



## Student Attendance Policy

### Introduction

The London College recognises the relationship between good attendance, punctuality and student success. Persistent lateness and lack of attendance is disruptive to the teaching and learning activities of all college students.

### The aims of this procedure are:

- to enable all absences to be fairly and consistently dealt with across the College.
- to monitor and improve the attendance of all students.

In interpreting these procedures, the decision of the College is final. The College may amend this procedure at any time, or depart from it, depending on the circumstances of the case.

### Attendance requirements

As part of the terms and conditions of enrolment at the College, students are expected to attend all the lectures, seminars and tutorials. Where attendance is unsatisfactory students will be subject to the Student Disciplinary Procedure, and registration on the programme may be cancelled.

Students are required to arrive punctually and attend all classes, compulsory activities, tutorials and review sessions. This includes work experience placement, where applicable. It is not acceptable for any part-time work or external activities to affect students' ability to attend classes.

Attendance will be monitored through the registers and the Student Information system. Where a student misses classes they will be contacted by phone, email and/or SMS and asked to explain the reasons for their absence. Students are required to respond to these messages.

### Absence notification (short-term)

Where there are valid reasons for absence, students must provide proof, including doctor's notes, evidence of an accident, or other documentation. Where a student knows in advance that they will not be able to attend their classes, they must notify the College and provide supporting evidence for their absence. The following rules will apply to absences:

- during term time students will not be given leave of absence for overseas national holidays or attendance at family functions, etc.
- no student will be granted authorised leave of absence for more than 2 weeks during term-time unless there are exceptional circumstances and such leave is agreed with the College management (Principal)



- any absence due to illness must be notified to the Student Support as soon as possible, preferably before 10.00 am on the day of absence
- students who are absent from classes for more than 5 working days must provide a doctor's certificate
- all students must declare any medical condition or disability which is likely to result in their missing a significant number of classes. All female students must inform the College if they are pregnant. Any false declaration, or failure to disclose a condition may result in a student's enrolment being cancelled without any fee refund.

### **Long-term absence**

If a student is absent for longer than four weeks without informing their tutor, course manager, course administrator or other manager, without providing appropriate evidence to support a legitimate absence (for example major illness or operation), they will be withdrawn from the College. In this circumstance, the College's Student Disciplinary Procedures will not apply but the withdrawal will be recorded on the Student Information System for any future applications to the College.

### **Excused absences**

4.1 There are some absences which can be marked as an excused absence. These include:

- illness;
- medical appointments, which could not be made out of college hours;
- a religious holiday (up to 3 days);
- a university interview or
- a career-related interview;
- a work placement, which is an integral part of the student's programme of study and for which the student does not receive payment;
- attendance at a probation meeting or a meeting with social worker or UK Border Agency or Embassy staff;
- severe disruption to a student's method of transport, such as a strike or snowstorm, that leaves the student with no alternative method of travelling to College;
- a College representatives' meeting or Student Council Meeting.

### **Unexplained absences**

The following reasons for absence are **not** acceptable and **cannot** be marked as excused absences. They include:

- holidays
- part or full time work which is not part of your programme of study
- leisure activities
- birthdays or similar celebrations
- shopping
- driving lessons



Students should be aware that if they take holidays during term time they may be withdrawn from examinations and/or coursework may not be submitted for marking and verification. They will also be called to a meeting in accordance with the Student Disciplinary Procedure.

### **Following up on absences**

1. The College will contact those students who miss their classes by phone, email or SMS. Further continued absence will result in 2 warning letters. If, after receiving these warnings, students still fail to attend classes without a valid reason for absence, the College will send a third and final letter explaining that the College is withdrawing the student from the course.
2. Students will not be allowed to sit examinations or submit assignments where their attendance is below that specified for their course.
3. No exemptions from Council Tax, or requests for authorised absence, will be supported by the College where attendance falls below the minimum requirement. For example, the attendance requirement for Council Tax exemption letters is 80%.

### **Deferring units or courses**

- i. Any student who expects to be absent from classes for more than two weeks for any reason (for example, their own illness, or the illness or death of a close family member) must inform the College as soon as possible. In such a case, fees will not be refunded, but will be held on account for up to 12 months until the student is able to resume studies.
- ii. UK and EU students, who are pregnant are expected to attend all classes until the 35th week of pregnancy. Normal attendance rules will apply. Students will normally be granted an authorised absence for a maximum of 3 months, from the 35th week of pregnancy, and to resume 8 weeks after the child is born.



## Appendix 1

### Disciplinary actions for breaking the student attendance requirements

Where student contravene the Student Attendance Procedures they will be subject to the Student Disciplinary Procedures as outlined below:

**Stage One:** The student will be spoken to by a member of the academic team. They will be expected to explain absences and provide/agree an action plan for improvement (Stage One) Student attendance will be monitored.

**Stage Two:** If a student's attendance fails to improve, a further meeting will be held with the student and, if appropriate, a final written warning will be provided (Stage Two) indicating that if they continue to not attend they may be suspended from their course. Warnings may also include conditions. The College may decide to:

- not enter a student for examinations/external assessment
- not submit their coursework for verification
- not allow them to progress to the next year/level of their course

**Stage Three:** Where the attendance of a student continues to be of concern they will be excluded from the College (Stage Three), either temporarily or as a permanent measure. A letter explaining this decision will be sent to the student by a senior manager. Students may also be suspended or excluded from the College for the non-payment of fees, the non-submission of assignments and failure to progress academically, failure to abide by the rules of the College.

Where students are excluded, they have the right to appeal against the decision.

### Appeals

The appeal explaining the grounds for the submission must be submitted in writing within 10 working days of the communication of the outcome of the disciplinary meeting. Appeals should be submitted to the Principal.

The student will be advised within 5 working days of whether the request for a review has been accepted and if not, reasons why it has not been accepted.

If accepted, an Appeal Panel will be established. The student is entitled to attend a meeting with the panel in order to state their case, and to be accompanied in such a meeting by a friend, who is a student of the college, and, if the student is under 18 years of age, by their parent or guardian.

The outcome of the panel will be to:

1. Confirm the original decision,
2. Annul the original decision or,
3. Amend the original decision which may include a reduction in the original penalty



If a student has completed this procedure and they are still dissatisfied with the outcome, they may be able to refer the issue as a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) providing that it is eligible under the OIA's rules.

Information is available from the OIA's website at [www.oiahe.org.uk](http://www.oiahe.org.uk)

#### **Other related documents**

- a. Student Disciplinary Procedure
- b. *UK Quality Code* references: in particular Chapter B2 Indicator 6; Chapter B9 Indicators 2-3

**The End**