



**TyneCoastCollege**

## STUDENT ATTENDANCE POLICY

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact Head of Marketing
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>Executive Group</b>	<b>V8</b>	<b>April 2024</b>	<b>April 2027</b>	Principal, South Shields Marine School

**POLICY NUMBER 61**

# Student Attendance Policy

## 1. Policy Statement

Attendance refers to the scheduled time spent on College programmes, and this can be categorised as lectures, workshops, work placement or tutorials as specified in the student's handbook/learning agreement or individual learning plan.

Regular and consistent attendance at College is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the College will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Therefore all attendance will be fully monitored throughout the study programme.

It is good practice for sponsors and those with a vested interest in the student's achievement to be informed of persistent student absenteeism and this will be undertaken unless an alternative arrangement has been discussed and agreed with the personal tutor.

In respect of Further Education full time learners, ESFA funding is directly related to attendance and is monitored on a termly basis.

Each case of absenteeism is different and will be treated individually. The College accepts the many causes of absenteeism exist and will work closely with learners on an individual basis to best address the needs and wants of each learner.

## 2. Scope

This Policy applies to all learners undertaking a course of further or higher education. However the attendance criteria for different groups of learners have been identified and addressed under group headings.

## 3. Legislation

No legislation is applicable to this Policy

## 4. Responsibilities

All students are expected to attend all of their timetabled sessions, unless prior agreement has been made and agreed with the personal tutor.

Heads of School/Department and Curriculum Managers are responsible for the timely response to student attendance issues, and the reporting of such issues to Student Services and/or MIS where appropriate

Personal/Course tutors and Lecturers are required to monitor student attendance (via registers and EBS agent reports) and to address issues of absenteeism

according to this policy and in line with the requirements of the Safeguarding Policy with respect to children missing in education process

It is the responsibility of the Curriculum Managers and Heads of Department to fill in withdrawal forms as soon as a learner is known to have withdrawn from their programme.

It is the responsibility of the MIS office to remove students from the EBS system on receipt of withdrawal forms or when identified by teaching staff during the data verification process.

## **5. Actions to Implement and Develop Policy for all Learners**

All students are expected to report absences either to their course tutor or to the School administrative support staff.

Students expecting prolonged absenteeism should contact their personal/course tutor to discuss the possibility of an alternative study arrangement. In addition, students can contact Student Services, if they wish to discuss reasons for prolonged absenteeism, and where pastoral support can be offered.

Individual instances of absenteeism should always be raised by personal/course tutors, either with the student informally or through tutorials.

Lecturers are expected to make a professional judgement on whether or not an attendance mark is given (e.g. in the event of a late arrival due to weather conditions) or an absence is approved in advance. This judgement will also consider whether equality issues could have any bearing on the student attendance levels, and make suitable allowances where this occurs. Examples could include: attendance at recognised religious events or festivals, change in mobility arrangements for less able bodied learners, specialist medical appointments that can not be undertaken outside of existing timetabled events, attendance for visa appointments when arranged by the sponsor/employer.

Completion of registers, student transfer forms, withdrawal forms and exit interviews remain the responsibility of all teaching staff in conjunction with Curriculum Managers, Heads of Department and Heads of School.

If a student has had four consecutive weeks of non-attendance then they must be withdrawn from the college in line with the ESFA funding regulations. This ruling applies, unless, for example there are specific individual student problems and then the need to extend would be discussed and agreed between the learner and tutor concerned. It is the responsibility of the Personal/Course Tutor to inform the Curriculum Managers or Heads of Department so that the withdrawal form can be completed.

Regular and consistent attendance at college is expected and in some areas of the College the Awarding Body dictates the attendance level expected. Where specific attendance policy is dictated by the awarding body, then this will be adhered to by the programme administrators. It is the Tutor's responsibility to

make students aware of the Awarding Body's attendance requirements and ensure that they attain them or make alternative attendance arrangements.

## **6. Additional procedure for sponsored Marine School students**

Student absences are reported to all Marine Sponsors/Employers on a weekly basis, to enable them to monitor the absence records. Where the cumulative absence exceeds 10%, then this will be flagged to the Sponsor/Employer and the student will be issued with a warning letter.

Should the cumulative absence exceeds 20% then this will be brought to the attention of the Sponsor/Employer and a second warning letter will be issued.

If the absence record of the student does not improve after these warning letters, then the College will advise the Sponsor/Employer that the student should be withdrawn from the course as it is likely that the academic achievement of the student will be damaged by this continual poor absence record.

The Maritime and Coastguard Agency (MCA) has a specific attendance requirement for courses and programmes which lead to the award of a Certificate of Competency of 80%. Failure to meet the required level of attendance for each course and/or programme could lead to certification being withheld.

## **7. Additional procedures for overseas / UKVI students**

The college has a duty to ensure that students are academically engaged. We will review attendance where any student has not reached 85% attendance of their classroom-based study in any given month.

We will make a report to the UK Visa and Immigration (UKVI) Agency if any of the following conditions are met:

- any Student fails to report within 10 days of the start date
- any Student discontinues their studies.
- any Student who misses 10 consecutive expected contact points. For the purposes of this policy one contact point is defined as a normal college day
- Students whose attendance levels fall below 70% for 3 consecutive months
- Any student absence record which is not consistent with a full time study of over 15 hours/week
- We suspect that a student is not a genuine student

All students are required to provide changes to their personal details to the College so that the College MIS system can be updated. This will ensure College staff can contact them to clarify all periods of non-attendance that may affect their permission to study in the UK.

The College will inform all students via their main email contact where their absence record:

- Is higher than 20%, or
- Their absence record shows no attendance within the last three weeks

Unless the student immediately contacts the College to provide evidence to support their absence, they will be reported to the UKVI as having left their course of study, and that they are no longer sponsored by the College.

## **8. Monitoring and Evaluation**

Each School will receive regular reports which will be reviewed at Performance Monitoring meetings.

The UKVI monitoring team will review overseas student's attendance on a weekly basis.

### **Related Policies & Processes**

- Safeguarding Policy
- Missing in Education Process
- Personal tutorial support policy
- Student retention policy
- Student behaviour policy
- UKVI Policy