

LCIBS Attendance Policy

Policy Name:	Attendance Policy
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Approved by	Academic Board

1. Purpose and scope

1.1 This attendance policy and associated warning letters applies to all students enrolled on programmes at LCIBS.

1.2 For overseas students on UKVI Tier 4 licence additional attendance requirements may be needed to ensure that LCIBS is fully compliant with the UKVI rules for studying in the United Kingdom. (UKVI sets minimum attendance at 85%)

2. Attendance Policy

2.1 As a student attending you are required to:

(i) Ensure that you are properly registered for your appropriate programme of study, and that your name appears on the attendance registration list passed around at the beginning of each taught session

(ii) Sign only your own name on the list at each taught session, as directed by the tutor (signing in for a student other than yourself is strictly forbidden and may result in disciplinary procedures should you do so)

(iii) Attend all classes that are scheduled for your programme of study

(iv) Submit all assessments on time to the stated deadline and in the format required within assessment briefs

(v) Ensure that your contact details are kept up to date, and that you keep the College informed of any changes of address, changes to email addresses, or name or title changes.

2.2 LCIBS keeps a record of when students are in attendance, how your coursework is progressing, and responds to any issues as they arise that students might be experiencing. LCIBS aims to ensure and support students to succeed in their studies, and the first and important step to attaining that goal is to attend all classes.

Demonstrating a good attendance record is of value to you as students in the following ways:

(i) In-class assessments will note whether or not you have attended and contributed

(ii) Motivation and self-discipline will be improved

(iii) You will be participating fully, and benefiting from all of the types of interaction that the classroom affords, both to you as an individual, and alongside the other students your class group

(iv) You will be seen as reliable and committed, which can be included in any future references and your CV.

2.3 The College regards it as a requirement for success that students attend all classes designated to any particular course.

3. UKVI Tier 4 Student Visas

3.1 Overseas students studying at LCIBS on UKVI Tier 4 Student Visas must comply with LCIBS's attendance policy and associated requirements together with all stated UKVI attendance requirements. Failure to comply fully with LCIBS's

Attendance Policy and UKVI attendance requirements will result in LCIBS withdrawing you from your programme of study, withdrawing your Tier 4 Student Visa and informing the UKVI.

4. Non-Attendance

4.1 If you are unable to attend any scheduled teaching session it will be noted that you are not in attendance, and that you are absent from study. There are consequences for you, and for your registration as a student at LCIBS, if this situation is not addressed. *Any single absence for any single class will be recorded as an absence.*

5. Authorisation

5.1 If you know that you will need to miss any session due to unavoidable circumstances then you must notify the College. Your absence will be unauthorised if you do not provide an acceptable reason, with evidence. Please note that reasons that are deemed acceptable and unacceptable are detailed in the Mitigating Circumstances within your student handbook. All absences will be recorded as unauthorised unless acceptable independent evidence is provided. It will be at the discretion of LCIBS to authorise any absence, and the College's decision will be final. LCIBS reserves the right to verify any reasons for absence by communicating with external bodies.

5.2 You must register requests for authorised absence with the registry department in London, the in country facilitator can help you with this.

6. Unauthorised absences

6.1 The College will seek an explanation from you if you have unauthorised absences. If you receive notification concerning absence you must report to the College as soon as possible so that appropriate action can be taken. You will be given a period of up to *five working days* to let the College know what has been happening. If there are genuine long term reasons why you are unable to attend you need to let the college know as soon as you are able, and we will take all evidence into consideration. The College views this situation very seriously, and is bound by the requirements of the Student Loans Company (SLC) to de-register students not in attendance.

6.2 Unauthorised absences will result in LCIBS taking the following actions:

(i) Two (2) unauthorised absences noted in any one block will result in a formal notification from LCIBS requesting that you register your reasons for absence on the *Absences form* and that you immediately resume attendance.

(ii) Six (6) unauthorised absences noted in any one level will result in formal notification from LCIBS that you *will be required to attend a formal meeting with your Programme Leader unless you can provide evidence to the registry department regarding your absence*. You will be given the opportunity to explain the situation, and you may be given the chance to register your reasons for absence on the 'Absences' form.

(iii) Twelve (12) consecutive or cumulative absences will result in a formal notification from LCIBS that *you will be required to attend a disciplinary meeting with the registrar*,

within five working days of the formal notification. Failure to respond to the formal notification letter and/or fail to turn up at the disciplinary meeting may result in you being de-registered from your course and the SLC notified accordingly for those receiving student funding.

7. Long absence authorisation

7.1 If you find yourself in a situation which requires you to apply for a long period of absence or an interruption of studies, then evidence will be required by completing and submitting the [request for interruption of studies form](#). This may include, but is not limited to, travelling overseas urgently due to a family bereavement, attending a funeral overseas, or a medical condition worsening.

Authorisation for long absence will not be granted for holidays. If long absence has caused you to miss the major proportion of your studies, you will be advised to defer your course. With your agreement the Dean or the programme lead will take the decision to defer. In this case, you will be notified either by letter or by email, or be invited for a face-to-face meeting.

8. Punctuality

8.1 All students are expected to be punctual for classes. *If you arrive 30 minutes after the formal teaching period has started you will be recorded as absent.* Any recorded absence would count as unauthorised, unless you have a genuine reason for lateness. Authorisation to enter your class, if you arrive later than 30 minutes, is at the discretion of the tutor/facilitator. However, you will still be recorded as absent unless a justifiable reason is given. You are not allowed to leave the class before the end of the session. *If you leave prior to 30 minutes before the session ends, you will be marked absent for that session.*

9. Need help?

9.1 If you are experiencing difficulties with your studies, or finding it difficult to attend, do not ignore this. Please come and talk to someone, and we will see how we can help you to stay within required regulations. You can talk to your Programme or module leader, registry or the Academic Advice Centre, Wellness Coaches, or any member of LCIBS staff, who will direct you to someone who can help.

9.2 LCIBS aims to support all of its students to succeed and to have an enjoyable, rewarding, and fully engaged experience with their chosen course of study, and with LCIBS itself. Please let us know if you have any comments to make about this Attendance Policy. We value your views and will incorporate them into the next review of this Attendance Policy.