



Student Attendance Policy

2018

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STUDENT ATTENDANCE POLICY

1.0 Introduction

1.1 The Student Attendance Policy has been developed as part of the College's commitment to provide a supportive learning environment which enables all students who have chosen to study at LWA to reach their full potential.

1.2 The investment students and their sponsors make is recognised by the College when a student enrolls on a course. The College believes that, as a responsible institution, it has a duty to monitor attendance, and to act on non-attendance, so that students can be supported to complete their programmes of study.

1.3 This policy is a response to the quality agendas and requirements presented by LWA's awarding and accreditation bodies.

1.4 This policy equally applies to all enrolled students of LWA, whether they are local students or are on student visas.

2.0 Policy Statement

2.1 Attendance is a key component in student retention, progression, achievement and employability. As regular attendance and academic achievement are closely linked, students who actively participate in their learning by regularly attending classes are more likely to:

- Enjoy a rewarding experience in which their knowledge, skills and abilities are developed;
- Complete their course successfully;
- Achieve better results.

2.2 The College expects students to attend all learning and teaching sessions that are associated with the programme in which they are enrolled. These include (but are not limited to) lectures, tutorials, workshops, seminars, examination sittings, and submission of assignments.

2.3. Students should arrive punctually for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is discourteous, unprofessional, disruptive, and unfair to other class members and tutors.

3.0 Policy Implementation

3.1 LWA records, monitors and reports on student attendance in accordance with standards required by providers and the Home Office legal requirements.

3.2 It is the policy of LWA that students must have a record of at least 85% attendance over the course in order to pass.

3.3 Each day is divided into two study sessions. Attendance is recorded by the teacher on the roll sheet at the beginning and at the end of each session.

3.4 Within 24 hours the administrator inputs the student's attendance on the computer database (CIMS) and attendance will be calculated as a percentage.

3.5 It is the responsibility of the teachers to monitor the attendance levels of their students.

3.6 If a student's attendance risks falling below the satisfactory level (85%) or the student has been absent without consent for more than five consecutive days, then a counselling session with the student will be requested by the Head of Administration to address their attendance and what can be done to maintain it at a satisfactory level.

3.7 When a student's attendance falls below the satisfactory level, a Warning Letter will be sent to the student's address by recorded delivery stating that their attendance is unsatisfactory and they are in danger of not fulfilling the requirements to pass the course. Failure by the student to make efforts to resolve this issue will result in non-compliance of their student obligations and the Head of Administration will then send an Exclusion Letter to the student's address. Consequently, the Home Office will be notified that there is a breach in attendance.

3.8 The Head of Administration has discretion not to report a student in breach of the attendance policy in the following circumstances if they:

- Have Sick Leave and provide a Medical Certificate;
- Have Compassionate Leave e.g. family bereavement;
- Are absent during official LWA closures or public holidays;
- Are attending at least 85% of their classes.

3.9 Students who complete their course of studies will receive a statement of overall attendance that will be included in their Record of Achievement issued at the end of their course.

3.10 Students should to be punctual for their sessions. Any student who is more than 15 minutes late will be marked as late for that session and sent directly to the Head of Administration or Quality Assurance Manager to explain their lateness. Consistent lateness resulting in a student's attendance falling below 85% will be treated in accordance with the Policy.

4.0. Student Responsibility

Students are responsible for:

- Maintaining a minimum of 85% attendance on each course;
- Attending all learning and teaching sessions associated with their programme of study;
- Notifying the College (e.g. in person, by phone or email) that they expect to be absent from timetabled classes;
- Notifying the College about unplanned or unforeseen absences from classes within 24 hours. This notification is kept with the College;
- Obtaining prior permission (e.g. in person, by phone or email) for planned absences for any day during term time. This can be done by the College with a sensible warning period.

5.0 Academic Staff Responsibility

Academic staff are responsible for:

- Reminding students of the importance of regular attendance at learning and teaching sessions;
- Advising students of LWA's Attendance Policy during their induction
- Marking attendance, absence and lateness in the register
- Ensuring regular submission;
- Monitoring and report individual and group attendance and punctuality for their classes;

- Starting and finishing classes on time;
- Helping to support the student's return to LWA, if appropriate;
- Keeping other teachers informed of issues and actions that relate to a student's attendance and punctuality;
- Monitoring and reporting on students' attendance and punctuality, with the help of teaching and support staff;
- Referring unresolved issues concerning attendance and punctuality to the Head of Department;
- Ensuring paperwork regarding student attendance is up-to-date.

6.0 Management Responsibility

6.1 LWA's management is responsible for ensuring that:

- Accurate records of student attendance are maintained;
- Systems are in place for students to notify of planned absences and to report unexpected absences;
- Students are informed of the importance of regular attendance at learning and teaching sessions, and of specific attendance requirements for their courses;
- There are regular reviews of students' progress on their course, including attendance, completion of assessment requirements and academic achievement,
- Appropriate action is taken either to help students achieve their academic aims or, where students are failing to engage with the course, advising them to seek alternative options;
- In the case of any alterations in scheduled classes e.g. a tutor's absence, students are informed at the earliest opportunity of the alternative arrangements for the class;
- Standards by which the success of this policy can be evaluated;
- Annual targets for attendance are met;
- Staff compliance with the policy during audits;
- Positive feedback in self-assessment reports;
- Continuously improving attendance and punctuality (or maintenance of high standards where rates are already outstanding);
- High levels of attendance and punctuality when measured against relevant benchmarks;

□ Swift action to support students with below acceptable benchmarks for attendance and punctuality.

6.2 Responsibility for setting and implementing this policy

The Academic Board has responsibility for setting the strategic direction of this policy.

The Quality Assurance Manager has overall responsibility for the implementation of this policy across LWA.

The Head of Administration and Heads of Department and are responsible for overseeing the operation of this policy in LWA.

Heads of Department are responsible for ensuring that course teams collaboratively address the requirements of this policy.

7.0 Review of Policy

The Student Attendance Policy is reviewed annually.

DOCUMENT CONTROL BOX	
Policy title:	Student Attendance Policy
Policy owner:	Senior Management Team
Lead contact:	Head of Administration
Audience:	Staff /Students
Next review date:	December 2018