



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Attendance Policy

<u>Date Created</u>	01/08/2017
<u>Amendment Date</u>	01/12/2018
<u>Review Date</u>	01/01/2021
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<u>Approved By</u>	SSG Committee
<u>Version Control</u>	4.0

1. Terminology

'Attendance': means a student's physical presence in the learning environment for the entire scheduled learning session.

'Participation': means a student devotes academically acceptable levels of time and energy to study and to make use and engage with the available resources to enhance their learning inside and outside scheduled learning sessions – for example, contributing to discussions in seminars and preparing work for tutorials.

'Enrolled students': Students who are registered/enrolled on any LCIBS programme. An individual becomes a 'current student' at the point of registration/enrolment.

2. LCIBS context

2.1. Introduction

The London College of International Business Studies ("LCIBS"; "the college") is committed to providing education of the highest quality for all its enrolled students. The college recognises that in the majority of cases progression and achievement are strongly correlated with attendance.

This Attendance policy applies to all enrolled students (in all LCIBS centres). LCIBS's Attendance policy is set by the Academic Board.

LCIBS recognises the investment that students make when they decide to pursue a programme of Higher Education. As a responsible institution, it is the college's duty to monitor attendance and to act promptly on non-attendance, so that it can support students in completing their programmes of study.

2.2. Purpose

The purpose of this Attendance policy is to ensure that enrolled students are fully aware of their responsibilities regarding attendance and absence.

Attendance and participation are also a part of every student's commitment to the academic community. Students attendance is not only important for their own progression and achievement but forms an important part of the success of other students.

LCIBS recognises that attendance and participation is a key part of student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked. Students should attend all their timetabled lectures, seminars and tutorials and take responsibility for their own learning.

Attendance regulations apply to all registered students of the college. Attendance regulations do not apply to students who have interrupted their studies or have withdrawn from their programme of study.

2.3. Aims

The aims of this Attendance policy are to:

- Provide students with guidance and clarity on the college's expectations of students' attendance.
- Raise awareness among all students and staff of the importance of regular attendance, participation and punctuality.

- Enhance the overall learning environment by encouraging active participation through regular attendance in all areas of study.
- Use attendance and participation records as a key factor when reviewing a students' commitment to, and performance in, their academic studies and in developing an appropriate response to specific concerns about performance.
- Intervene when a student's attendance or participation is causing concern.

2.4. Related policies and regulations

- Safeguarding policy
- Prevent policy
- Student Disciplinary policy
- Progression policy
- Complaints policy
- Attendance process document
- Withdrawal and Interruption policy
- Fitness for Study policy
- Mitigating Circumstance policy

3. Attendance monitoring

3.1. Minimum attendance requirements

All enrolled students are expected to make every effort to attend the college and all learning and teaching lessons associated with the programme. In order to gain the maximum benefit from all educational opportunities it is imperative that the student arrives on time for all timetabled lectures, workshops and tutorials and stay for the whole session.

Unauthorised absence and lateness are discouraged as it can lead to educational disadvantage. Attendance monitoring procedures are in place to ensure that instances of unauthorised absence and lateness are followed up, and where appropriate, these will result in disciplinary action as detailed within the Student Disciplinary policy and procedure.

All enrolled students are committed to meet a minimum 85% attendance per programme level.

Enrolled students' responsibilities:

- Ensure they are aware of any specific attendance-related requirements on the programme (e.g., attending all practical sessions)
- Ensure their attendance records are accurate. Attendance reports are issued to all students in the end of each programme module.
- By completing a Request for Absence Form (ANNEX 1), notify the college in advance that they expect to be absent from timetabled learning and teaching sessions.
- By completing a Self-certification Form (ANNEX 2), notify the Academic Support Officer about any unplanned or unforeseen absences and providing medical certificates or other evidence to explain their absence if necessary.

3.2. Unsatisfactory attendance

LCIBS takes a consistent approach to the logging and reporting of student attendance using an appropriate Register code system (ANNEX 3) and the Student Information System (SIS).

Failure to regularly attend the timetabled classes and without providing satisfactory evidence / reason by submitting appropriate absence form/s will be marked as unauthorised absence and will have a negative impact on a module and level re. attendance.

Persistent late arrival to, or early departure from, learning and teaching sessions will be monitored, and repeated regular trends can be marked as cumulative unauthorised absence.

NOTE: Students are expected to arrange routine dental, medical and other planned appointments outside timetabled learning sessions.

3.3. Reasons for absence

These are examples (not meant to form a complete list) of reasons commonly **accepted** by Academic departments:

- Bereavement – death of close relative or 'significant other' such as a long-term partner.
- Short-term illness or accident of a nature that, in an employment context, would lead to absence or sick leave.
- Evidence of a long-term health condition worsening.

- Significant worsening of any adverse personal or family circumstances including childcare problems.

These are examples (not meant to form a complete list) of reasons commonly **refused** by Academic departments:

- Holidays, moving to a new house and planned events.
- Financial issues.
- Lack of awareness of submission dates or times and examination dates or times.
- Misreading the timetable or misunderstanding the requirements for assessments.
- Poor time management.
- Doing paid work, except in special cases for part-time students.

4. Notifying the College procedure

Students should request approval from the college in advance (if possible) if they expect to be absent from timetabled learning and teaching sessions. They should do this by completing the Request for Absence Form and email it to **registry@lcibs.co.uk** for approval.

