

Kirklees College Higher Education Attendance Policy 2022- 24

Document: Kirklees College Higher Education Attendance Policy	
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Higher Education Attendance Policy

1 Rationale

- 1.1. The Student Attendance Policy has been developed as part of the College's commitment to providing a supportive learning environment which enables students to achieve their full potential. As a responsible institution the College has a duty to monitor attendance (online and on campus), and to act on non-attendance so that students can be supported to complete their programme of study. The College is required to monitor students' attendance and report as appropriate to the Student Loan Company and non-European Economic Area (non-EEA) students with Tier 4 visas to the Home Office.
- 1.2. 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 achievement and progression.
- 1.3. Students should notify the College using the text option to 07860097457 using sick (space) enrolment number if they expect to be absent from timetabled sessions. It is also good practice to notify your Programme Leader. Students should make arrangements to catch up on any work missed during absence. Holidays are not to be booked during term- time.
- 1.4. If a student is having difficulties attending classes because of personal, financial or academic problems, they should talk at an early stage to the relevant member of staff, which in the first instance should be the Programme Leader.
 - A poor attendance or punctuality record could result in bursary payments being withheld if 85% or below
- 1.5. the College informing Student Finance England or other funding body who may then withdraw the student's funding
- 1.6. the student's registration on the programme may be terminated.

2. Procedure

Registers are completed within 10 minutes of the start of each class. The registers are monitored by Programme Leaders and any concerns reported to Curriculum Area Manager and HE & Higher Skills Manager via ProMonitor.

2.1. Stage 1

If a student is absent for a second timetabled taught session without contact, the Programme Leader / Unit tutor will attempt to make contact by e-mail, text or telephone. This will be recorded on ProMonitor.

2.2. Stage 2

If a student's attendance remains a cause for concern and the reason for a student's absence has not been determined for 3 consecutive days or overall attendance falls below 85%, correspondence will be sent to the student reminding them of the attendance policy and encouraging them to make contact with the College. This will be sent by the Programme Leader and recorded on ProMonitor.

2.3. Stage 3

If the student's attendance does not improve, or if the reason for a student's absence has not been determined for 4 consecutive days, or overall attendance remains below 85%, a letter will be sent to the student advising them that sustained absence without contact may result in the student being withdrawn from their programme. The student will be requested to attend a meeting with the Programme Leader and recorded on ProMonitor.

2.4. Stage 4

If the student's attendance does not improve or if the student does not contact the College within 4 weeks of their last timetabled session, or overall attendance remains below 85%, an official letter will be sent informing the student that if they do not contact the College within one week of receiving the letter, they will be withdrawn from their programme. The student will be invited to attend a meeting with the Programme Leader, Curriculum Area Manager and HE & Higher Skills Manager where they will have the opportunity to discuss the matter. This will be sent by the HE & Higher Skills Manager and recorded on ProMonitor.

If the student feels this is unjust, under our Positive Behaviour Policy, they have the right to appeal this decision in writing to the HE Administrator providing an explanation that establishes good cause. This, however, does not guarantee the recommendation will be reversed. If no communication is received within these timescales the student will be withdrawn on the grounds of non-attendance.

Students have the right to appeal this outcome in writing to the HE Administrator. This will then be passed to a non-executive member of SLT, who will look at the procedures used, and decisions made, to see if they were justified.