



## ATTENDANCE POLICY

Audience	Policy	Version Number and Month	Next Review Due	External Reference Points:
External	Attendance	V5-March 2018	March 2019	UKQC Chapters B3

This policy is produced in line with guidance provided by awarding bodies (i.e. - Pearson and University of Bedfordshire) and is set out based on the expectation of the UK Quality Code- Chapter B3, Learning and Teaching.

### **AIMS**

The Attendance policy of London Churchill College is intended to assist the College in enabling students to achieve their learning potential and simultaneously comply with regulatory requirements.

### **POLICY**

#### **Attendance Rules**

1. Students are expected to attend all contact periods as per the timetable. If a student cannot attend a teaching session, then the student must inform the College as soon as possible and provide a valid reason for absence via the Student Portal. This should be supported by documentary evidence wherever applicable, such as medical certificates.
2. Students must be punctual for all lectures. Students will be marked as present if they are up to 15 minutes late. Students who arrive between 15 and 30 minutes late will be marked as Late. Students who are over 30 minutes late may be refused admission to that session at the tutors discretion and their attendance will be recorded as absent.
3. The tutor captures attendance in class via the Student Management System.
4. The College will not tolerate proxy touch-in on behalf of fellow students. If any proxy attempt is identified, both students may be subjected to disciplinary action, which may include suspension or termination from the College.
5. If a student is persistently late, the College may subject him/her to a penalty which is equivalent to 1 absence for 8 late attendances recorded
6. It is the responsibility of the students to adhere to any changes in the attendance policy. They will be notified if any changes are made.

#### **Guidance**

1. Possible reasons for reporting absence could include:
  - a. A personal illness
  - b. The death of a close relative (during the absence period)
  - c. Immediate travel need for unavoidable circumstances
  - d. Illness of spouse, children, parents and other close relatives: medical records or doctor's notes should back this up.
  - e. Medical appointments
  - f. Religious festivals
  - g. Any other unavoidable circumstances (e.g.- arson or flooding at home)



2. Excuses provided are limited to a maximum of 8 sessions, if no supporting evidence is supplied but a satisfactory explanation is provided.
3. In applying the attendance policy, the college may consider a range of factors such as satisfactory progress and whether the student has a disability or whether the student has approved Mitigating Circumstances.

## **ATTENDANCE WARNING LETTERS**

The College monitors the contact periods attended by the student as well as the cumulative percentage of attendance for a term. Students will be monitored each term separately for their attendance; i.e. - attendance rate is not carried forward to the next term. The warning notifications could be sent in the form of a letter, email or text message or a combination.

### **Notification of Non-Registration Letter**

This letter will be issued AFTER a student has missed the first two weeks of classes/sessions of an academic term. Such letter will:

- Notify the students that registration/enrolment will be cancelled; (applies to new starters).

### **First Warning Letter – Sent to Student**

This letter will be issued at the midpoint or over the entire academic term to those students whose unauthorised absence rate is more than 50%. Such letter may:

- Remind the student that classes have been missed;
- Remind the student of the importance of attending all classes;
- Request an explanation as to why classes have been missed;
- Invite the student to contact the college.
- Ask the student to contact the College as soon as possible to discuss their absences.

### **Final Warning Letter**

A Final Warning Letter will be sent to students who have already received the first warning letter and who failed to provide adequate an explanation/information with documentary evidence.

Such letter may:

- Remind the student that classes have been missed;
- Invite the student to meet with the Director of Monitoring and IT or any other authorised person to discuss any problems they might be experiencing that could be the cause of their poor attendance unless they contact the above individuals within 10 working days from this letter.



### **Notification of Termination Letter**

This letter is to be issued to any student who has received the final warning letter and failed to meet the Director of Monitoring and IT or an authorised member of the Monitoring Team.

The student will be sent a letter stating that they are assumed to have withdrawn. Their record will be amended accordingly.

Once a student's registration is terminated, no refund of fees will be made. The student may not be allowed to continue with the same cohort.

### **TERMINATION RELATED TO NON-ATTENDANCE**

All students who have received the Final Warning Letter and did not reply to the notification or contact the Monitoring and IT department to justify the absences will be terminated. The College reserves the right to terminate a student any time after 10 working days from the date the notification of final warning letter is issued, provided that the student has not attempted to resolve the matter in that period.

### **ATTENDANCE MAINTENANCE AND ACCESS**

Tutors have online access to the student database management system where they can securely capture and maintain student attendance data.

Access to attendance records is limited to the documentation team and programme leaders.

Attendance record files are NOT allowed to be taken out of the documentation room except for exceptional reasons and with the permission of the Director of Monitoring and IT.

The Director of Monitoring and IT designates who can have access to student attendance records.

### **Attendance Storage**

The College only keeps electronic attendance records.