



ATTENDANCE POLICY AND PROCEDURE

POLICIES AND PROCEDURES

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Policy Number	003
Responsible	Registrar
Approval By	Academic Committee
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ATTENDANCE POLICY AND PROCEDURE

SECTION 1. PRINCIPLES

Crescent Education Services recognises the investment that students make in choosing to pursue a course of study and understands it has a duty to follow-up promptly on matters of non-attendance so that students can be supported and given every opportunity to succeed. We also recognises that attendance has a direct correlation with success and achievement rates.

SECTION 2. CONTEXT

Fostering good attendance is necessary in helping to:

- enhance educational development within the area of study
- receive information about the programme
- prepare for all assessments
- undertake any practical work or group work (including working with others in seminars, presentations)

SECTION 3. RESPONSIBILITIES

The Registrar has overall responsibility for attendance. Each member of the teaching staff has a responsibility to monitor attendance by effectively using the College procedures and reporting any students who have extended periods of unauthorised absences.

SECTION 4. REQUIREMENTS

Requirements regarding Student Attendance

Attendance at classes is compulsory.

Students are required to attend all classes, and where appropriate all practice placements, and to take responsibility for their own learning.

Punctual attendance is an expectation for all students.

Learning can also take place in a work-based setting therefore attendance is coordinated with the workplace provider(s).

Learning is a shared experience and students are expected to play a part in promoting collective understanding.

Staff have a responsibility to complete session registers, and to remind students of the importance of attendance and especially the clear link between attendance and assessment performance (this should be emphasised during induction and at initial meetings with personal tutors and also reinforced by course tutors)

Absence from Classes

Students should notify their teachers (or administration) of any absence from classes. A student wishing to request a leave of absence, or returning from a period of absence from their studies should contact, by letter or obtain a Student Request for Leave of Absence form and submit this to the Administration Department. It should be noted that such formal leave of absence is granted only in cases of emergency or exceptional circumstances, and where supported by appropriate evidence.

SECTION 5. DISCIPLINARY PROCEDURE

Actions in the event of poor punctuality

5.1 Teachers must remind students of the disruptive nature of poor punctuality

5.2 Teachers must keep informed of any regular pattern of poor student punctuality

5.3 Continued poor punctuality may result in disciplinary proceedings

Actions in the event of non attendance (full time students)

5.4 Teachers must keep their Head informed of any irregular pattern of student attendance

5.5 Before 2 weeks or 10 consecutive non attendances have been recorded it is the teacher's responsibility for monitoring student attendance and for advising students when their attendance has fallen below the required levels and what action is being taken

5.6 If the student is missing for 2 weeks or 10 consecutive contacts without any authorisation, this will generate a cause for concern and the student will be contacted by the Administration Department with a first (preliminary) warning letter. Such contact will:

- remind the student that classes have been missed
- remind the student of the importance of attending all classes
- request an explanation as to why classes have been missed

Actions in the event

- invite the student to discuss with their personal tutor any problems they might be experiencing that could be the cause of their poor attendance

5.7 Registrar office will arrange for each individual student referred on grounds of poor attendance to be seen; the absence procedures will be explained and an Attendance Agreement drawn up. This will constitute a signed Agreement between the student and the College

5.8 In the event that a student does not turn up or non-attendance continues, the student will be sent a preliminary warning letter stating that they are 'assumed to

have withdrawn and that their record will be amended accordingly unless they resume their studies immediately.

5.9 A final "withdrawal" letter will be issued if student does not respond and continues absence without any valid reason. The name of such student will be eliminated from attendance register and relevant authorities will be informed.



LEAVE REQUEST FORM

Date: _____ Student Ref: _____

Student Name: _____ Date/Duration _____

Leave Required: _____

Reason:

Staff Signature