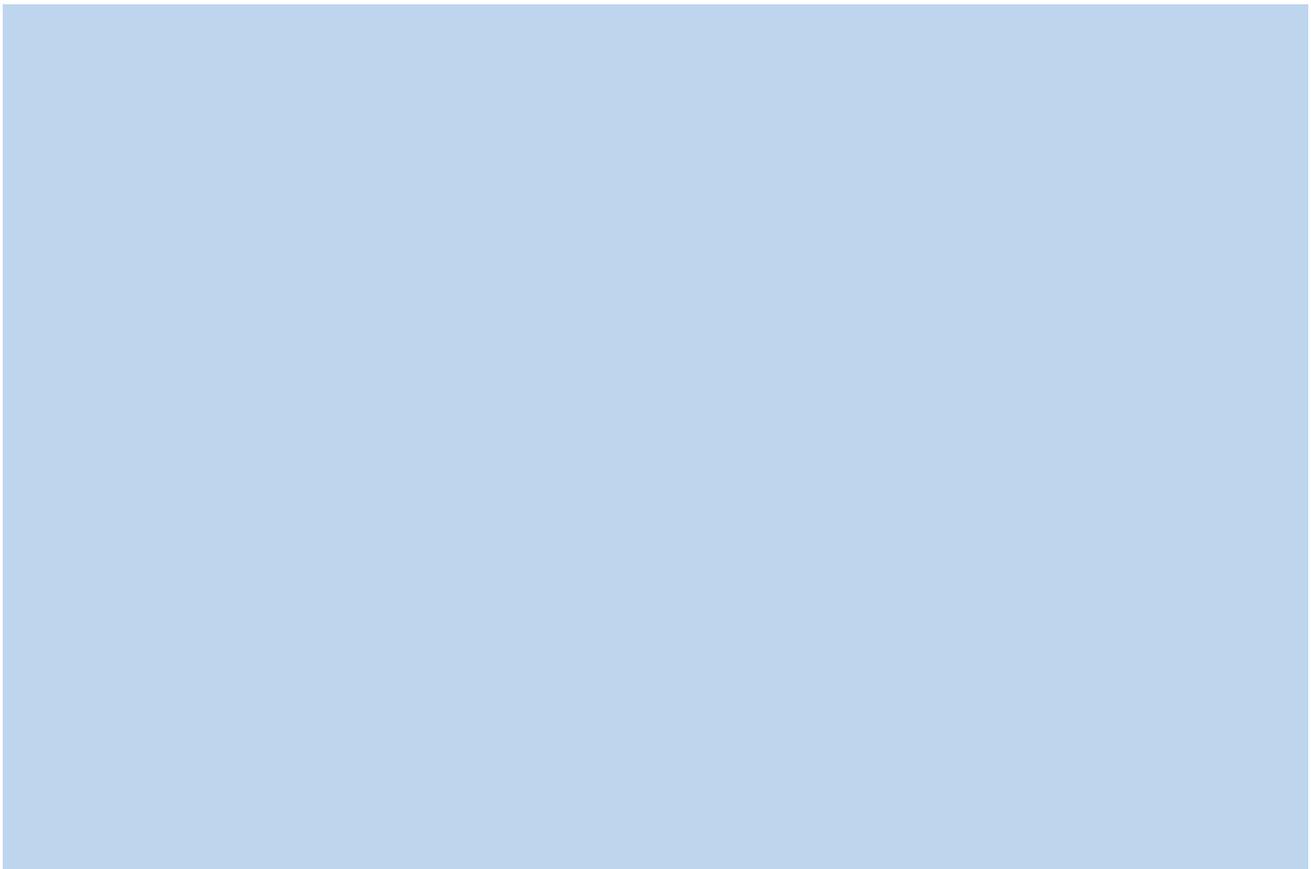




# Attendance Policy for Higher Education Students



## Document change control

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## Revision history

<b>Version</b>	<b>Type (e.g. replacement, revision etc...)</b>	<b>Date</b>	<b>History (reason for changes)</b>
V1	New	Sept 2016	Specification of a separate procedure for admissions complaints and appeals
V2	Revision	Sept 2018	Revision due to College restructure and GDPR
V3	Revision	Jan 2020	Revision due to College restructure

## Monitoring and review

This policy will be reviewed by the Academic Board at least every 2 years.

## Related Polices/Procedures/Regulations

- Attendance Procedures for Higher Education Students

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### 1) **Executive Summary**

The College recognises that choosing to study a higher education course is a life changing choice for all students at whatever time in their lives they may choose to study. Students make a major commitment investing commitment, finance and time to achieve a qualification which will play a major part in influencing their future life choices.

