



# Attendance Policy

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# Attendance Policy

## Purpose

This policy aims to provide students and staff with guidance on attendance monitoring and is an important element of Grafton College's approach to ensuring student engagement. It is part of the College regulations that students who are enrolled on a taught programme are required to attend all compulsory teaching sessions as an essential part of their learning. Grafton College is keen to support students to maximise their potential and by monitoring attendance the College can track patterns of non-attendance to assist students overcome any issues affecting their attendance and studies.

In addition to the College regulations, the Student Loans Company and Home Office requires attendance to be closely monitored.

Students are informed of the Attendance Monitoring Policy during Induction and teaching and learning sessions.

## Absence Reporting

All students are expected to attend classes and/or expected sessions at all times during term time, and to seek authorisation in advance if absence cannot be avoided. Failure to attend and/or absence without permission can result in serious consequences for the student.

All absences should be reported for each period of absence in writing by email to [attendance@graftonCollege.com](mailto:attendance@graftonCollege.com).

The College will be kept informed of students' circumstances and situation through absence reporting, which can be taken into consideration individually. The absence reporting will also help the College to identify individual student needs and will signpost students to support services. However, when considering withdrawals the absences of students with protected characteristics under the Equality Act 2010 are reviewed on an individual basis and are addressed in an appropriate manner.

Notifying absence through email does not provide confirmation that an absence is authorised. The Attendance Monitoring Committee will consider the instances individually. Students are advised to inform their lecturer or the Attendance Monitoring Officer as a professional courtesy, where possible a contact should be made before the class starts.

Students must arrange a meeting with the Module Leader / Lecturer / Student Welfare Officer upon resuming their studies to discuss and agree arrangements for undertaking any work missed during the period of absence.

## **Attendance Monitoring Procedures**

Students are required to register their presence in the class by marking the attendance registers. Students are required to report any absence to the College attendance monitoring officer, initially by telephone, and subsequently in writing by email to [attendance@grafonCollege.com](mailto:attendance@grafonCollege.com). Where appropriate, any absence must be supported by evidence such as a medical certificate and the student must inform the College of the expected date of return.

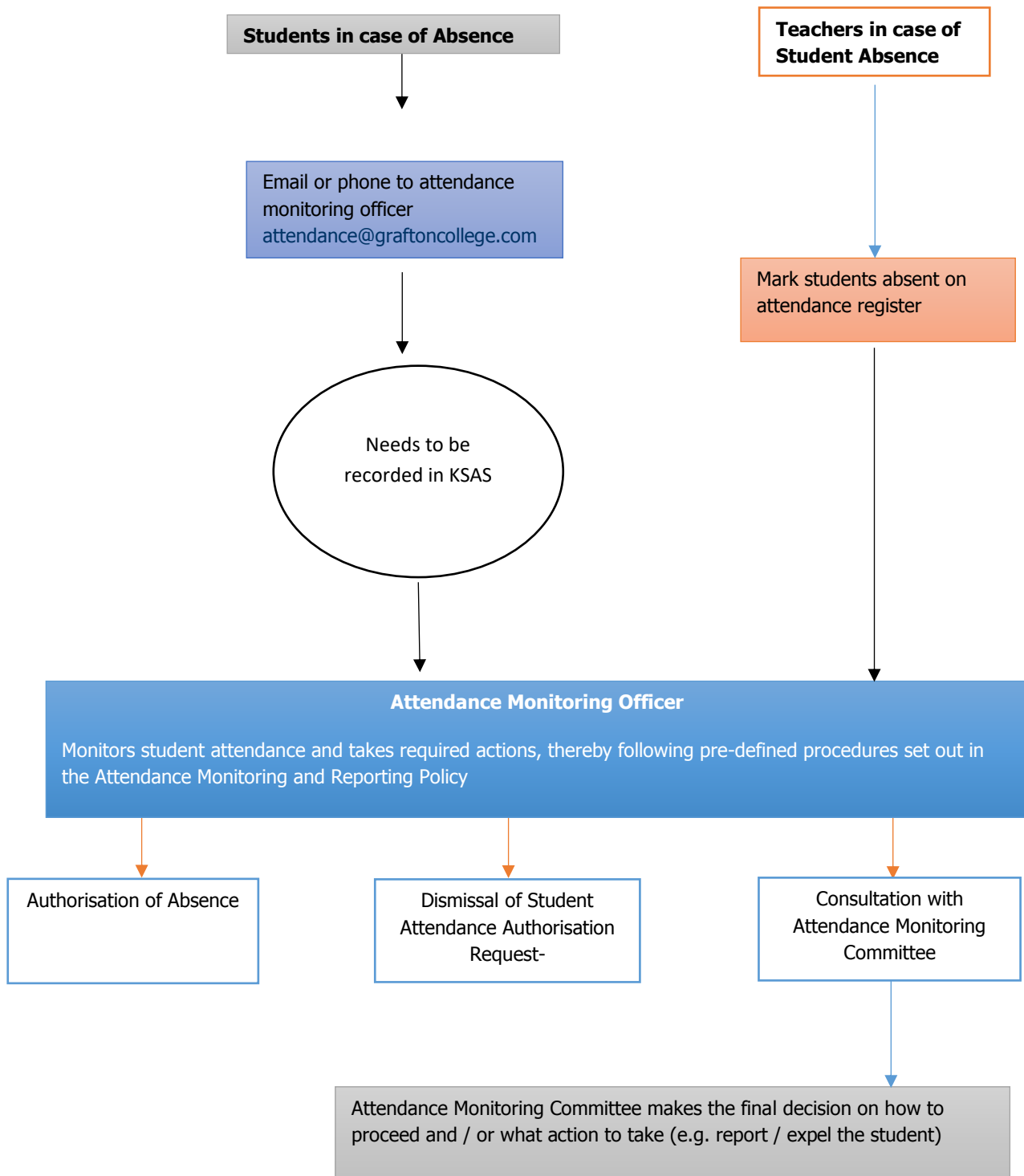
**Students are expected to maintain 80% level of attendance for a programme they are enrolled for.** It is a full-time course requiring full-time attendance.

