



## Student Attendance Policy

### **PART 1**

#### **1. ATTENDANCE - GENERAL**

Attendance at lessons is a basic requirement of learning. Students are expected to attend all timetabled lessons, including extra lessons and Tutor Periods. Where a student is absent without good reason i.e. the absence is unauthorised. Students are expected to contact the college on each and every day that they are absent, whatever the reason.

***All absences will be considered to be unauthorised, unless there is a valid reason otherwise. It is the responsibility of the student to ask for absences to be authorised.***

The college recognises that there are sometimes good reasons for an absence, and these can be authorised in certain cases. Part 2 of this document describes what is meant by an authorized and unauthorized absence.

Absences can be authorised either:

- in advance, where the claimed reason for absence is known beforehand or:
- on the day of absence, unless exceptionally there is a good reason why this could not be done.

#### **2. SICKNESS**

Sickness is not a reason for absence that can be authorised automatically. All cases will be judged on their individual merits, and all decisions regarding authorization will be based on this policy.

#### **3. ATTENDANCE, EXAMINATIONS AND PROGRESSION**

It is college policy that all students should maintain an attendance of 80% per session. Any student failing to attend 5 consecutive classes will be issued with First Warning Letter. In case there is no improvement a second warning letter will be issued. If there is no development or no satisfactory reason of low attendance is given the student is removed from College register which leads to its expulsion. In case of international students they are reported to UKBA compliance Unit.

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***The college reserves the right to ask for confirmation of the reason for any absence. This may be in the form of a Doctor's or Parent's note, depending on circumstance. International students who fail to achieve at least 80% will be reported to UKBA and will be expelled from College and all College services will be terminated.***

## **PART 2**

### **ACCEPTABLE AND UNACCEPTABLE REASONS FOR ABSENCE**

a) Reasons for absence that would tend to be acceptable:

- A medical appointment that cannot be arranged outside college hours.
- A particular need to look after a family member or another person for whom the student has caring responsibilities. However, where such responsibilities are regularly interrupting attendance patterns, the college will be unable to authorise absences, and will need to explore solutions personally with the student.
- A religious holiday.
- A visit to a University either to attend an open day or for interview; or a career related interview.
- Participating in a significant extra-curricular activity not organised by the college, such as drama, music, sport or volunteering. Authorised absence will only be granted where the activity reflects a significant level of personal achievement (for example, taking part in a regional or national event), or for some other one-off event. Authorised absences under this criterion will only be granted occasionally; where a pattern of frequent participation in such activities is proposed, there is a need to explore solutions personally with the student.
- Participating in an activity organised by the college.
- Attendance at a probation meeting
- Attendance at a funeral
- Severe disruption to a student's mode of transport (for example, where a student commutes by rail and a rail strike means there is no practical way of getting to school or college)
- A college representatives' meeting

This list is not intended to be exhaustive, and decisions will take into account such things as: the inherent reasonableness of any case; the number of absences taken by any one individual; repetitions of the same excuse; and whether the excuse is backed up with evidence.

b) Reasons for absence those are NOT acceptable:

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

This list is not intended to be exhaustive.

### **PART 3**

#### **ABSENCES WHICH CANNOT BE FORESEEN IN ADVANCE**

Where an absence genuinely could not be foreseen in advance, the student should nevertheless make arrangements to tell the college as soon as possible on the day in question that they will be missing classes. Where a student fails to do this, the absence will be treated as unauthorised.

The only exception to this principle is where the student can supply a strong reason why they failed to contact the college. This might be because an event has been particularly disturbing or unpleasant, or because there has been a genuine practical barrier.

The following are examples of reasons for absence that would tend to be acceptable, provided that the school or college has been notified on the day:

- An emergency situation involving a family member or another person for whom the student has caring responsibilities. Sudden severe illness would be an example. However, while such cases will be treated sympathetically on a one-off-basis, they are not acceptable as regular grounds for authorising absence.
- Transport problems, where these were not known about in advance, and where there is no alternative means to hand.

This list is not intended to be exhaustive.

### **PART 4**

#### **POLICY**

- You are expected to attend regularly and punctually all scheduled classes and activities of your course and to maintain regular academic contact with your tutor.
- If you are unable to attend a class, let your tutor know, explaining the circumstances.
- If your absence exceeds 5 consecutive days, you will be issued with First Warning Letter. Failing to improve or non-attendance will lead to Second Warning Letter. If there is no development or no satisfactory reason of low attendance is given you are liable to be removed from College register which leads to its expulsion. In case if you are an international student you will be reported to UKBA compliance Unit.
- You must make yourself available to attend all formal assessments at the time given. Failure to attend an assessment or submit coursework by the deadline without having obtained an extension or deferral may result in failure in the course concerned.
- If you are having difficulties attending classes because of personal, financial or academic problems, do not hesitate to talk to the relevant support staff: Student Welfare Office will be more than happy to help you.
- Student should not

## **PART 5**

### **LATENESS**

Zaskin College is concerned with lateness of students to attend classes. Students should have a valid reason if they are turning up late in a class. Student is allowed to be up to 15 minutes late in reaching the class. If a student is more than 15 minutes late then lateness is marked on the attendance record. Consecutive lateness in 3 lessons triggers an investigation leading to students' attendance being marked as absent.

In case student have problems reaching College on time because of on-going issues listed in PART 2 then students are advised to consult the Student Welfare Office to seek advice.

### **TIER 4 SPECIFIC REGULATIONS:**

The following information should be noted by all students with a Tier 4 student visa:

- Any Tier 4 student who fails to register with the College before the published deadline for registration will be reported to the UKBA within 10 working days.
- It is the responsibility of all students to ensure that their contact details, as held by the College, are always up to date
- It is the responsibility of all students to attend their course/programme and to notify the College immediately of any absence due to ill health
- Absence due to short term sickness or personal circumstances that have been notified to the College are considered "authorised" and will not be reported to the UKBA
- By February 2010, Zaskin College is obliged to define 10 points of contact between itself (as an education provider) and its students. These are known as "expected student learning contacts". The College has a duty to report any student with a Tier 4 visa to the UKBA when they have missed 10 consecutive expected student learning contacts. Being reported to the UKBA for non-attendance will have serious implications for a student's immigration status and their ability to remain in the UK. The College is not released from its obligation to report a student to the UKBA, even if a student interacts with the College after the tenth missed expected student learning contact.

Examples of expected student learning contacts may be:

- attendance at a department introductory/induction meeting in the first week
- attendance at a specified lecture/tutorial/seminar
- physical submission of assessed work by the stipulated deadline