course Progress.

### Procedure

- A student that has been absent is required to attend their normal scheduled days (3days a week or 20 hours)
- The student is also required to come in one to two extra days depending on the time absent and how behind the student is in their current training.
- This is determined by the class trainer.
- A separate attendance folder is used to Catch-up days and it is used to support student's current attendance.
- Once a student has caught up missed lessons and is deemed competent in their current studies, they will be able to return to their normal scheduled days of training.
- A student may also attend catch-days or be recommended to attend by their class teacher if the teacher and student feel that they need extra training in areas of study.