SRC Higher Education Attendance Guidelines

Principles and Rationale

1. These guidelines apply to all Higher Education (HE) students at the Southern Regional College. This includes all Higher-Level Apprenticeship students, full-time and part time students.
2. The monitoring of attendance and therefore absence is important in supporting student engagement with learning, improving retention, progression and student performance. It also improves the accuracy and reporting of data to regulatory authorities.
3. The College takes non-attendance seriously, as it impacts on the students' opportunity to learn, may compromise their achievement and the opportunities of other students.
4. The College also confirms students' attendance to loan or grant providers, including the Student Loans Company, government sponsors, banks and employers. Non-attendance without approval or unauthorised absence may result in loans or grants having to be repaid immediately. The College may terminate the studies of any student who persistently fails to attend or perform the required work of the course on which they are registered.
5. Professional Body requirements sometimes have different attendance levels and competencies including practical sessions and placements, which must be considered alongside these guidelines.

Expectations: Students

1. It is expected that any HE student who enrols at the College does so with the intention of achieving a qualification. Academic achievement is the overriding condition.
2. All HE students will normally attend all scheduled learning, teaching and assessment sessions associated with the programme on which they are enrolled. Southern Regional College requires students to attend all classes punctually with not less than 90% attendance. Students are expected to attend all classes for which they are enrolled. This includes regular attendance at all course lectures, practical classes, tutorials, seminars, field trips, dissertation tutorials, laboratory sessions, and assessment opportunities. Some sessions will be compulsory such as laboratory health and safety. It is recognised that students will have a justifiable reason for non-attendance such as in the case of sickness. All students are expected to adhere to the student code of conduct which outlines all expectations in the event of such instances.
3. Students are expected to arrive on time for scheduled classes and remain for the duration of the session. Late arrival at, and early departure from, scheduled learning activity is disruptive, discourteous, unprofessional and unfair to other class members and Lecturers**.** Attendance in this context also includes appointments with other Lecturers and External Examiners or Academic Committees. Attendance is monitored by class registers and weekly "at risk reports" are produced for management, these

highlight students where overall attendance falls below 90%. Students can self-monitor attendance via the Student Portal (EBS).

4. Students are required to attend all examinations (including presentations) that contribute to summative assessment.

Unsatisfactory Attendance

1. Unsatisfactory attendance includes failure to attend regularly (below 90%), learning teaching and assessment sessions, without providing a satisfactory reason to tutors for their absence.
2. Unsatisfactory attendance also includes persistent late arrival at, or early departure from, learning and teaching sessions.
3. Where a student's attendance is deemed to be unsatisfactory, the module leader/lecturer/tutor should report the absence to the Course Co-ordinator/Course Director. One or more of the following actions may be taken:

    a) Staff may contact the student to seek an explanation for their unsatisfactory attendance.

    b) Students may be invited to discuss with their personal tutor, Course Co-ordinator/Director.

4. To help promote improvement and provide support Faculty Management may be required to complete one or more of the following actions:

    a) Students may be issued with a formal written warning about their attendance.

    b) A formal report on a student's attendance may be made to the student's sponsor, including an employer, the Local Authority, the Student Loan Company.

    c) Students who fail to respond to warnings about their attendance may be required to enter into a formal Attendance Agreement. Students may be withdrawn from their programme if they fail to respond to warnings or breach the terms of their Attendance Agreement.

    d) Students who are served with a withdrawal notice on the grounds of non-attendance will have a right to appeal this decision and provide extenuating circumstances (EC1 form) with an explanation for their absence. If the explanation offered does not establish good cause, the College will continue with the withdrawal process.

    e) Members of staff writing references for students may refer to students' record of attendance.

<u>Attendance Monitoring Procedures</u>

1. Students will be supported in their studies in a variety of ways including through attendance monitoring.

2. Monitoring attendance for all teaching and learning events on a weekly basis will occur as a minimum, commencing in week one of the relevant programme.
3. HE academic staff will take registers at each timetabled lecture/class and tutorial. Monitoring attendance can provide an early indication of student commitment, motivation and any difficulties which need to be addressed.
4. Students who do not attend regularly (attendance falls below 90% of the weekly classes) will be considered to have disengaged with their studies.
5. Attendance data will be recorded and made available to HE staff, Curriculum Area Managers and Heads of Faculty weekly for use when advising and guiding students.
6. Non-attendance (without approval) from teaching and learning activities, or unauthorised absence from assessment activity may also affect a student's eligibility for student loans and the decisions of awards boards. Non-authorised absence of 5 consecutive sessions or attendance at less than 90% of timetabled sessions in the week will trigger an intervention by the College. A student who is absent without valid reason i.e. illness, or remains unresponsive to college communications, fails to attend a progress review meeting and absent without authorisation for a period of four weeks, may be removed from the course.
7. If students are unable to attend scheduled learning activities, reasonable notification (normally at least 24 hours) in advance should be given to the staff concerned and the course tutors. Individual students are responsible for making arrangements to catch up on any work missed during absence.
8. It is important for students to appreciate that in the event of any unexplained or unauthorised absence, or lack of participation, this could lead to disciplinary procedures being invoked and the relevant local authority and sponsor being informed. See the college policy here: **Disciplinary Policy**. It is important that students notify their Personal Tutor via email in advance of absence at any time if they have problems which will impact on their attendance. Contact details for the Faculty can be found here.