

# CITY OF LONDON COLLEGE



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A UNIVERSITY SECTOR PREMIER COLLEGE

## ATTENDANCE MONITORING POLICY

2024/2025

# **CITY OF LONDON COLLEGE ATTENDANCE MONITORING POLICY**

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## **1. Introduction**

- 1.1. City of London College has been making significant efforts to improve the student experience at the College. With a view to ensuring the welfare of our students and supporting their academic progress, and given the external pressures for universities and colleges to monitor student attendance, the Academic Board made the decision that an enhanced approach to recording the attendance of all students should be introduced.
- 1.2. This policy outlines the approach taken by City of London College to encourage excellent attendance and punctuality, in order to help improve student retention and success rates. It also covers the specific monitoring of attendance for students.
- 1.3. This policy applies to all full-time and part time students.
- 1.4. Students are expected to establish and maintain excellent attendance and punctuality at all College classes and other learning activities which are part of their timetable. At City of London College the expectation is that excellent attendance and punctuality is 100%.
- 1.5. Good punctuality demonstrates that students are committed and that they are keen to learn and progress. Punctuality will be monitored and if there is cause for concern, students will be advised by their Personal Tutor. Targets for improvement will be agreed with the students. Students should attend and be punctual to all timetabled class unless there is an unavoidable reason.

## **2. General**

- 2.1. Students must organise their residential and other arrangements to facilitate attendance and engagement as required by their programme.
- 2.2. The College monitors the attendance of its students and where required to will report non-attendance to appropriate authorities.
- 2.3. Students must attend all teaching activities necessary for the pursuit of their studies, undertake all associated assessments and attend meetings and other activities as required by the College.
- 2.4. The Extenuating Circumstances Procedure details the processes that students should follow where a student's ability to study or take assessments is in any way affected.
- 2.5. Where students wish to interrupt their study, they should discuss their reasons with their personal tutor who will advise the appropriate course of action, usually involving Student Services. Retrospective interruption of study is not permitted. The College

will ensure by suitable means (normally the Course Handbook) that students are aware of the requirements.

- 2.6. The intention of this procedure is to ensure that students are engaging appropriately with the College and to provide a framework for managing non-engagement.
- 2.7. City of London College has policies regarding students required to withdraw temporarily or permanently on grounds of health and safety and it may be appropriate to manage non-attendance through that procedure rather than through these regulations.

### **3. Student Responsibilities**

- 3.1. You are expected to attend all classes on your timetables and arrive before the start of the class properly equipped and prepared.
- 3.2. Your personal tutor should be informed if you have genuine reasons for lateness or absence. This can be done by email, providing the evidence or documentation required.
- 3.3. You must understand the expectations of attendance, and the consequences of poor attendance as outlined in this policy.
- 3.4. Doctors and other appointments should be arranged out of College hours where possible.
- 3.5. Do not have work commitments that clash with the College timetable; any absence for work will be unauthorised by the College.
- 3.6. Make arrangements to catch up on any work missed during absence, with support as appropriate.
- 3.7. Advise and discuss with your personal tutor, or Student Services, any pre-existing or on-going medical conditions so that specific arrangements can be made. With agreement the information will be shared on a need to know basis so that the College can provide support.
- 3.8. If you need to leave the College before the end of classes on any day you should go to your personal tutors who will record your absence. If your personal tutor is unavailable then you should report to Student Services before leaving.

### **4. Unavoidable Absences**

- 4.1. At City of London College we recognise that there are rare occasions when students may not be able to attend because of circumstances completely out of their control. These unavoidable situations are dealt with on an individual basis.

4.2. The following unavoidable absences will be authorised by the Tutor and 'U' (Unavoidable) will be marked on the register. Proof will be required.

- Serious illness, recovery from operation or recuperation after illness.
- Known medical condition • Hospital appointments
- Jury Service.
- Court appearances
- Probation or similar appointments.
- Job interview.
- Attendance at university open day (up to two) or interview.
- Funerals of relative or close friend.
- Recognised religious holidays.
- Practical driving test.
- Participation in significant extra curricula activities.
- Large scale transport disruption, as decided by the college.

