



# London College of Business Studies

## Attendance Policy

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## 1. INTRODUCTION

London College of Business Studies requires students to make a number of commitments to maximise their time at the College and to ensure they achieve the outcomes of their study programme. This includes a requirement to attend regularly and punctually as well as be committed to the studies and work to achieve the best results possible.

London College of Business Studies sets clear boundaries of acceptable conduct and behaviour and all students are required to abide by this and conduct themselves in a way that is not disruptive or disrespectful to either staff members or fellow students.

This Attendance Policy expands on these commitments and provides full details to students about their obligations and the College rules and regulations with regard to attendance.

## 2. KEY PRINCIPLES

The College expects students to regularly attend learning and teaching sessions associated with the course on which they are enrolled. Examples of learning and teaching sessions include (but are not confined to) lectures, seminars, tutorials, workshops and IT lab practical sessions.

Students should arrive on time for classes and remain present for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors. Any student arriving more than **60 minutes** late from the scheduled class session time will be considered absent no matter if the student stays in the college for the whole session. The tutors may allow the learner to sit in the class at their own discretion.

Also once a student is more than **30 minutes** late from the start of the class, the student needs to first report at the reception and fill a lateness form detailing the reason for their lateness. They will then be marked as late 'L' for the session and this will equate to 75% present and 25% absent. Student may be expected to wait till the next break time before joining the class to continue with class teaching.

### **3. STUDENT RESPONSIBILITIES**

#### **3.1 ATTENDANCE REQUIREMENT**

- To gain maximum benefit from the course, students are advised to attend at least 80% of all learning and teaching sessions associated with their complete course of study.
- Un-authorized absence is discouraged at all times from any of the course/lecture.
- In exceptional circumstances, students may request authorized absence which may require approval. The College may exercise discretion in order to approve the authorized absence/leave.
- Unexpected absence for medical and family emergencies should also not exceed a reasonable percentage. All the emergencies should be verifiable and evidence must be provided to the Admin Office for the authorization of emergency leave (e.g. medical certificate).
- Holidays are only allowed during term breaks.

#### **3.2 UNEXPECTED ABSENCE**

- Where possible, students must notify the Admin Office in respect of unplanned or unforeseen absences from classes due to illness or any other reason by 4.30pm on the first day and any subsequent day of absence (up to three days) and provide a medical certificate or other corroborating evidence to substantiate the reason for their absence.
- Where possible, students must notify and provide a medical certificate or other corroborating evidence to substantiate the reason for their absence to the Admin Office for absence of more than three days in respect of unplanned or unforeseen absences from classes due to illness or any other reason.

### 3.3 AUTHORISED ABSENCE REQUEST

- Students are required to notify the Admin Office in advance, by email or by completing a Leave Request Form, if they expect to be absent from a timetabled class or tutorial.
- The Admin Office should be notified not less than five working days before a planned absence.
- A Leave Request Form should be completed by the student and the form must be signed by the relevant official for planned absence for any day during term time.
- Where possible, the Leave Request Form, must be submitted to the Admin Office before any leave can be authorised for the student.
- The Admin Office will record the leave request on the Learner Information Management Systems if the absence is authorised.
- Where possible, students should avoid booking routine appointments – i.e. a visit to the dentist, during classes/ session time in College.

### 4. ACADEMIC STAFF RESPONSIBILITIES

All the tutors / lecturers should be:

- Reminding students of the importance of regular attendance at learning and teaching sessions, both for the learning progress and student outcome, as well as, for the College to meet its performance targets.

- Monitoring the recording of student attendance during each session
- By checking the Signing of the attendance sheet before giving it back to the authorised person in the Admin Office - marking down any late arrivals or early leavers, etc.
- Advising at risk students (with low attendance record) about support services available at the College e.g. Student Welfare Officer - to discuss any personnel issues affecting attendance.

## **5. COLLEGE ADMIN STAFF RESPONSIBILITIES**

### **5.1 GENERAL RESPONSIBILITIES**

- To remind teaching staff of their responsibility to monitor an accurate record of student attendance
- To ensure that appropriate systems are in place for students so they can email the Admin Office to request authorised leave or report an unexpected absence.
- To ensure students are informed in writing of the importance of regularly attending learning and teaching classes/sessions through the Student Induction, Student Handbook, and Website etc.

### **5.2 RECORD MAINTENANCE**

- Admin Staff will ensure they maintain up-to-date records of student attendance on the College Learner Information Management System.
- Admin Staff will also maintain accurate Attendance Registers with all the attendance records.
- Authorised amendments will only be made on approval by the Head of Administration/Operations Manager.
- The Head of Administration will monitor the records on regular basis and will ensure that all the manual records are in line with the College Learner Information Management System.

