

Attendance Policy (Students)

[QP1.01]

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Responsibility for policy:	Director of Learner Services
Responsibility for implementation:	Executive Directors, Department Managers and Curriculum Heads
Responsibility for review:	Guidance and Support Manager
Date of last review:	October 2009
Date of last revision:	October 2010
Date of next review:	October 2012

1.0 Policy

- 1.1 The Student Attendance Policy is intended to assist the College to enable our learners to achieve their full potential.
- 1.2 The College is aware of the enormous investment that learners make, both in time and money, in choosing to pursue a course of Further or Higher Education. As a responsible institution, we believe the College has a duty to follow-up promptly on matters of unauthorised absence so that learners can be supported and given every opportunity to succeed.
- 1.3 Where unauthorised non-attendance raises doubt as to the likelihood of successful outcomes and/or may disadvantage the educational progress of other College students, the Student Attendance Policy may be used to require learners to discontinue their studies.
- 1.4 The Student Attendance Policy relates to all full-time College courses. Absence Facts and Attendance Information are available in the Learner Services Induction Pack.
- 1.5 Attendance at all classes at the College is compulsory unless other approved modes of study are authorised by the class lecturer. Learners are required to attend all classes and to take responsibility for their own learning. Learning is a shared experience in which learners are expected to play a full and active part.
- 1.6 The College timetable may include classes in the morning, afternoon or evening. These classes may take place in a range of College locations.
- 1.7 Learners must arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor.
- 1.8 Any absence from classes must be notified through the appropriate channels, followed up by submission of the appropriate certification.
- 1.9 Only illness or one of a specified list of non-medical circumstances are acceptable as appropriate reasons for absence; a list of these are on the back of the Absence Form. All decisions relating to permissible absence are made by the Student Funding Team.
- 1.10 Students whose attendance falls below acceptable standards are required to participate in a process of guidance interviews in which the priority is to establish the reasons underlying the unsatisfactory attendance to provide the guidance or support necessary to address the situation.

- 1.11 All decisions relating to the suspension or withdrawal of funding on the basis of unsatisfactory attendance/ achievement are made by the Student Funding Team. Students have the right of appeal through the Funding Appeals procedure. The Director of Learner Services decision is final.
- 1.12 Executive Directors are responsible for ensuring the systematic and consistent implementation of the Student Attendance Policy. To assist them in this task, responsibility may be delegated to Department Managers for specific areas of the curriculum.
- 1.13 Monitoring of compliance with the Student Attendance Policy and Procedures is regularly carried out by the Guidance and Student Support Manager.

2.0 Justification

The College has an obligation to comply with the requirements of external funding providers (SFC & SAAS) in terms of ensuring that students in receipt of funding maintain satisfactory levels of attendance.

3.0 Link to Corporate Plan

Corporate Plan 2010-13

21st Century Learning

We will develop:-

- Skills for Work to ensure the continued professional development of the workforce, i.e. sector specific skills development.
- Skills for Life to ensure the continued personal development of individuals;
- Skills for Business to ensure the continued economic and business growth of companies throughout Scotland
- Quality and internal review processes in line with new HMIe Review Framework based on college-led strategic review.
- Undertaking curriculum review, evaluating and refreshing the curriculum in support of improved retention, attainment, progression, diversity and relevance.

4.0 Exemptions

The policy only applies to students on full-time courses.

5.0 Related Procedures

- QP2.01: Attendance Procedure (Students)