## **5. Unacceptable Reasons for Absence**

5.1. These reasons for absence are not acceptable and will not be authorised:

- Isolated illnesses (headache/cold etc.) will be noted on Pro-Monitor but not authorised on the register.
- Regular transport delays.
- Routine dentist, doctor or optician appointments (proof still required).
- Holidays.
- Work.
- Leisure activities.
- Birthdays or similar celebrations.
- Driving lessons or Theory test.
- Shopping.
- Babysitting or looking after siblings.
- Waiting at home for arrival of delivery/service.

5.2. The above is not an exhaustive list. The College reserves the right to decide what is and is not an authorised reason for absence. In doing so we will consider what a reasonable employer would be prepared to accept.

## **6. Care Responsibilities**

6.1. The College recognises that care responsibilities for dependent children, relatives or disabled parents may affect a student's ability to attend College. The College will take these responsibilities into account when agreeing an authorised absence provided there is advance warning: however if attendance falls below 80% no further absences will be authorised.

## 7. College Course of Action on Unauthorised Absence

- 7.1. If students are under 19 and have not informed the College, the Personal Tutor will contact the student's parent/carer after 3 incidences, if within a two week period. If their level of attendance and punctuality remain unacceptable a meeting with their parent/carer will be arranged and they will be placed on a 'Warning contract'.
- 7.2. If there are concerns about the student's attendance and punctuality, this will be addressed by the student's Personal Tutor. The reasons for the absence, any support required and ways to catch up on missed work will be discussed with the student and teaching staff. Targets will be agreed with the student, identifying any support needs, to improve attendance and punctuality.
- 7.3. Where appropriate parents/carers will be involved to address issues of attendance and punctuality, they will be contacted by Student Services.
- 7.4. The College reserves the right to withdraw students from a programme of study if absences are excessive and it is judged that it is not possible for the student to catch up on missed teaching and learning or achieve the assessment outcomes of the course.
- 7.5. If students do not attend the College for at least 4 continuous weeks and have not informed the College of any reason for absence they will be withdrawn from their programme of study.

## 8. Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business or academic related requirement.

<i>Review date</i>	<i>Description</i>	<i>Reviewer</i>
October 2024	Admissions Policy	Academic Director

Document history:

<i>Version date</i>	<i>Description</i>	<i>Author</i>
August 2023	Admissions Policy	Academic Director
30/11/2022	Admissions Policy	Academic Director

16/11/2016	Policy approved and accepted by Academic Board	Task and Completion Committee
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30/11/2017	Admissions Policy	Academic Director
30/11/2018	Admissions Policy	Academic Director
30/11/2019	Admissions Policy	Academic Director
30/11/2020	Admissions Policy	Academic Director
30/11/2021	Admissions Policy	Academic Director

#### Appendix 1. - Evidence Required to Support Unavoidable Absence

<b>Reason for Unavoidable Absence</b>	<b>Evidence Required</b>
Serious illness, recovery from operation or recuperation after illness	Hospital card/doctors letter. If under 19 a letter from parent/guardian/carer to explain the nature of illness
Known medical condition	This should be discussed with students personal tutor and medical proof will be required
Hospital appointments	Hospital letter
Jury service	Official letter of notification is required in advance
Attendance at probation meeting or court	This will be authorised if notified in advance with the official appointment letter
University visit /HE interview/job interview	Must be notified in advance with letter/email inviting student to the appointment (2 open days can be authorised in an academic year)
Attendance at family funeral	Will be authorised if notified in advance (with a letter from parent/guardian if under 19)
Recognised religious holiday	Must be notified in advance
Practical driving test	Official appointment letter/email
Participation in significant extra curricula activities	Email from member of staff organising activity
Large scale transport disruption, as decided by the college	This will be clarified and a decision made by the college
Care of a family member where you have formal caring responsibility	This absence must be notified in advance



Absence as a consequence of disability or other equality reason	This will be authorised if it meets the requirements of legislation and is a reasonable adjustment
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## Appendix 2. - Student Self-Certification of Absence

<b>STUDENT SELF-CERTIFICATION OF ABSENCE</b>		
<b>SECTION 1 (To be completed by student)</b>		
Name		
Student ID		
Personal tutor		
Course		
First day of absence		
Last day of absence		
<i><b>Classes Missed</b></i>	<i><b>Date and time</b></i>	<i><b>Tutor/lecturer</b></i>
<i>Reason for absence</i>		
<b>SECTION 2 (To be completed by personal tutor)</b>		
This absence is authorised/not authorised		
<i>Reason for non-authorisation.</i>		

<i>Signature:</i>	
<i>Date:</i>	