



Empire College London

Student 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. Students must participate in and engage fully with the allocated timetable. To achieve this, we have an effective system in place that helps us monitor attendance.

Absence can be an indicator of academic or personal problems of many kinds. Therefore, all relevant staff, including tutors, must know which students are regularly attending and which are not. Where attendance issues are identified, the management will take the necessary steps. Unexplained absence is not acceptable and may lead to exclusion from the course.

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

Procedures for Dealing with attendance

1. Tutors need to be clear to students that they are expected to attend classes and tutorials. Tutors should point out that students' may be excluded 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. The College 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 low attendance.

International Students

Students Studying courses at RQF level 5 or below:

Students must attend a minimum of 15 hrs per week of classroom study. Where the student has not reached 85% attendance of their classroom-based study in any given month, they will be required to provide reasons for non-attendance. Records of reasons of non-attendance and actions agreed with the students and college will be kept on individual files to monitor future attendance.



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Where a student's attendance falls below 70% for three consecutive months, the College will withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance.

The College has a legal obligation 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.

Authorised Absence:

Sickness Absence

If you are unable to attend the College due to health reasons, you must inform the College via email to attendance@ecl.ac.

If four or more consecutive classes have been missed due to health reasons, you must provide valid evidence for authorisation of leave.

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. Evidence of special leave must be submitted. Leave will be granted at the discretion of the management.

In the event of a late return from an authorised leave period, the student must inform the College as soon as possible. Extension of leave will be granted at the discretion of the management.

Holiday leave

Students should avoid booking holidays during term time as this will not be authorised.

Monitoring and Evaluation of the Policy - Attendance and Academic Engagement

The management is responsible for ensuring continuous and effective implementation of this policy. The policy is reviewed to ensure it is always in full compliance.

Student attendance and academic engagement will be monitored throughout the semester. Consideration of the following will take place on non-attendance:

- Are there a number of consecutive unauthorised absences?
- Is there a continuous period of unauthorised absence?
- Are there a number of irregular unauthorised absences? If so, how many are there, and what is their frequency?



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- Is any non-attendance linked with late submission/non-submission of coursework?
- Is lack of attendance/engagement impacting on academic progress?

Updated and reviewed: August 2022