

# **HE STUDENT ATTENDANCE POLICY**

## **POLICY NO. 11c**

**Issue Date:** February 2016  
**Approved by:** SLT on 24 February 2016  
**Review Date:** February 2019

**POLICY STATEMENT NO. 11c**

**TITLE:**

**HE Student Attendance Policy**

**INTRODUCTION/OVERVIEW:**

**Introduction**

1. The HE Student Attendance Policy has been developed as part of the College's commitment to provide a supportive learning environment in which encouragement is given to all students to develop a range of skills, and approaches to their studies.
2. The College recognises the investment that students and their sponsors make when a student enrolls on a programme. It believes that as a responsible institution it has a duty to act on non-attendance so that students can be supported to complete their programmes of study.
3. This policy applies equally to all enrolled students of the College wherever and however their programmes of study are delivered.
4. It is intended to comply with relevant sections of the Quality Assurance Agency (QAA) *UK Quality Code for Higher Education*, specifically *Chapter B3 – Learning and Teaching [2012] (2015)*.

**STATEMENT:**

**Section 1**

5. Attendance is a key component in student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending classes regularly are more likely to:
  - a. Enjoy a rewarding and collaborative experience in which their knowledge, skills and abilities are developed;
  - b. Successfully complete their programme;
  - c. Realise their full potential;
  - d. Achieve a higher grade.
6. The College expects students to attend learning and teaching sessions associated with the programme on which they are enrolled, unless exemption has been agreed with the Programme Leader. The College will work with students to support them to ensure they are able to meet these expectations. The learning and teaching methods for each programme and component modules are set out in the Programme Handbooks and/or associated programme materials.
7. There will be occasional circumstances where ill health or other legitimate reasons prevent students attending sessions. Students are responsible for informing the lecturer and/or Programme Leader of these circumstances. In these circumstances the student should email the lecturer directly and also contact the College's absence line. If students are on placement, then the host should also be notified.
8. Students should aim to arrive on time for classes and remain for the duration of the session.
9. Unsatisfactory attendance includes, but is not exclusively confined to:
  - a. Failure to attend regular learning and teaching sessions (including placements) without providing a satisfactorily reason to tutors for absence;
  - b. Persistent late arrival or early departure from, learning and teaching sessions or placements;
  - c. Failure to attend tutorials and/or interviews with a member of academic staff.

10. Students are responsible for:

- a. Attending learning and teaching sessions associated with their programme of study;
- b. Phoning the College absence line and notifying the lecturer and/or Programme Leader in advance by email if they expect to be absent from a timetabled session;
- c. Complete a request for authorised absence form signed by the Programme Leader regarding planned absences of two or more days;
- d. Notifying their lecturer and/or Programme Leader by email in respect of unplanned or unforeseen absences from learning and teaching sessions, normally within 24 hours and, if requested, providing a medical certificate or other corroborating evidence to explain their absence.

11. Lecturers are responsible for:

- a. Reminding students of the importance of regular attendance at learning and teaching sessions;
- b. Ensuring that registers are recorded.
- c. Inviting any student whose attendance is unsatisfactory to a meeting to seek an explanation and to discuss appropriate support.
- d. Informing the Head of HE of any student who repeatedly has unsatisfactory attendance.

## Section 2

12. Student attendance is considered to be unsatisfactory if it drops below 90% or if 3 consecutive sessions are missed with no valid reason and/or evidence has not been received.

Where a student's attendance is unsatisfactory the following actions should be taken:

- a. The Programme Leader will contact the student to seek an explanation for the non-attendance;
- b. Students will be invited to discuss with their Programme Leader how their attendance will be improved and any help that may be required. Even if a student has reported the reasons for being absent, an invitation to a meeting will still be offered to discuss appropriate support for the student.

If there is no change in the student attendance, the following action may be taken:

- a. A formal report on the student's attendance may be made to the student's sponsor, including an employer and the Student Loan Company;
- b. Students may be withdrawn from their programme if they fail to respond to any warning or breach attendance arrangements agreed with the Programme Leader.

14. In the event of no change in attendance despite a meeting being held between the Programme Leader and the student where all appropriate support is offered to the student, staff writing references for students may refer to a student's record of attendance.

15. If an international student holding a student visa has missed 10 consecutive sessions without authorisation the International Office must be notified. In accordance with UK Immigration Law, the International Office may report the student to the UK Visa and Immigration Directorate of the Home Office (UKVI).

### **GUIDELINES:**

### **IMPACT ASSESSMENT:**

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

### **EQUALITY IMPACT ASSESSMENT SUMMARY:**

This policy has been impact assessed and has identified the following:

- Negative impacts (N)



- Appropriate actions/mitigations to address the negative impacts have been put in place (N/A)
- Positive impacts (Y)

For further detail of the impacts and associated actions, please see the EIA which is attached to the filed copy of this document.

**LINKED POLICIES:**

**MONITORING PROCEDURE:**

**RESPONSIBILITY:**

Head of Higher Education  
Vice Principal Curriculum and Quality

**ENDORSED BY SLT:**

J. Meagher Principal

24.2.16 Date