



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Attendance Process

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LCIBS Attendance Process

Purpose

These processes have been developed in accordance with the Attendance policy that applies to all students enrolled on a full-time programme at London College of International Business Studies (LCIBS; the college). The college recognises the investments that students and their sponsors make when a student enrolls on a programme of study and will ensure that appropriate processes are in place to monitor attendance and act upon absenteeism so that students can be supported to attain their qualifications. This procedure lays out how we will:

- Monitor student attendance and punctuality.
- Manage student absence.

General Principles

- Students are expected to attend 100% of their timetabled teaching and learning sessions associated with their learning programme. Examples of teaching and learning sessions include workshops, commercial learning environments, tutorials, lectures and field trips. Attendance may also be required at additional activities outside of the usual timetable, e.g. support sessions, competitions, and catch-up sessions.
- All students are to be provided with a timetable of scheduled teaching and learning sessions during their induction. (Note that the timetable can change with due notice)
- Students must arrive on time for timetabled activities and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other students.
- Students will receive their attendance progression report at the end of each module and at the end of each level. It is the responsibility of the student to inform their Academic Support Officer or the Academic Registrar within 5 days after receiving the schedule for the specific module if they have any queries or disputes pertaining to their attendance logged.

Attendance reporting process

1. All learners will sign the LCIBS Student Agreement at the beginning of their course agreeing to abide to the Attendance Policy and Processes.

LCIBS Student Agreement 1: The students should make every effort to attend all timetabled lectures and tutorials but must ensure they attend **at least 85% within each module of their level.**

2. Students are responsible to report the reason(s) of why they are/were unable to attend their lectures or tutorials and when they are planning to return to the college. The college must be notified regarding the students' absenteeism by latest 09:00 on the day, either via calling the college on 020 7242 1004 or alternatively emailing the college on **registry@lcibs.co.uk**. If the absence is reported or not reported it will be recorded as unauthorised until the relevant form/s are completed, and valid evidence is provided. The college will however contact all students on the day of their absence. The communication is recorded accordingly on the Student Information System (SIS).
3. Students must submit an email to **registry@lcibs.co.uk** with their completed *Request for Absence form* or a *Self-certification Form* within 3 working days after their return from absence (refer to Annex 1).
Request for Absence Forms are available from Reception or the Academic Support Officer.
Students will receive feedback via email on the outcome of their submitted forms within 3 working days from receipt.

4. Students who arrive after the start of the session (after 9am) will be marked as late, with the number of minutes recorded (maximum of 30 min). This will be recorded on the SIS accordingly. Late arrivals should join their class/session, with minimal disruption. Note: late arrivals will be monitored and may lead to further action being taken.
5. Students who arrive after 09:30 may be prohibited from joining their class. Should this occur, the student is expected to report to the Academic Support Officer or the Student Services Officer and wait in the library until the next class break to join the session thereafter. They will be marked as Unauthorised Absence (UA) for the missed session on the attendance register.
6. Students requesting to arrive late or leave a session early (max 30min), should notify and confirm the late arrival/early departure before the session starts. A note will be made on the attendance register and transferred to the SIS accordingly. Note: Late arrivals and early departures will be monitored and may lead to further action being taken.
7. The Academic Registrar or the Academic Support Officer will prepare a weekly attendance report that will be circulated to all relevant staff members, including the Senior Steering Group (SSG). Students at risk will be highlighted and appropriate action taken by the working group dealing with the students at risk register.

Annex 1:

1. Authorised Absence

A student will only qualify for authorised absences if they have completed the Request for Absence Form or the Self-certification Form and it was approved by the Academic Support Officer in conjunction with the relevant Academic Lecturer or Associate Dean. In addition, the form(s) needs to be processed by the Academic Support Officer and loaded on the SIS accordingly.

The Request for Absence form can be completed in advance or retrospectively.

