

Student Attendance and Progression Policy

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Relation to QAA requirements			
Informed by UK Quality Code – Core Practices for Quality			

1. INTRODUCTION

- 1.1. This policy and the procedures annexed to it set out the regulations and processes employed by The London College to monitor student attendance on all programmes of study. They need to be read within the context of the College's efforts to enhance student success and retention, and the strategic initiatives deployed across the whole breadth of the student experience.
- 1.2. The College aims to improve the attendance of all students. It is in the interest of all students to attend their scheduled sessions. Attendance monitoring is valued for its potential to indicate those students at risk of leaving their course early

2. Definitions

- 2.1. Attendance refers to the expected attendance of all students on every element of their programme. This refers to all compulsory lectures, seminars, workshops, practical sessions, tutorials and any form of summative or formative assessment.
- 2.2. Attendance requirements are inclusive of all sessions whether completed as a large group in lectures, small group for tutorials, or individual sessions (such as dissertation supervision or work placement).

- 2.3. Attendance is expected for all sessions whether they are run by College academics, or outside professional/trainers.
- 2.4. Attendance is recorded using Biometric readers situated at the entrance of each classroom. In addition paper registers are also used as a backup mechanism to record attendance.
- 2.5. For online teaching sessions, attendance will be recorded automatically when students log onto the session. Attendance is captured automatically using student login date, time and duration.
- 2.6. Monitoring refers to all recording of student attendance, whether electronic or paper-based.
- 2.7. Students funded via the Student Loans Company (SLC) are required by the College to have a minimum attendance record of 60% in each term of study.

3. Recording Attendance

- 3.1. The attendance will be automatically recorded onto the College student-management systems via the biometric readers or through student login information.
- 3.2. Attendance for students arriving **20 minutes** after the scheduled start time will be recorded **LATE**.
- 3.3. Attendance for students arriving **40 minutes** after the scheduled start time will be recorded **ABSENT**.
- 3.4. All students will have their attendance monitored at every lecture, seminar, workshop, or practical session. These will be monitored through the use of online registers.
- 3.5. Programme administrators will use the data to analyse and monitor individual student's attendance.
- 3.6. All authorised and non-authorised absences are recorded, and action taken where necessary (further information is given below).

4. Authorised Absence

- 4.1. Short-term absences (up to one week) due to illness or domestic circumstance may be authorised without any documentary evidence, but it is advised that the student contacts a member of staff to inquire whether the student is able to attend a fixed

seminar/tutorial/practical/clinical session, or individual supervision meeting that has been pre-arranged.

4.2. Instances of illness that affect an assessment must be reported to the College, and where relevant, with medical evidence (doctor's or hospital note). The same is applicable for other extenuating circumstances.

4.3. Students are permitted to apply for temporary leave, suspension of studies, or deferral of their programme of study for personal or medical reasons.

4.4. The following rules apply to absences:

4.4.1. during term time students will not be given leave of absence for overseas national holidays or attendance at family functions, etc.

4.4.2. 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 Senior Management Team (SMT)

4.4.3. any absence due to illness must be notified to the Programme Administrators as soon as possible, preferably before 10.00 am on the day of absence

4.4.4. students who are absent from classes for more than 5 working days must provide a doctor's certificate

4.4.5. 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.

4.5. Long-term absence

4.5.1. If a student is absent for longer than four weeks without informing programme administrator, 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.

4.6. Excused absences

4.6.1. 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;
- 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 UKVI or Consulate 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.

5. Unauthorised Absences

- 5.1. Unauthorised absences over one week, such as non-attendance due to undocumented medical, personal or other extenuating circumstances are not permitted if no evidence is presented, or the absence is not agreed in advance.
- 5.2. Students are not permitted to be absent from scheduled classes or practical sessions due to employment, unless agreed with the tutor or module leader.
- 5.3. Unless otherwise agreed with the tutor, students are expected to be in attendance for every scheduled session, whether a group, or individual meeting.
- 5.4. All examinations and assessments must be attended and completed on time (and within any pre-agreed extensions already granted), unless approved by the SMT of the College.
- 5.5. Unauthorised absences by students will result in a warning letter being sent by Programme Administrators.
- 5.6. Following the initial letter, if a student's absence is still of concern, s/he may be invited to improve the attendance rate and/or may be required to attend a meeting in the College to discuss the reasons behind such absence.
- 5.7. All students are at risk of removal from their programme after consistent and continued periods of absence are recorded. A student, whose attendance rate is below 50% at the midpoint of an academic term or is below 60% during the entire term, may risk removal from the programme with no opportunity to re-enrol on any programme. Should that occur, the College will inform the SLC, as well as, the relevant partner institution.
- 5.8. No extended period of absence is permitted unless authorised through application for temporary leave, suspension of study or deferral.
- 5.9. 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 a 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.

