Student Attendance and Punctuality Policy and Procedure

Version V3.4

Student Attendance and Punctuality Policy and Procedure

1. Purpose

The purpose of this policy is to establish the attendance requirements at UKCBC to enhance learning and encourage a work ethic in a vocational environment. Regular and punctual attendance are qualities that are highly valued by employers who want to assure that the workforce is reliable, and therefore the College seeks to develop these qualities in all its students.

2. Definitions

Abbreviations and Acronyms

UKCBC   UK College of Business and Computing
BTEC   Business and Technology Education Council

Terms

Attendance
Attendance is the term to describe the presence of a student in class and actively engaging in the learning process with the lecturer and fellow students.

Punctuality
Punctuality is concerned with time management and reliability of a student to be in class at the start of a designated teaching session.

3. Scope

This policy applies to:
- Students
- Administration
- Student services
- Lecturers

The following are affected by this policy:
- Students
- Administration
- Student services
- Lecturers

The following must understand this policy:
- Students
- Administration
- Student services
- Lecturers

Responsibilities

Student
Class participation is an integral component of the development of a successful learning community, all students are expected to attend all classes in the qualification. If an absence is necessary, a student should take responsibility for contacting student services as soon as possible to discuss the consequences of being away from class.

Lecturers
Lecturers must maintain student attendance records using Attendance Management software system

The respective Programme Leader has the ultimate executive responsibility for the effective development and implementation of the Attendance Policy.

4. Policy Statement

UKCBC will:
1. inform students of the Attendance and Punctuality Policy and procedures during orientation sessions and through the student handbook
2. provide notification(s) of absenteeism to students in line with UKCBC policy
3. inform students of the consequences of prolonged absenteeism in line with UKCBC procedures

5. Procedure

UKCBC utilises manual and software based attendance Management to track and monitor student attendance and punctuality effectively, leading to relevant corrective measures were performance falls below standard. Attendance is recorded for every timetabled activity, on class registers, by lecturers. The coding is **"P" for present**, **"L" for late**, **"A" for absent**. An automatic absence notification is sent by attendance Management software to the students registered for BTEC programs, if absent.

Part A: Attendance
The Standard:

- Student attendance is expected to be 100% for all timetabled activities, and not falling below 85%.
- Students are expected to be on time for all timetabled activities.
- Attendance for professional development and skills development classes is mandatory and counts towards the overall grades.

Students' responsibilities to attain the standard:

- All students are expected to achieve full attendance.
- It is the responsibility of students to ensure they are present for the full duration of the session to guarantee that their attendance is recorded accurately for that session.
- Living a long distance from the College is not a valid reason for lateness and should be considered prior to enrolment.

CAPPING

70% & up -	Distinction
60% -69%-	Capped at Merit
50% -59%-	Capped at Pass
49% below -	Approval of submission. Capped at Pass

Actions a student should take if they are absent through an unplanned emergency:
Students must notify their Campus on the first day of absence by 8.30am.

The College will only authorise their absence later when the student has either informed an administrator and/or has presented documentary proof to justify the absence, and only after it has been investigated, and approval for authorisation has been sought from the Academic Dean.

UKCBC recognises that there may be occasions that the student may be required to be absent from the college. These are explained and covered fully within the Attendance and Punctuality Policy which also includes what constitutes unacceptable absences. In all cases a student is recommended to discuss their situation with the Programme Leader or Academic Dean.

UKCBC will work with a student to identify any academic or personal issues that have a bearing on their performance.
A support plan is developed with the student to assist in improving their attendance and punctuality and potential for academic performance.

Authorised Absence (Planned in advance)
The following pre-planned absences may be authorised:
1. Medical appointments which could not be made outside of college hours
2. Visits to university/HE Open Days or career-related interviews
3. Work placement which is an integral part of the student's course
4. Attendance at a funeral of a close family member
5. Attendance at a probation meeting or a meeting with a social worker which cannot be arranged outside of college time
6. Severe travel disruption that leaves students with no method of travel
7. Student representative meeting (on- or off-site)
8. Genuine family emergencies
9. Religious Holidays
10. Exceptional extra-curricular activities such as sport at national level

The points above are not an exhaustive list, and each request is considered on its merit. Pre-planned absence may require documentary evidence for it to be authorised.

Authorised Absence (Retrospective adjustment for sickness)
Illnesses may constitute an example of authorised absence, however:
1. Students must produce a letter/note if they are absent for up to 2 days due to illness.
2. After 2 days of consecutive illness, the student must produce a medical certificate.
3. Patterns of requests for authorised absence due to sickness are monitored, and continued patterns of short-term sickness without medical proof may warrant current and previous authorisations that were granted to be revoked, with subsequent action taken against the student.

Unauthorised Absence
Absences are unauthorised unless proven otherwise. It is the responsibility of the student to provide a reason as to why absence should be authorised.
If a student is aware in advance that they will be absent, then it is expected of them to seek authorisation in advance for this pre-planned absence.
The following are considered unacceptable reasons for authorising absence:
1. Holidays during semester
2. Part or full-time work which is not part of a programme of study
3. Leisure activities
4. Birthdays or family celebrations
5. Regular childcare arrangements
6. Driving lessons

The points above are not an exhaustive list, and each request is considered on its merit.

Part B: Punctuality

The Standard
Students are expected to be **on time** for all timetabled activities. (Some students due to special requirements may have lateness approved as a reasonable adjustment)

Responsibilities of the college to help students attain this standard
The College will ensure that this Policy is communicated to all students. UKCBC will achieve this by making students aware of this standard at the time of enrolment, during the student induction, on programme induction, and during the programme at frequent and regular intervals.

Actions taken when a student is late
Students who are up to 30 minutes late may be admitted to class by the Lecturer.
Students may be permitted by the lecturer to join the current session after 30 minutes of lateness may do so, after the class interval/break. They will be marked on the register as 'late'. Any students who do not attend at the start of the class or re-join the class following the interval/break will be marked as 'absent'.

Part C: Levels of the Student Disciplinary Process
Standard
Any breach of the Attendance and Punctuality Policy may trigger disciplinary action taken against the student.

Disciplinary Action
UKCBC will support each student to achieve the attendance standard, however the college will instigate the 3 stages of the Student Disciplinary Process if a student's attendance deteriorates in any current semester. The College reserves the right to commence the disciplinary process at any stage in accordance with the severity of the attendance or punctuality issues.

> Stage 1: Informal – Early Resolution
> Stage 2: Formal – Written warning
> Stage 3: Formal - Final warning
> Stage 4: Withdrawal

If a student has an extenuating circumstance due to which he/she is unable to submit the assignment on time, then an extenuating circumstance form/ Extension Request Form must be filled and submitted to their Programme Leader.

6. References

Title	Link
Student Handbook	

7. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
V3.3	Oct 2019		DV/AK	Routine revision
V3.4	Dec 2021		SP	Transferred to new template and updated the policy
V3.5	Aug 2022		ST/MR/RSS	General update