
Attendance Policy



Ali porta civitatis sum scientia et

**Reviewed and
Approved by
Academic
Board June
2014**

This policy available on ECHE's website
Revised: June 2014
Review: June 2015

European College for Higher Education is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

This Policy applies to all College programmes except those for which the applicable policy is that of a validating Higher Education institution or other Awarding Body.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion/belief, gender reassignment, pregnancy/maternity or sexual orientation.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of the policy.

To make suggestions or to see further information please contact:

Academic Committee:

Tel: 0208 800 1200

Email: admin@eche.co.uk

Equality Impact Assessed:

Footnote

In an effort to keep costs to a minimum a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on our website www.eche.co.uk.

Contents

Rationale.....	1
Aim.....	2
Principles.....	3
Students' Entitlements	4
Students' Responsibilities.....	5
Teaching Staff's Responsibilities.....	6
College Management Responsibilities.....	7
Standards by which the Success of the Policy can be Evaluated.....	8
Responsibility for Implementing the Policy	9
Review of this policy	10

1. Rationale

This policy is a response to the quality agendas and requirements presented by the Common Inspection Framework (OfSTED) and Review of College Higher Education (QAA). Its formulation is designed to enhance consistency in approach to attendance across the different programmes in College. European College for Higher Education is committed to offering opportunities for the development of all students in ways that meet individual needs. One aspect of this is a commitment to improving retention and achievement through raising standards of attendance and punctuality.

2. Aim

This policy aims to assist all students to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression.

3. Principles on which the policy is based

There are four principles underpinning the College's approach to student attendance:

- a. Student attendance should be managed across the College;
- b. Targets for student attendance rates should be set and monitored across all College provision;
- c. Punctuality and attendance should contribute to judgements made on the quality of provision;
- d. Every effort should be made to maximise punctuality and attendance.

4. Students' Entitlements

Students are entitled to the best opportunities to be successful in their studies, including:

- a) Lessons which start and end promptly
- b) Staff cover, or appropriate work, in cases of staff absence (wherever possible)
- c) Advance warning of unavoidable changes or cancellations of classes (wherever possible)
- d) Contact from the College where there is concern regarding progress being affected by attendance and / or punctuality issues
- e) Guidance and / or support from the College, where possible, when a need is identified in order to assist overcoming attendance and /or punctuality issues.

5. Students' Responsibilities

European College for Higher Education requires students to **attend all classes punctually** according to their signed learning agreement and course timetable. Students should not knowingly miss a class for anything other than illness or exceptional circumstances. It is not advisable to take holiday in term-time. If students need to miss a class, they, or someone acting on their behalf should:

- a. Inform their personal tutor and member of staff who takes the class, in advance, of any planned absence (e.g. for a doctor's or dentist's appointment);
- b. Phone their personal tutor or member of staff who takes the class, or the School/Centre administrator, as soon as possible, to explain an unplanned absence. Students will be asked for personal details and for how long they expect to be absent.
- c. Obtain a letter from their parent or guardian if they are under 18 for any illness lasting more than one week;
- d. On return to College meet with their personal tutor and / or member of staff talking the class to discuss arrangements to catch up on any work missed during absence.
- e. If a student is **absent for four weeks (with or without authorisation)** and there has been no response, the student will be deemed to have withdrawn him/herself from the course. There may also be other remedial action taken (including disciplinary action in some cases) before the end of the four week absence period, if a student's pattern of attendance and/or punctuality is not of an acceptable standard. Unacceptable attendance and/or punctuality may affect examination entry or other concessions.

6. Teaching Staff's Responsibilities

All College Teaching Staff are required to:

- a. Advise students of the College Attendance Policy during induction;
- b. Inform the personal tutor, using a concern note, if a student has been absent for two lessons or where attendance is erratic or not prompt;
- c. Mark attendance, absence and lateness in the register and ensure regular submission;
- d. Contact, or arrange for contact, with the student or their employer or parent/guardian/carer, via student counselor, where appropriate, wherever there is cause for concern;

- e. Monitor and report individual and group attendance and punctuality for their classes;
- f. Help to support students' return to College, as appropriate;
- g. Start and finish classes on time.
- h. If there is a cause for concern regarding attendance or punctuality then a referral would be made to a member of the Student Councilor.

College Personal Tutors are required to:

- a. Keep other teaching staff informed of issues and actions relating to a student's attendance and punctuality;
- b. Monitor and report on students' attendance and punctuality, with the help of teaching and support staff;
- c. Refer unresolved issues concerning attendance and punctuality to the Curriculum Head;
- d. Ensure paperwork regarding student attendance is up-to-date.

7. College Management's Responsibilities:

The Principal and Director(s) working with the Academic Committee are responsible for ensuring that staff are aware of this policy and that students have been inducted into it.

In addition the Principal and Director(s) will be responsible for setting annual targets for attendance rates across all College provision.

In conjunction with management information from the register system, these College Managers are responsible for facilitating the production of regular timely and accurate attendance data and reports, to allow teaching staff to take prompt action for the benefit of students.

8. Standards by which the success of this policy can be evaluated

- a. Annual targets for attendance are met;
- b. Continually improving attendance and punctuality (or maintenance of high standards where rates are already outstanding);
- c. High levels of attendance and punctuality when measured against relevant benchmarks;
- d. Swift action to support students with below acceptable benchmarks for attendance and punctuality;
- e. Improved student success;
- f. Staff compliance with the policy during quality audits;
- g. Positive feedback in self-assessment reports.

9. Responsibility for implementing this policy

- a. The Principal and Deirector(s) has overall responsibility for the implementation of this policy across the College;
- b. Academic Committee and Principal are responsible for overseeing the operation of this policy in the College
- c. Academic Coordinator(s) are responsible for ensuring that course teams collaboratively address the requirements of this policy;
- d. The teaching staff including personal tutors and subject lecturers together with appropriate support staff, are responsible for meeting Student Entitlements.

10. Review of this Policy

- a. The periodic review of this policy will take place within three years of this revision, June 2015, following the College procedure.

STUDENT ATTENDANCE POLICY	
Policy Ref: ECHE 2013	
Version Number	3.0
Version Date	June 2014
Name of Developer/Reviewer	Raza Shah
Policy Owner (College/Centre/Unit)	Academic Committee, Directors of the College.
Person responsible for implementation (postholder)	Directors of College
Approving Committee/Board	Committee
Date approved	June 2014
Effective from	June 2014
Dissemination method (e.g. website)	College website
Review Frequency	1 years
Reviewing Committee	Academic Committee, Directors of the College
Consultation History (individuals/groups consulted with dates)	Drafts of the policy have been considered by: Directors of college Academic Committee