

## POLICIES AND PROCEDURES



Policy Title	<b>ATTENDANCE POLICY AND PROCEDURE</b>
Policy Number	<b>WLCBMS 003</b>
Responsible	<b>VICE PRINCIPAL OF STUDENT &amp; INFORMATION SERVICES</b>
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# **ATTENDANCE POLICY AND PROCEDURE**

## **CONTENT**

### SECTIONS

1. PRINCIPLES
2. CONTEXT
3. RESPONSIBILITIES
4. REQUIREMENTS
5. DISCIPLINARY PROCEDURE
6. EQUALITY
7. RELATED DOCUMENTS
8. APPENDICES

# **ATTENDANCE POLICY AND PROCEDURE**

## **SECTION 1. PRINCIPLES**

WLCBMS recognises the investment that students make in choosing to pursue a programme of higher education study and understands it has a duty to follow-up promptly on matters of non-attendance so that students can be supported and given every opportunity to succeed.

WLCBMS also recognises that attendance has a direct correlation with success and achievement rates.

## **SECTION 2. CONTEXT**

Fostering good attendance is necessary in helping to:

- enhance educational development within the area of study
- receive information about the programme
- prepare for all assessments
- undertake any practical work or group work (including working with others in seminars, presentations)

## **SECTION 3. RESPONSIBILITIES**

The Vice Principal for Students and Information Services has overall responsibility for attendance and reports to the Academic Committee. Each member of the teaching staff has a responsibility to monitor attendance by effectively using the College procedures and reporting any students who have extended periods of unauthorised absences.

## **SECTION 4. REQUIREMENTS**

### **Requirements regarding Student Attendance**

- Attendance at classes at WLCBMS is compulsory
- Students are required to attend a minimum of 21 hours of teaching time per week. (this is inclusive of any personal/academic tutorial time and mode of delivery ie. distance learning or classroom based)
- Students are required to attend all classes, and where appropriate all practice placements, and to take responsibility for their own learning
- Punctual attendance is an expectation for all students
- In the distance learning (DL) setting contact time takes a virtual rather than face-to-face form, through the use of email, email discussion groups, virtual learning environments (VLEs) and other technology-aided means.

- Learning can also take place in a work-based setting therefore attendance is coordinated with the workplace provider(s)
- Learning is a shared experience and students are expected to play a part in promoting collective understanding
- Staff have a responsibility to complete session registers, and to remind students of the importance of attendance and especially the clear link between attendance and assessment performance (this should be emphasised during induction and at initial meetings with personal tutors and also reinforced by course tutors)

### **Timetabled Commitments**

WLCBMS timetables may include classes in the morning, afternoon, evening (part/time) or at pre arranged times in respect of distance learning (DL). WLCBMS Attendance Policy and Procedure is provided to the learners at induction. It is also available on the College website. Students are also provided with their timetables which they are encouraged to check as soon as possible to ensure that they can manage their time commitments

Students should arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor

Students should check notice boards (including SMS, if appropriate) and email communications regularly for information that may include important timetabling or room changes

Staff are asked to be mindful of students with disabilities when notifying them of timetable changes and to use the appropriate agreed means of communication – i.e. not a small notice on the notice board when there is a visually impaired student in the class.

### **Absence from Classes**

Students should notify their teachers and administration of any absence from classes. A student wishing to request a leave of absence, or returning from a period of absence from their studies should submit a completed Leave Request Form to the Administration Department.

It should be noted that such formal leave of absence is granted only in cases of emergency or exceptional circumstances, and where supported by appropriate evidence.

## **SECTION 5. DISCIPLINARY PROCEDURE**

### **Actions in the event of poor punctuality**

5.1 Teachers must remind students of the disruptive nature of poor punctuality

5.2 Teachers must keep their Head of Department and Administration informed of any regular pattern of poor student punctuality

### **Actions in the event of non attendance**

5.3 Teachers must keep their Head of Department and College Administration of any irregular pattern of student attendance

5.4 Before 10 consecutive non attendances have been recorded the College Administration Department will advise students when their attendance has fallen below the required levels and what action is being taken

5.5 If the student is missing 10 consecutive contacts without any authorisation, this will generate a cause for concern and the student will be contacted by the Administration Department with a first warning letter. Such contact will:

- 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

Actions in the event

- Contact student via letter, e-mail or SMS and invite the student to discuss with their personal tutor and/or Dean of Teaching (DL student absences to discuss with Distance Learning Manager) any problems they might be experiencing that could be the cause of their poor attendance
- Monitor attendance throughout the programme, but with an appreciation that the early weeks of a programme may be more critical to a student's retention by WLCBMS.

5.6 The Vice Principal for Student & Information Services will arrange for each individual student referred on grounds of poor attendance to be seen; the absence procedures will be explained and an Attendance Agreement drawn up. This will constitute a signed Agreement between the student and the College. (App 3)

5.7 In the event that a student does not turn up or non-attendance continues, the Vice Principal for Information & Student Services will be informed and the student will be sent a final warning letter stating that they are 'assumed to have withdrawn'. Their record will be amended accordingly unless they resume their studies immediately.