In case of persistent absence students are contacted by telephone. If this is unsuccessful they will be contacted by letter. This action should increase the students' awareness that their attendance is closely monitored. Students will be asked to make an appointment with the Attendance Monitoring Officer to discuss issues related to their absence. If the Attendance Monitoring Officer finds the reasons for their absence satisfactory, the Attendance Monitoring Officer may authorise the missed sessions.

If the reasons for the student's absence falls outside the acceptable reasons for absence authorisation, the Attendance Monitoring Officer is required to bring this to the attention of the Attendance Monitoring Committee. The Attendance Monitoring Committee will be responsible for deciding, in the light of the students' circumstances, whether absence can be authorised. Teachers/lecturers are not permitted to authorise absence/s.

A missed session is considered as any unauthorised absence from any lesson, lecture, tutorial or seminar, examination, Induction, submission of coursework or as relevant to the course.

## Communication Procedure in case of Student Absence



## **Consequences of Non-Attendance**

Unsatisfactory attendance can result in serious consequences for the student - ultimately with the student having to leave Grafton College. **The College reserves the right to cancel the registration of students who have not met the minimum 80% attendance requirements.** In such instances there will be no fee refund.

Our aim is to offer every student an effective learning environment in which you can acquire knowledge and skills to enhance your career opportunities. This will only be effective if you positively engage with us – by attending classes – and contributing to the College.

## **Punctuality**

Students are required to arrive on time in the class and remain engaged in the class until it ends. Students who arrive late or leave early have a serious impact on attendance records. Where arriving late and early departures are unavoidable the following procedures are followed:

- **Students who arrive up to 30 minutes late in the class due to a valid reason are permitted in the class and are counted as present in the first session of the class.**
- **Students who arrive later than 30 minutes are not permitted in the first session of the class and may enter the class after the break. Attendance will be counted for the second session of the class.**

Students persistently arriving late or leaving early will be warned and, if such behaviour continues, the attendance monitoring officer will initiate an investigation.

Students who are late for class must explain the reasons for their lateness. The time of joining the class will be noted on the attendance register. If a student is continuously late, the student will be required to attend a meeting with the Attendance Monitoring Officer. If the reasons are found to be unsatisfactory the student may be suspended from the College.

## **Attendance Monitoring Committee Responsibilities**

Attendance Monitoring and Administrative staff regularly monitors students' attendance and punctuality and informs the teaching staff of issues and circumstances affecting students' attendances.

Students' attendance is closely monitored with the help of teaching staff who write their comments on the attendance registers.

Attendance monitoring and administrative staff ensure that students' attendance registers are up to date and inform students of alternative class arrangements when the lecturers are absent.