6. Non-attendance

- 6.1. Students demonstrating non-attendance on a programme of study will be asked to attend a meeting in the College with the programme administrator. Should a student choose at that point to suspend or defer their studies, documentation must be completed to confirm this, and this will become effective as soon as the information is received centrally.
- 6.2. Students also have the option of leaving the course prematurely and taking an exit award, provided sufficient credits have been obtained and the exit award is a viable award route for their programme of study.
- 6.3. In instances where a student does not attend the scheduled meeting in the College and no acceptable reason is given for non-attendance at the meeting, the College may withdraw the student from the programme with no opportunity to re-enrol on any programme.
- 6.4. Should the decision be to withdraw a student from a course, the reasons for the decision must be sent in writing, prior to withdrawal.
- 6.5. In all instances of non-attendance, a warning will be sent to students to require them to attend a meeting in the College where their attendance, academic progression and any other personal circumstances can be discussed.
- 6.6. In cases where students do not attend the meeting or no communications are received from the student or in cases where students attended the preliminary attendance meeting but no improvements in attendance are seen, the student could then be exited from the programme.
- 6.7. Students funded by the SLC whose attendance is below the 50% attendance threshold set by the College will be required to leave the College and may be

reported to the SLC, which may enforce repayment of loan moneys already advanced.

6.8. No exemptions from Council Tax, or requests for authorised absence, will be supported by the College where attendance falls below the minimum requirement.

7. Re-Registration and Progression

7.1 Attendance Review

7.1.1 College will conduct attendance reviews in Week 4 and Week 8 of each semester.

7.1.2 To continue studying at the College, students are required to meet the following criteria:

- a. An attendance record of at least 60% must be achieved over each semester. Exceptions are made for extenuating circumstances, though only when these are justified with credible supporting evidence
- b. All relevant assignments should have been submitted, with students meeting the success criteria indicated in section 7.3.3 and 7.3.4 (below)

7.1.3 A Student who does not meet the above criteria may not be permitted to register for the following term. In this case the College reserves the right to withdraw the student from the programme with no opportunity to re-enrol

7.2 Progression

7.2.1 The purpose of Progression Monitoring is to ensure that the College has fair, transparent and effective processes to monitor student academic progression and to identify students with poor academic performance who may require additional support.

7.2.2 The Progression Policy is applicable to all HNC/HND programmes offered by the College and on an annual or (for programmes of 1-year duration) semester basis.

7.2.3 All students on one-year programmes of study will be admitted into the Second Semester provided they have met the minimum attendance requirements for the First Semester and passed all relevant assessments. Failure to do so may result in the student being withdrawn from the programme. The only exception in this case is where properly authenticated documentation has been provided to support Extenuating Circumstances.

7.2.4 Students following one-year programmes are permitted one re-submission per module), however the College expects that all assessments are submitted prior to the commencement of the Second Semester. Therefore, all students are expected to have submitted assessments by the Referral Deadline for each semester, otherwise their registration **will be suspended** by the College. In this case the Student Loans Company will be informed immediately.

7.3 Student Progression Review (Level 4 to Level 5 HND)

7.3.1 Progression reviews will take place in March and June respectively to confirm student places/withdrawals. The College will then confirm whether a student is permitted to continue with their course of study or not. Where a decision is taken to terminate a student's enrolment, the student will have the right of Appeal within 10 days.

7.3.2 Students need to **achieve an HNC qualification** to progress to Year 2. Assessment boards will meet at the end of each semester to finalise grades and report on your progression.

7.3.3 HNC will be achieved at 8 modules passes or 7 modules passed plus one compensation. HND will be achieved at 15 modules passes, including double module or 14 module passes plus one compensation. A double module, a Project counts as 2 modules; it is excluded from the compensation. Double modules must be passed to achieve the HND qualification.

7.3.4 Students will not be able to progress to the 2nd year of the HND if all HNC modules are not completed. Students will not be able to apply for the 2nd Year funding if they have failed the 1st year.

7.3.5 Retake / Recovery modules

Students need to have completed at least 4 modules (**60 credits**) before consideration for a retake or recovery of the modules in an academic year.

Students are advised to submit the request to repeat as soon as a need arises, or when circumstance changes whereby they are not able to complete the current academic year. Panel will decide the outcome of the request

7.3.6 A Retake Request will only be granted at the discretion of the college and based on individual circumstances. It is not an automatic right. If approved the students is allowed to retake the modules on part time recovery basis. Request to be sent to **admissions@lcuck.ac.uk**

7.4 Progression on BA/BSc programmes

7.4.1 Progression for BA/BSc programmes are subject to Assessment board and Assessment regulations for the University of Derby. Please refer to **<https://www.derby.ac.uk/about/academic-regulations/>** for more information.

8. Appeals

8.1 Where students are excluded on grounds of unsatisfactory progression [as detailed above], they have the right to appeal against the decision.

8.1.1. 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.

8.1.2. 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.

8.1.3. 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.

8.1.4. The outcome of the panel will be to:

- i. Confirm the original decision,
- ii. Annul the original decision or,
- iii. Amend the original decision which may include a reduction in the original penalty

8.1.5. 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

8.1.6 Students may also be able to raise a complaint with Pearson Education - the awarding body that accredits HNC/HND programmes. Currently Pearson Education is not in OIA membership.

8.1.7 Students on BA/BSc programmes accredited by the University of Derby, please refer to <https://www.derby.ac.uk/about/academic-regulations/> for more information.