



## **Student Attendance, Re-Registration.**

### **Attendance Policy for Higher Education Students**

#### **Purpose and scope**

1.1 This attendance policy and associated warning letters applies to all students of higher education enrolled on programs at CECOS College London. Programs of study include Pearson HNC and HND Business Management and Level 5 Diploma in Education and Training.

1.1 For overseas students on UKVI Tier 4 license additional attendance requirements may be needed to ensure that CECOS College London is fully compliant with the UKVI rules for studying in the United Kingdom.

#### **2. Attendance Policy**

2.1 As a student attending CECOS College London for any qualification, you are required to:

- (i) Ensure that you are properly registered for your appropriate program of study, and that your name appears on the attendance registrar that is called out by the assessor in class or via Zoom each taught session.
  - (ii) Be acquainted with the Attendance Officer for your program of study and the cohort of students with which you study.
  - (iii) Sign only your own name on the list at each taught session on Zoom or in class, 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).
  - (iv) Attend all classes that are scheduled for your program of study online or face to face.
  - (v) Submit all assessments on time to the stated deadline and in the format required within assessment briefs.
  - (vi) 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 CECOS College London 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. CECOS College London 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 including online.



(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. And on Zoom, you should ensure your video and microphone work and you participate in break-out rooms and in chat communications.

(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 online or face-to-face.

### **3. UKVI Tier 4 Student Visas**

3.1 Any Overseas students studying at CECOS College London on UKVI Tier 4 Student Visas must comply with CECOS College London's attendance policy and associated requirements together with all stated UKVI attendance requirements. Failure to comply fully with CECOS College London's Attendance Policy and UKVI attendance requirements will result in CECOS College London withdrawing you from your program 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 CECOS College London, if this situation is not addressed. Any single absence for any single class will be recorded as an absence.

### **5. Authorization**

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 unauthorized if you do not provide an acceptable reason, with evidence. Please note that reasons that are deemed acceptable and unacceptable are detailed in the extenuating circumstances guidelines. Key information is printed on posters around the College and at Reception. All absences will be recorded as unauthorized unless acceptable independent evidence is provided. It will be at the discretion of CECOS College London to authorize any absence, and the College's decision will be final. CECOS College London reserves the right to verify any reasons for absence by communicating with external bodies.

5.2 You must register requests for authorized absence with your Attendance Officer. Current Attendance Officers are notified to you on posters around the College and in Reception.

### **6. Unauthorized absences**

6.1 The College will seek an explanation from you if you have unauthorized 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 CECOS College (SLC) to de-register students not in attendance.

**7. Unauthorized absences** will result in CECOS College London taking the following actions:

- If a student is marked absent for a single session, he / she will be notified via email requesting reason(s) for the absence.
- If the attendance drops below 80% in any term/semester, the student will be sent first email warning (Stage1) requesting to register the reasons for absence on the 'Absences' form and to immediately resume attendance.
- If the attendance remains between 70 - 80%, another warning will be sent (Stage 1), requesting to register the reasons for absence on the 'Absences' form and to immediately resume attendance.
- If the attendance drops below 70% within 4 weeks of the first warning, a second warning (Stage 2) will be sent via email and telephone call asking to attend a meeting with the attendance monitoring officer. The student will be given opportunity to explain the situation and to register reasons for absence on the 'Absences' form. The student must report to the College within 5 working days so that appropriate action can be taken.
- If the attendance drops below 70% within 4 weeks of the second warning, this will result in a final warning (Stage 3) asking to attend a disciplinary meeting with the HE Operations manager. The circumstances of the absences will be discussed and an outcome decided of repeating the semester or discontinuation of learning. Failure to attend this meeting or providing acceptable ground for absences will result in formal notification from the Principal that the student has been de-registered from the course and that the SLC have been notified accordingly. This letter contains advice on how to appeal against this decision.

## **8. Long absence authorization**

8.1 If you find yourself in a situation which requires you to apply to the Attendance Officer for a long period of absence, then evidence will be required by completing and submitting the Absences 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. Authorization 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 Program Manager / HE Operations Manager 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.

## **9. Punctuality**

9.1 All students are expected to be punctual for classes. If you arrive 15 Minutes after the formal teaching period has started you will be marked late. If you arrive 30 minutes after the formal teaching period has started you will be recorded as absent. Any recorded absence would count as unauthorized, unless you have a genuine reason for lateness. Authorization to enter your class, if you arrive later than 30 minutes, is at the discretion of the tutor. 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. For persistent unauthorized episodes of leaving early less than 30 minutes, you will be asked to explain your actions and will be issued a warning if deemed fit.

9.2 Please note that formal Study Skills are timetabled, but time is set aside within each session to cover matters to do with learning and studying, and to allow students to raise issues with tutors.

## **10. Need help?**

10.1 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 teacher/tutor, Program Manager or Program Manager or any member of CECOS College London staff, who will direct you to someone who can help.

10.2 CECOS College London 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 CECOS College London 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.