5.8 A termination letter will be issued if student does not respond and continues absence without any valid reason. The name of such student will be eliminated from attendance register and relevant authorities will be informed.

## **SECTION 6. EQUALITY**

In circumstances where there is serious concern about an individual's physical and/or mental welfare, the College will take all reasonable steps to provide help and support to the student. In some exceptional circumstances, however, it may be inappropriate to allow a student to continue with his/her studies, and the College has the right to require the individual to withdraw on the grounds of health and safety. The College approach in

all matters where there is a question of continuing attendance through behaviour, performance or health is to be thoughtful, measured and supportive. This process is intended to allow for every opportunity to resolve difficulties by negotiation.

WLCBMS reviews its policies regularly to update them and to ensure that they are accessible and fair to all. The College welcomes suggestions for improving the accessibility or fairness of this policy.

## **SECTION 7. RELATED DOCUMENTS**

1. Recruitment, Selection & Admissions Policy (WLCBMS 015)
2. Assessment Policy & Procedures (WLCBMS 002)

## **SECTION 8. APPENDICES**

List of acceptable reasons for absence:

1. authorised
2. unauthorised
3. signed agreement template
4. student request for leave of absence

## Leave Request Form

Date: \_\_\_\_\_ Student Ref: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date/Duration Leave Required: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

<b>Office Use only;</b>	
<i>Leave Authorised:</i>	<i>Yes/ No</i>
<i>Student record data updated:</i>	<i>Yes/ No</i>
<i>Comments</i>	
<i>Authorised By:</i>	
<i>Date:</i>	

## **Student Attendance Agreement**

### **Introduction**

The monitoring of student attendance is recognised as an important element in encouraging both student engagement with the learning process and improved performance.

The College will apply consistent and rigorous procedures to monitor student attendance and will offer appropriate support to facilitate and encourage students to comply with their course attendance obligations.

### **Policy**

1. The College expects all students to attend all timetabled teaching sessions and personal tutorials; failure to do so may result in a student not being allowed to continue with their programme of studies.
2. Attendance will be monitored on a weekly basis during those parts of a course/period of study where timetabled sessions and personal tutorials are being held.
3. All timetabled sessions will be monitored and recorded each week.
4. The College has an obligation to ensure that it has accurate records of all students for funding and other statutory returns, alongside its legal duty to report to the Student loan Company.
5. Every effort is made by College staff to make students aware that the College has a duty to ensure that they are fully engaged with their studies throughout the duration of their programme of study.
6. Students who are in receipt of grants or other funding should be aware that the College may be obliged to report any absences to the funding authority and this may also impact upon their funding.
7. Students are required to contact the College to report any absence from parts of their course (as specified in point 2 above) of up to 5 days using the absence reporting form or via email at [registrar@wlc.co.uk](mailto:registrar@wlc.co.uk) . On return to study after a period of more than 5 days sickness, a 'Fitness to return' note should be provided.
8. Students who fail to attend for two consecutive weeks will be contacted to ascertain their circumstances.
9. Students who have failed to attend for four consecutive weeks without explanation and authorisation will be contacted by the College to determine the reason for absence and will be required to attend a meeting.

10. Students who have failed to attend for six consecutive weeks without sufficient explanation and authorisation will be required to attend an interview to discuss their continuation on the programme of study. The outcome of this interview could be withdrawal from the programme of studies.
11. Failure to attend this interview will lead to automatic withdrawal from the programme of studies.
12. Students and, academic and support staff have a responsibility to ensure that any changes in student circumstances are promptly reported to the registrar office for action.
13. Student may request via the registrar office or Class teacher periods of authorised absence for periods of up to four weeks. Requests will only be granted by the registrar's office /Administrative Manager in exceptional circumstances.

#### **14. Authorised absences**

- family visit (agreed beforehand)
- family bereavement
- serious personal/family difficulties
- work experience
- Illness
- Interview(s)
- medical/Dental appointments (proof to be provided)
- religious observance
- study leave
- visit or trip approved by the College

#### **15. Non Authorised absences**

- absence without informing College
- absence due to illness (without proof on return)
- holidays in term time
- work commitments
- extended family visit
- late (after registers closed)

16. If a period of absence coincides with examinations or any form of assessment, the College Academic Framework Regulations relating to Extenuating Circumstances will apply.

## 16. Punctuality

Missing or being late to a lecture can be disruptive for the whole class. Missing or being late to a lecture without good reason is therefore disrespectful to both staff and fellow students.

All students are expected to be punctual for classes.

- If arrival is 30 minutes after the formal teaching period has started it will be recorded as absent
- Students are not allowed to leave the class before the end of the session.
- Any recorded absence would count as unauthorised, unless a genuine reason for lateness is accepted.
- Authorisation to enter the class, if arrival later than 30 minutes, will be at the discretion of the teacher, but student will still be recorded as absent unless a justifiable reason is given.

## 17. Declaration:

I.....(Student ID:.....) understand the college attendance and punctuality policy and ensure to follow the college regulations.

**Student Signature:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Date:** \_\_\_\_\_