If the student is unable to attend a timetabled learning and teaching session that is unplanned, they should notify the college by 9am on the said day. Either via telephone or email.

A student who has been unavoidably absent from a session should submit the Request for Absence Form or the Self-certification form including appropriate evidence of the absence. Completed form and appropriate evidence should be emailed to **registry@lcibs.co.uk** for processing.

5. Attendance and participation intervention stages

If a student's attendance falls below the required threshold, it will be actioned against the appropriate stage of intervention. The stages of intervention are as follows:

a) Stage 1

If a student's attendance falls below the required threshold (85% per level), initial intervention is via a supportive text message or email from the Academic Registry office reminding the student about the importance of attending timetabled teaching sessions and highlighting support services for students who may experience difficulties.

b) Stage 2

If a student's attendance does not improve following the Stage 1 intervention, students will be invited to an interview. No improvement would be considered as further unauthorised absence/s.

This interview is designed to ensure that students can discuss any problems of an academic or personal nature that they may have, in a safe and supportive, face-to-face environment. Tutors/Student Services Officers will want to ensure that students leave these meetings with an agreed action plan in place. These action plans will be followed up and monitored.

c) Stage 3

If a student's attendance does not improve following the Stage 2 intervention, they will be invited to a compulsory interview with Academic Registrar and the Head of Student

Experience. No improvement or nonattendance to the interview is considered as further unauthorised absence.

This interview is usually more formal and focuses on students making a clear commitment to re-engage with their studies, seeking support with any difficulties they may have or interrupting their studies. The Academic Registrar and Head of Student Experience will ensure that the student leaves this meeting with an agreed action plan in place and that minutes are loaded on the SIS.

d) Stage 4

If all previous attempts to improve attendance have failed or the student has failed to engage with the college, the matter will be referred by Academic Registrar and the Head of Student Experience for action under the Termination of Registration process.

5.1. College discretion

Based on its knowledge of a student's performance and welfare, the Academic Registry office may not wish to escalate its interventions from a particular level to the next, even when a student does not significantly improve their attendance. As long as these reasons are properly documented and reported, the college is not formally required to escalate the matter.

Based on its knowledge of the student and the student's previous responses to supportive interventions, the Academic Registry office may want to escalate its interventions more quickly. If so, the college may decide to move directly to levels 3 or 4, where intervention is more formal and severe.

6. Students with disabilities and long-term medical conditions

Please refer to Fitness for Study policy as well.

Students with disabilities and long-term health conditions are, as far as possible, expected to attend all their timetabled teaching sessions.

If a student with a disability or long-term health condition finds they are unable to attend teaching sessions due to short-term ill health, they should notify the college.

If a student with a disability or long-term health condition finds that they are impaired to fully attend timetabled teaching sessions, they should seek support from the Student Services or Student Support and Welfare teams.



Request for Absence Form

- This form is to be used to notify the college in advance or retrospectively about any expected absence from timetabled learning and teaching sessions.

Student name

Student ID number

**Name of lecturer /
facilitator**

Module Name

1. Period absent:

From:

*The first date of absence.
Example: 02/11/2017*

To:

*The last date of absence.
Example: 20/11/2017*

2. Reason(s) for absence:

(Please note that more detail than generic terms is needed)

3. Please note any additional impact your absence might have had on your studies: (Ex. Missed assignments or exams)

4. Supporting documents or evidence:

Is there evidence submitted with this form?

- Yes
- No, to be submitted by ____/____/____ (insert the date)

Please list evidence attached:

5. By signing below you confirm that all information submitted is correct:
(If submitting via your LCIBS email address, typing your name here will suffice)

Signature

Date

OFFICE USE ONLY

6. To be completed by the Academic Support Officer:

- I authorise this student's absence for all module(s) missed above
- I authorise this student's absence for the following units only _____
- I do not authorise this student's absence for the requested unit(s)

Supporting documents: Attached with form

Additional notes and further action:

Academic Support Officer

Date



Self-certification Form

- This form will be used to inform the college about your unplanned or unforeseen absences because of illness
- < 3 consecutive days of absence only

Student name

Student ID number

**Name of lecturer /
facilitator**

Module Name

1. Period Absent:

From:

*The first date of absence.
Example: 02/11/2019*

To:

*The last date of absence.
Example: 20/11/2019*

2. Reason for absence:

(Please note that more detail than generic terms such as 'sick' or 'ill' is needed)

3. Please note any additional impact your absence might have had on your studies:

(Ex. Missed assignments or exams)

4. By signing below you confirm that all information submitted is correct:
(If submitting via your LCIBS email address, typing your name here will suffice)

Student signature

Date

OFFICE USE ONLY

5. To be completed by the Programme tutor:

- I authorise this student's absence for all module(s) missed above
- I authorise this student's absence for the following units only _____
- I do not authorise this student's absence for the requested module(s)

Additional notes and further action:

Academic Support Officer

Date

Annexure 3: Register code system

Register Mark	Description	Meaning	Statistical meaning
P	Present	Present for whole session	Positive
L	Late	Late for the session (up to 30 min)	None
LE	Left early	Left early (max 30min before end of session)	None
UA	Unauthorised Absence	Student does not turn up to a class with no prior reason given	Negative
AA	Authorised Absence	Student submitted the relevant form/s and it was approved accordingly	Positive
B	Educated off-site	Filtered college trips	Positive
X	Lesson cancelled	Lesson cancelled across the centre/college	None
Z	Not on roll	Student not registered	None