



# Empire College London

## Students Attendance Policy

Attendance at Empire College London is mandatory. Students are required to attend all classes and to take responsibility for their learning. Learning is a shared experience and students are expected to play a part in promoting collective understanding. Once enrolled, students have committed to work towards achieving academic success. To achieve success in their studies, it is important that they participate in, and engage fully with the allocated timetable. To achieve this, we have an effective system in place that helps us monitor attendance.

Students must attend classes, tutorials and examinations for the satisfaction of Empire College London. Absence is only accepted under certain circumstances.

Absence can be an indicator of academic or personal problems of many kinds. It is therefore important that all staff, including tutors at Empire College London, know which students are regularly attending and which are not. Where attendance problems are identified, management will take the necessary steps.

Below are the procedures to be followed to monitor and deal with non-attendance.

### Procedures for Dealing with non- attendance

1. Tutors need to be clear to students that they are expected to attend classes, tutorials and examinations. Tutors should point out that students may be removed from their course if they fail to attend regularly.
2. College staff, including tutors, is responsible for monitoring attendance. Tutors should have accurate and up to date group profiles of students who should be attending
3. Students must attend all classes, tutorials and examinations. Empire College London has a required level of attendance set at 80%.
4. Where there is a systematic non-attendance, the student will be contacted.

### Such contact will:

- Remind the student that classes have been missed;
- Remind the student of the importance of attending all classes;
- Request an explanation as to why classes have been missed;
- Invite the student to discuss with their tutor or a member of the management team any problems they might be experiencing that could be the cause of their poor attendance.

### International Students (Tier4)

International students must be aware that being absent for 10 consecutive classes without a valid reason for leave will result in their details being sent to the UKVI.

Empire College London is legally bound to report the continued absence to the UKVI, so that the concerned departments can take the necessary action. If a student is reported to the UKVI it may result in the current leave being curtailed or invalid which may lead to the removal from the UK.



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## Procedure for Authorised Absence

### Sickness Absence

If you are unable to attend the college due to ill health, you must inform the college via email to [administrator@ecl.ac](mailto:administrator@ecl.ac) on the first day before 10 am, giving the reason for your absence, whether you intend to visit your GP and your expected date of return to college. If this is not possible, you should appoint a responsible person to do so on your behalf.

Please note that absences more than 7 consecutive days (including weekends) will require a doctor's certificate. Unexplained absence is not acceptable and will affect your attendance rating. Evidence may be requested.

### Special Leave

Special leave can be granted for a wide variety of reasons, including bereavement, attending court, maternity, domestic distress or attending an educational event. The management must authorise permission for time off as special leave before the leave.

### Holiday Entitlement

Holidays must be approved and signed by the college staff. Students must provide evidence of the itinerary. Students should avoid booking holidays which would clash with the allocated timetable, except in unforeseen circumstances.

### Late Return from Holiday

In the event of a known delay from any holiday period where a student is unable to return to college on the agreed return date, the student must inform the college as soon as possible.

### Monitoring and Evaluation of the Policy

The management is responsible for ensuring continuous and effective implementation of this policy. The college management monitors the operation of this policy on a weekly basis by receiving regular reports on student attendance. The policy itself is reviewed to make sure that it is in full compliance at all times with the relevant laws and regulations. The following is the procedure for monitoring the attendance:

The college system will automatically alert the administrator of the number of classes missed once the data has been entered.

- Once all attendance has been entered into the system, the system will automatically alert the administrator of the number of classes missed.
- Email/first warning letters are sent to students who have missed 4 consecutive classes. This letter requires the students to explain the reasons for this fall in their attendance. Also, that they are required to improve on this level.
- Second Warning Letters are issued to the students who have missed 8 consecutive classes.
- A third warning letter is issued to the students who have missed 10 consecutive classes. The letter will confirm the requirement set by the relevant authorities.



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- The management will inform the relevant authorities if the student has missed 10 consecutive contacts – these include, but are not limited to attending a class, a meeting with tutor or college official, submitting an assessed or non-assessed coursework, attending a test/examination etc.
- If a student who has already been reported to the relevant authorities, reports back to the college with a valid reason for their absence and the college is satisfied with the response, relevant authorities will be informed of the same.
- A register of those students reported to the relevant authorities is maintained. A log of all the communications with students is maintained for future references and follow ups.
- Records of authorized absence will be retained.