



Student Class Timetabling Policy

Document title:	Student Class Timetabling Policy
Audience:	All staff, students
Version:	1.1
Approved by:	SLT
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Document Owner	VP – Curriculum
Equality Impact Assessment	

Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.1	Update	04/05/21	Updated Owner

Monitoring and review

This policy will be reviewed by SLT every year.

Purpose of the Policy

The purpose of the policy is to ensure that timetabling is completed in a timely manner, meets the needs of the students and enable staff to monitor attendance effectively.

The college will:

- Ensure that timetabling is completed in line with the Business Planning cycle
- Ensure that **maths** and **English** lessons will be given priority and will be timetabled first and vocational classes are timetabled around these classes.
- Ensure that the timetabling process is validated and signed off by the Departmental Heads.
- Ensure that students have access to their timetable within 24 hours of enrolment
- The timetable is validated annually to ensure that AWAMS are able to be completed by the end of May each year

Related policies

Student Attendance policy

Teaching, Learning and Assessment policy

Related procedures

Business Planning Process

Timetabling Procedure