



ATTENDANCE POLICY

EFFECTIVE DATE : MAY 2014

REVIEWED BY : QUALITY MANAGER

NEXT REVIEW : NOVEMBER 2020

POLICY NUMBER : QA-T17

Attendance Policy

For a student to achieve satisfactory attendance, he or she needs to attend above 80% of scheduled classes during a semester (or a course, if the course is shorter than a semester).

At any point during a semester (or a course, if the course is shorter than a semester), if a student's attendance has fallen below 80% and it is clear that, even if the student attends every class until the end of the study period, 80% attendance will not be reached, the college is required to report the student to Home Office for unsatisfactory-attendance.

How is attendance monitored?

Attendance is monitored over the entire study period. A study period is usually one semester. However, if the course is shorter than a semester, the study period is deemed to be the number of weeks required to complete the student's designated course. During the study period, students are required to attend 15 to 21 hours of classes each week (QAA and Ofqual RQF standards requirement). Hundred percent attendance means fully hourly participation of a student on the required number of hours, weeks for a particular enrolled module. Attendance is not monitored on any public holidays that fall during an academic week.

The attendance system produces a sheet of students (name, student reference number and marking space) for each and every class on the first day of the week. Teachers check attendance at the beginning of every lecture. If a student is more than 20 minutes late for a lecture, he or she will be marked late for the session. Please note that college attendance-keeping procedures take into account the lecture duration; for example, if you miss a 1.5-hour morning lecture, your attendance records will indicate that you missed 1.5 hours of classes. Similarly, if you miss a 2 hours afternoon lecture, your attendance records will indicate that you missed 2 hours of classes.

At the end of each academic week, student attendance rolls are given to administration staff who update the student's overall attendance. Please note, at any point in time, attendance percentages are always calculated to indicate the student's maximum possible attendance on the last day of semester.

"Should you have any queries about attendance monitoring procedures, please do not hesitate to contact the college"

Additional Notes

If a student commences classes after a semester has begun, attendance will be monitored from the first day on which the student was officially enrolled in the classes.

If a student is marked present on the class roll and then disappears from the lecture without permission, the teacher has the right to change the student's attendance status to absent for that lecture.

Unless the student's teacher has given the student permission to leave the class, a student must be physically present throughout the lecture in the class in order to be marked 'present' on the attendance roll.

PROCEDURE FOR WARNING STUDENTS IN DANGER OF BREACHING STUDENT VISA CONDITIONS BECAUSE OF UNSATISFACTORY ATTENDANCE:

The college will issue you with a warning letter, in accordance with the following policy:

FIRST WARNING LETTER: if you are absent for 5 consecutive working days, the college will issue you a first warning letter advising you to contact the college immediately to discuss the reasons for your prolonged absence. The student will be issued this First Warning Letter advising that he or she is at risk of breaching his or her learner agreement and/or visa conditions because of unsatisfactory attendance. The letter will also indicate that the student should make an appointment with the college administration office to discuss the reasons for the absence. If the student is not attending classes such that the warning letter cannot be handed to the student in person, the warning letter will be posted to the student's home address. It is important, therefore, that the student informs the college of any change of address.

SECOND WARNING LETTER: Failure to attend classes or respond to the first warning letter will result in a second Warning Letter being issued after another 5 consecutive days missed. At any point during the semester (or course, if the course is shorter than a

semester), if a student's attendance falls to less than 80 percent of scheduled classes within a study period the student will be issued a s warning letter advising the student that he or she is breaching his or her learner agreement and/or visa conditions because of unsatisfactory attendance. The letter will also indicate that the student should make an appointment with the college administration office to discuss the reasons for the absence and whether there is some way in which the college may assist the student whenever feasible. (However, if it is clear that even if the student attends every class until the end of the study period, 80% or above attendance will not be reached, the college is required to report the student to Home Office for unsatisfactory attendance, only applicable to Student Visitor Visa cases.)

In the event that the student failed to contact the college for a further one week then their names and details will be forwarded to admissions committee for further processing i.e. cancelling admission and removal of student name from the "Active Student List". A final letter of "Cancellation of admission" or "dropout from the course" will be issued to student and then the student referred to the academic committee. If this happens No fees paid for outstanding study period will be refunded and any arrears will have to be paid in full. At this stage their details will be sent to "Home Office.", only applicable to Student Visitor Visa cases.)

Medical Reasons (Certificate)

Presentation of a medical certificate will not automatically result in your attendance not being monitored during the period covered by your medical certificate. Only in compelling circumstances will a medical certificate be taken into consideration. If you have been able to provide documented evidence that your medical condition is of a grave nature such that you cannot attend classes, the college may temporarily suspend your studies, so that your attendance is not monitored for the period covered by the medical certificate. You may be required to complete the extenuating circumstance form and submit to the student welfare officer.

College will determine, on a case to case basis, whether to temporarily suspend a student's studies, in which case attendance is covered by the medical certificate.

Responsibility for the POLICY:

Ultimate responsibility for the policy lies with the Quality Assurance and Student Welfare Office

POLICY REVIEWED ANNUALLY

Next Review in November 2020