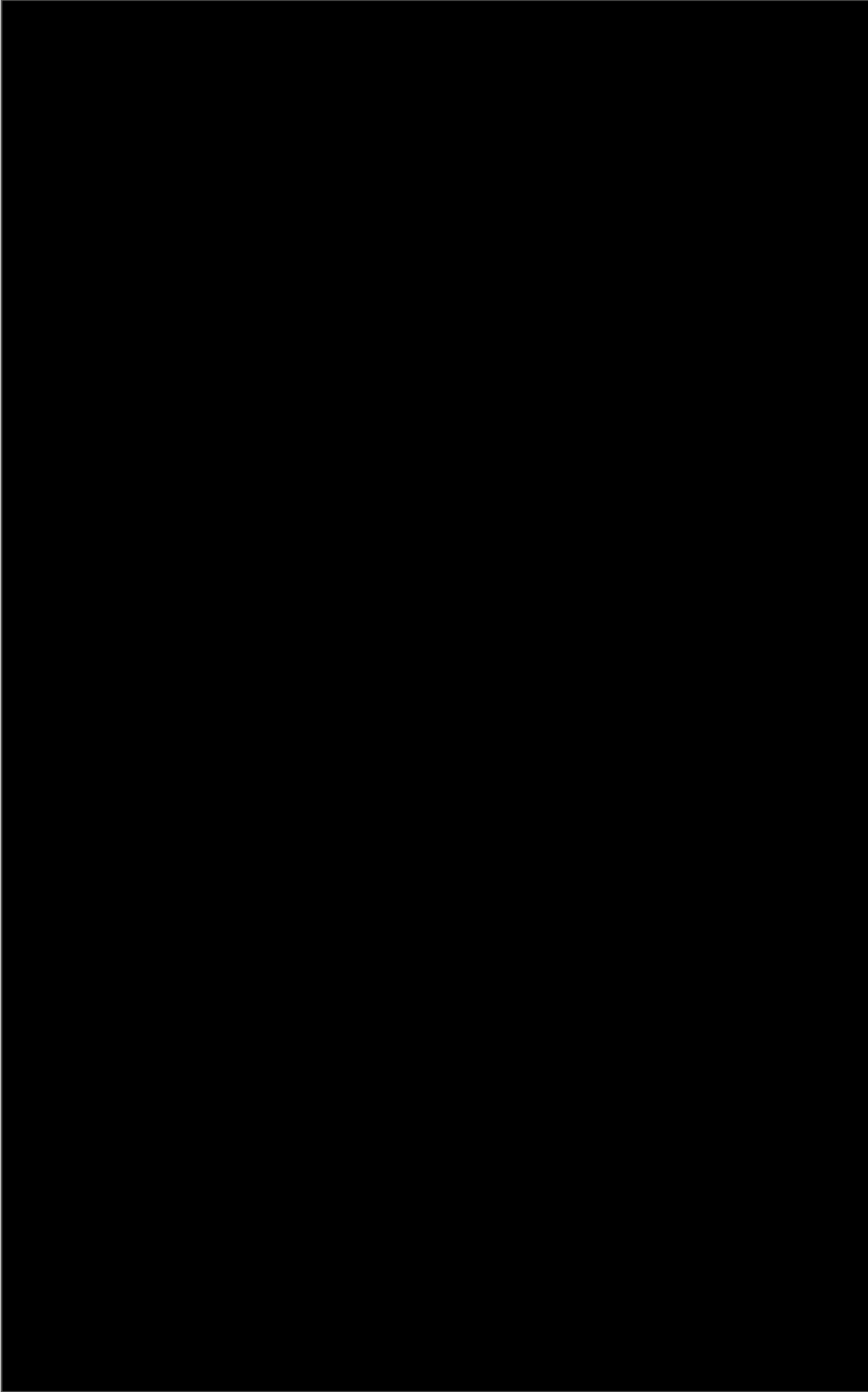


# A

Part B: RQF Level 6 and above courses: applies to, Degree, Pre-Masters, Graduate Diploma and Masters courses and any other courses at/above RQF level 6



## 1. Aim

Enable all students to maintain 100% attendance in order to promote their achievement and success.

Good attendance is an integral part of academic success and progression, therefore monitoring student attendance and responding quickly to poor attendance is vital.

All students are expected to attend and arrive on time to all classes. It is our aim to encourage all students to achieve this; this includes careful consideration of authorisation of any absences and ongoing help offered to support students throughout their studies.

## 2. Principles to be followed to achieve the aim

Ensure all College staff are proactive in following up issues and that there is prompt, accurate and comprehensive liaison with all parties.

There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement) when we need to be proactive to ensure that the student is well-supported and good attendance is picked back up. Every case must be judged on its merits

## 3. Statutory guidelines and responsibilities

UKVI

The College will observe the requirements of UK Visas and Immigration (UKVI). Maintaining satisfactory attendance is part of the visa conditions for students studying under a visa in the UK. It is the responsibility of the institution to ensure accurate attendance monitoring and prompt follow up occur across all courses.

We will cease to sponsor students who repeatedly fail in meeting attendance requirements.  
The College will cease to sponsor any students on Student visas who miss 10 consecutive





with student before the end of the third day. Conversations are then logged on the College information management system.

Where absent students cannot be reached by phone, contact is also made via email.

Apparent errors in absences are checked (e.g. if a student is known to have signed in to College, or has been seen by a member of staff), the tutor will be emailed to confirm absent mark.

Checks medical authorisations

If a student has had unauthorised absences for three consecutive days and the Attendance Officer has been unable to make contact with the student, as per the Missing Student Policy, the Attendance Officer will add a Student Welfare note to the system and also notify the Designated Safeguarding Lead (DSL), Deputy DSL, the Provost and the Rector by e-mail.

7d. Other actions from Attendance Officer may include



Appendix A - Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised



## Appendix B - Attendance Stage Warning System

Attendance	Stage	Actions
Drops below 85%	Attendance Notification	<p>The Dean will receive weekly attendance email updates from the Attendance Officer. The Dean will notify the Course Director via a note on the college system (recorded as Stage 0) of any students whose attendance has dropped below 85%.</p> <p>Student will be invited to attend a meeting with their Course Director</p>