<u>Acceptable reasons to request for authorised absence:</u>
• Student completes a Self-certification form if they have been ill for 1 – 3 days
• Hospital/medical appointments with the appropriate proof of appointment
• Attendance at court/civil service
• Illness (=>7 compulsory days) with a doctor's note
• Child care / guardian emergency
• Cases pertaining to an urgent domestic distress for example: ✓ when a student suffers a bereavement due to the death of a partner or close relative. Immediate family only. ✓ when a student experiences a catastrophic event

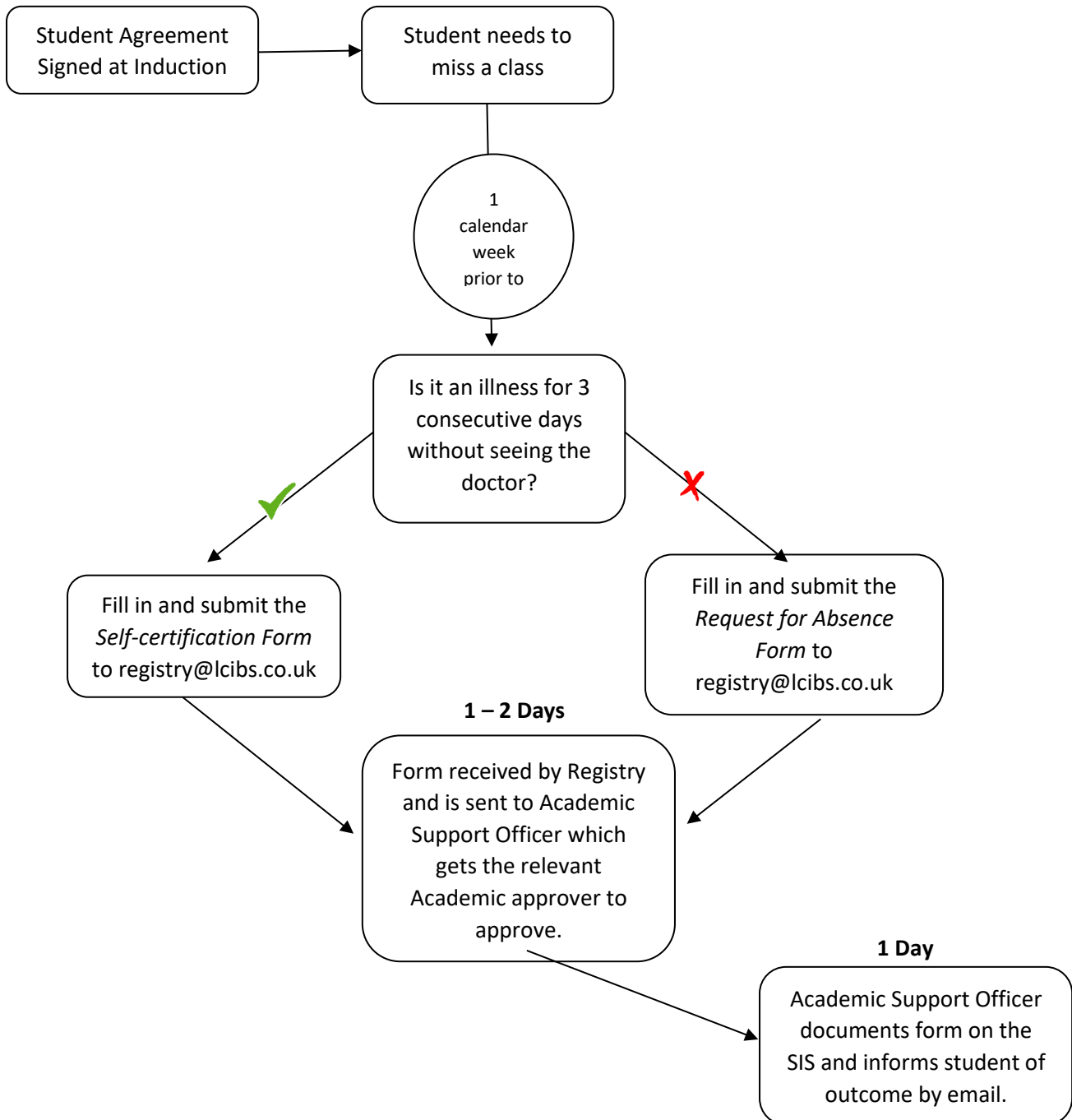
*Please note that no other reasons other than those stated above, will be considered for Authorised Absence.

2. Register codes

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 attend a class with no prior reason given	Negative
AA	Authorised Absence	Student submitted the relevant form 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

Workflow process

Planned Absence Reporting and Approval Process Map:



Unplanned Absence Reporting and Approval Process Map:

