

## **STUDENT ATTENDENCE POLICY**

This policy is available on-line at: [www.wolc.org.uk](http://www.wolc.org.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Board	v.0.01	SEP, 2012	SEP, 2013	General Manager

**Review:**

## **Student Attendance Policy**

### **1. Policy Statement**

Attendance refers to the scheduled time spent on college programmes, and this can be categorised as lectures, workshops, work placement or tutorials as specified in the student's handbook/learning agreement or individual learning plan.

Regular and consistent attendance at college is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Therefore all attendance will be fully monitored throughout the study programme.

It is good practice for sponsors and those with a vested interest in the student's achievement to be informed of persistent student absenteeism and this will be undertaken unless an alternative arrangement has been discussed and agreed with the personal tutor.

In respect of Further Education full time learners, SFA funding is directly related to attendance and is monitored on a termly basis.

Each case of absenteeism is different and will be treated individually. The college accepts the many causes of absenteeism exist and will work with learners on an individual basis to best address the needs and wants of each learner.

### **2. Scope**

This policy applies to all learners undertaking a course of further or higher education. However the attendance criteria for different groups of learners have been identified and addressed under group headings.

### **3. Legislation**

No legislation is applicable to this policy

### **4. Responsibilities**

All students are expected to attend all of their timetabled sessions, unless prior agreement has been made and agreed with the personal tutor.

Academic manager are responsible for the timely response to student attendance issues, and the reporting of such issues to Student Services and/or SMS where appropriate

Personal/Course tutors are required to monitor student attendance (via registers) and to address issues of absenteeism according to this policy.

It is the responsibility of the academic manager to fill in withdrawal forms as soon as a learner is known to have withdrawn from their programme.

It is the responsibility of the admin office to remove students from the SMS system on receipt of withdrawal forms or when identified by teaching staff during the data verification process.

## **5. Actions to Implement and Develop Policy for all Learners**

All students are expected to report absences either to their course tutor or to the School administrative support staff.

Students expecting prolonged absenteeism should contact their personal/course tutor to discuss the possibility of an alternative study arrangement. In addition, students can contact Student Services, if they wish to discuss reasons for prolonged absenteeism, and where pastoral support can be offered.

Individual instances of absenteeism should always be raised by personal/course tutors, either with the student informally or through tutorials.

Lecturers are expected to make a professional judgement on whether or not an attendance mark is given (e.g. in the event of a late arrival due to weather conditions) or an absence is approved in advance. This judgement will also consider whether equality issues could have any bearing on the student attendance levels, and make suitable allowances where this occurs. Examples could include: attendance at recognised religious events or festivals, change in mobility arrangements for less able bodied learners.

Completion of registers, student transfer forms, withdrawal forms and exit interviews remain the responsibility of all teaching staff in conjunction with Academic Manager

If a student has had four consecutive weeks of non-attendance then they must be withdrawn from the college in line with the SFA funding regulations. This ruling applies, unless, for example there are specific individual student problems and then the need to extend would be discussed and agreed between the learner and tutor concerned. It is the responsibility of the Personal/Course Tutor to inform the academic manager, so that the withdrawal form can be completed.

Regular and consistent attendance at college is expected and in some areas of the college the Awarding Body dictates the attendance level expected. Where specific attendance policy is dictated by the awarding body, then this will be adhered to by the programme administrators. It is the Tutor's responsibility to make students aware of the Awarding Body's attendance requirements and ensure that they attain them or make alternative attendance arrangements.

## **6. Additional procedures for overseas / UKBA students**

The college has a duty to report to the UK Border Agency:-

- Students who fail to report within 10 days of the start date
- Students who are absent for more than 10 consecutive sessions of their course of study
- Students who discontinue their studies.
- Any student absence record which is not consistent with a full time study of over 15 hours/week

All students are required to provide changes to their personal details to the College so that the College SMS system can be updated. This will ensure College staff can contact them to clarify all periods of non-attendance that may affect their permission to study in the UK.

The College will inform all students via their main email contact where their absence record:

- Is higher than 20%, or
- Their absence record shows no attendance within the last three weeks

Unless the student immediately contacts the College to provide evidence to support their absence, they will be reported to the UKBA as having left their course of study, and that they are no longer sponsored by the College.

## **7. Monitoring and Evaluation**

The college Senior Management Team will monitor the operation of this policy by receiving regular reports on student attendance.

Each department will also receive monthly reports which are monitored at the Performance Review meetings.

The UKBA monitoring team will review overseas student's attendance on a weekly basis.

### **Related Policies**

- Personal tutorial support policy
- Student retention policy
- Student behaviour policy