The College commits to supporting students in achieving the most they can from their course of study, investing in staff, resources and facilities to support students on their journey. The College aims to provide the very best environment for maximising student success. Attendance is a key component in ensuring students engage fully in their course of study, contributing to the life and values of the College community, progressing well, achieving a good academic qualification and gaining rewarding and fulfilling employment.

In addition to its responsibilities to individual students, the College is necessarily mindful of the needs of other students and of its external accountabilities. Poor attendance on the part of individual students may detract from the overall learning experience of the group and in some cases prevent other students from achieving their full potential, particularly where group assessments/projects are involved.

Prolonged nonattendance by students could result in the College being in receipt of a government backed tuition fee loan for a student who was, in effect, no longer attending either at a module or course level.

The College confirms student attendance to loan or grant providers including the Student Loans Company, government sponsors, banks, employers and the local council. Non-attendance without approval or unauthorised absence may result in loans or grants having to be repaid immediately. The College reserves the right to terminate the studies of any student who persistently fails to attend and/or submit the required work for the course on which they are registered. In that circumstance the student remains responsible for any monies borrowed and outstanding debt. The College will fulfil its obligation to inform the relevant bodies of the student's termination of study.

## 2) Definitions/terminology

<u>Key word/Acronym</u>	<u>Definition</u>
PSRB	Professional, Statutory or Regulatory Body
OIA	Officer of the Independent Adjudicator for Higher Education
Moodle	The College's Virtual Learning Environment

## 3) Student Responsibilities Regarding Attendance:

*In regards to attendance while studying at Bradford College, students are responsible for:*

- Organising their studies and ensuring they are aware of their timetables and the expectations for attendance and for all activities associated with their chosen course, making themselves available during the start and end dates for their courses, including dates for resits/reassessments
- Attending all learning, teaching and assessment sessions associated with the course on which they have registered
- Making regular checks for information that may include important timetabling or room changes using the process outlined by staff at course induction
- Notifying the designated course contact of any unplanned/unforeseen absence from class within 24 hours and if requested, provide a medical certificate or other relevant evidence to explain their absence
- Arriving on time for class and remaining in class for the duration of the session. Late arrival and early departure disrupt other students' learning

## 4) Staff Responsibilities Regarding Attendance:

*In regards to the attendance of students while studying at Bradford College, staff are responsible for:*

- Making sure that students are reminded of the importance of attendance and especially the clear link between attendance and examination performance. This should be emphasised during induction and at initial meetings with personal academic tutors and should be reinforced by module/course tutors. If a programme has PSRB accreditation then attendance requirements associated with this accreditation must be explicitly communicated to students at Induction and in their Programme Handbook. Students will be informed at induction and at initial meetings with personal tutors of the course level procedures and dedicated contact person. The information should be logged with Registrars Services and be
- available on Moodle and the HE portal.
- Keeping an accurate record of student attendance and ensuring records are logged with the designated contact person.

- Informing students of timetabling or room changes in a timely fashion and by all available means of communication, particularly where exceptional circumstances result in a change at short notice.

## **5) Action in the Event of Non-Attendance**

The College will follow the Attendance Procedures for Higher Education Students in the event that a student's attendance on a programme causes concern. Each student's attendance is monitored on a weekly basis by the designated contact person for each department.

In the event that a student's attendance causes concern, the designated contact person will ensure that action is taken to engage with the student. The student will be expected to attend a meeting with their personal tutor or equivalent to discuss any issues they are experiencing which could be the cause of poor attendance. This meeting is designed to support the student in addressing their attendance, leading to a meaningful and supportive plan of action.

Failure to engage in this informal process will result in the College utilising the formal attendance procedures and may result in the student being withdrawn from the programme.

## **6) Right to Appeal**

A student has a right to appeal any decision made during the formal attendance procedures which results in the termination of their contract with the College.

During the period of appeal a student will be able to attend scheduled lectures and submit any work pending the outcome of the Appeal panel.

When an appeal is not upheld, the decision of the Appeal Panel shall be effective immediately and the student will be issued with a 'Letter of Completion' of internal proceedings in the manner prescribed by the Office of the Independent Adjudicator for Higher Education [OIA]. A student who is of the opinion that their case is unresolved may apply to the OIA for reconsideration of their case under the rules of its scheme within three months of the issue of the 'Letter of Completion'. Information of the process may be obtained from the OIA at: <http://www.oiahe.org.uk>

## **7) Confidentiality/Disclosure of Information**

A copy of all documentation and decisions relating to the Attendance Policy will be retained in accordance with the General Data Protection Regulation Act (2018) and the College's Information and Records Management Policy.