### 5.3 STUDENT WARNINGS

- Where possible, the Admin Office will attempt to contact students who are absent from the College for 6 key session (morning groups) or 5 keys sessions (evening/weekend groups) without information.
- If the student who is absent cannot be reached within the first three days of initial contact, the Admin Office will contact the student's emergency contact / next of kin to ensure that they have been informed about the student's absence from the College.
- The Admin Office will issue a first warning to any student who is absent from the college for two consecutive contact weeks without prior approval or without informing the College.
- The Admin Office will issue a second warning letter to any student who is absent from the College for three consecutive contact weeks without prior approval or without informing the College.

### 5.4 REPORTING AND DISMISSALS

- Staff writing academic references for students may refer to students' record of attendance.
- Students may be withdrawn from their programme if they fail to respond to warnings or breach the terms of their Attendance Agreement.
- A formal written report on a student's attendance may be made to the student's sponsor (for international students), an employer, the Local Authority, the Student Loan Company (if applicable).
- If an international student holding a student visa is withdrawn from a course or dismissed, they will no longer be sponsored by the College and would have to refer to the Home Office for the next course of action. Dismissal from the College will be reported to the Home Office.
- Any student subject to 3 warnings issued as a result of missing 2 consecutive contact weeks as mentioned under 5.3 may be excluded from the programme after considering all circumstances related to the absence.

## **6. STUDENT ATTENDANCE MONITORING PROCEDURE**

The College has a tracking procedure to monitor student attendance. Students' attendance is monitored at different levels as follows:

### **6.1 MANUAL ATTENDANCE RECORD SYSTEM**

- The Administration team will ensure the Attendance Registers/sheets are available for all the classes at the start of every session.
- The Attendance Register will be provided to the tutor for it to be given to the students in the class to mark their attendance.
- The tutor will count the number of students physically and match it with the total students present in the class.
- The Administration team will collect all attendance sheets after 60 minutes of the start of the session.
- Any student leaving early before the class finishes, will be marked as an early leaver on the attendance sheet.
- The tutor may amend/correct any incorrect entries on the register after verifying the attendance figures in the class and add a comment next to the correction.
- The tutor will then advise the Admin Office of any comments/corrections made and also advise of any attendance based malpractices by students and give details of the students involved.

### **6.2 STUDENT PUNCTUALITY**

- Students who arrive late are required to complete and sign a Lateness Form.
- Lateness Forms are kept at the Reception Desk.
- The completed Lateness Form must be submitted to the Admin Office and will be authorised by the Attendance Officer and kept in the student's file. If a student is late more than three times the Attendance Officer will review the reasons for lateness with the student.
- Following the attendance review, if a student fails to improve their punctuality they will be summoned to the Attendance Committee to explain their continued lateness.

### **6.3. PROCEDURES FOR RECORDING ONLINE CLASSES**

- Lecturers will be using the online attendance forms provided to record the attendance of learners for any online classes
- Links have been created to make the process much more efficient in order for the attendance team to be able to chase learners who were absent from a session as well as reduce the administrative time involved.
- Lecturers should start recording attendance as soon as the first 30 minutes have lapsed. This will enable them to get on with their lectures straight away. This will also ensure that all learners who joined the sessions on time were marked as Present.
- Any learner who requests to join after 30 minutes and before 1 hour, please admit them to the session and mark them as Late.
- As soon as 1 hour has lapsed, lecturers will click on the Submit button to submit the online attendance sheet for it to be tracked by the Attendance team.
- Please ALLOW any learners asking to be admitted into the session after 1 hour, however, as the attendance sheet would have already been admitted by then, they will come up as absent.
- The comments section at the bottom of the form is for the lecturers to add comments for any students who joined the session and then disappeared or were taken out of the class due to no response/camera off etc or for any other reason there is a need to add comments. If there are no comments to add, then simply put no comments.
- Where possible, all learners will be advised that they must keep their camera on and attend the sessions as they would do in a class room setting. This means that they must not be doing anything else, such as driving, cooking etc. In any such cases, or as a result of no response from a learner, the lecturer has the option to remove the learner from the session as mark as absent along with relevant comments.

### **7. CHEATING**

- A student will normally be considered to be cheating if they sign attendance for someone else, or arrange for someone to sign on their behalf to a lecture but do not attend.
- Spot-checks by the Admin Team will be carried out periodically to determine



incidents of cheating.

- A first incident of any student evidenced to be cheating will normally result in the student being marked absent for the lecture concerned. The student will also receive a written warning advising them of the consequences of further incidents of cheating.
- Subsequent incidents of a student evidenced to be cheating could be deemed to be gross misconduct.
- In such circumstances, students are advised that these incidents are treated seriously and that expulsion from the College may be an outcome

## **8. MONITORING AND REVIEW**

This Policy will be monitored by the Head of Administration to ensure that it is implemented and all the rules outlined in this policy are being adhered to efficiently.

The Policy will be reviewed annually by the Administrative Committee.