



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

STUDENT ATTENDANCE POLICY & PROCEDURE

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1. Introduction

1.1 This policy applies to all taught students at London School of Science & Technology. It has been developed as part of the College's commitment to providing a supportive learning environment which enables all students to achieve their full potential.

1.2 LSST recognises the investment that students make when they enrol on a course and believes that, as a responsible institution, it has a duty to monitor attendance and to act on non-attendance, so that students can be supported to complete their programmes of study adequately.

1.3 LSST is also obliged to remind its students that the terms of any student loan that may have been obtained from the Student Loan Company require the attendance of that student on their programme of study. Any absence(s) must be reported by the College.

2. Aim

2.1 This policy aims to assist all students in taking responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression.

2.2 Furthermore, the following policy and procedure is intended to give staff greater clarity in relation to the College's expectations of an effective attendance monitoring process.

2.3 This policy is also aimed at fulfilling LSST's obligations as a provider of courses designated for student loans funding by HEFCE.

3. Principles on which the policy is based:

There are five principles underpinning the College's approach to student attendance:

3.1 Student attendance should be managed across the College;

3.2 Targets for student attendance rates should be set and monitored across all of LSST's provision;

3.3 Punctuality and full attendance should be one of the benchmarks by which the quality of provision is judged;

3.4 Every effort should be made to maximise punctuality and attendance;

3.5 All LSST staff are responsible for implementing the Student Attendance Policy.

4. Student Attendance Requirements

4.1 Students are expected to attend all lectures, tutorials, seminars, projects, assessments and any other scheduled activities according to their timetable for their course of study.

4.2 Outlined below are LSST's attendance Guidelines:

Students are required to attend on time, and therefore, must be in class for the commencement of the lesson. Note that in the event that a student has not arrived on time or within 15 minutes after the lesson has started, no entry will be allowed until the scheduled break, so that the class is not disrupted.

4.3 Students are required to attend the majority of their classes or they may be considered non-serious students and may be subject to an Academic Performance Review.

4.4 Late arrival at, and early departure from teaching sessions is disruptive, discourteous and unfair to other class members and lecturers. Students are required to arrive for their classes on time and remain for the duration of the teaching session.

4.5 Attendance will be monitored through the electronic card system. It is the responsibility of the lecturer/tutor to ensure that the electronic card system is working. However, it is ultimately the student's responsibility to ensure they have registered their attendance by touching in their student ID card against the card reader installed in each class.

5. Timetable

5.1 The College timetable may include classes in the morning, afternoon or evening. The timetable is published in advance of the start of the term. Individual timetables are emailed to every student's LSST email account.

5.2 Students are expected to attend their assigned class groups. Exceptionally, and only when reasonable, students may request to change their class group by filling in a Notification Form and submitting it with the supporting evidence to the Registry Office. All class change requests are subject to review and approval by the Registry Staff.

5.3 If a student fails to seek or does not get the permission from Registry to attend a different class group, the student will be marked absent.

5.4 Students should check notice boards and LSST email accounts regularly for information that may include important timetabling or room changes.

6. Procedure for Recording Attendance

6.1 The Attendance Officer monitors the electronic card system through SMS and regular emails are sent out to students who miss classes during the term.

6.2 The lecturer must record appropriate attendance codes against the name of every student. Both the lecturer and the students are required to follow the procedure to record attendance through the electronic card reader in each and every class.

6.3 Students will be recorded as present (Y) if they arrive up to 15 minutes after the start of the class.

6.4 Students will be recorded as unauthorised absence (UA) if they miss any scheduled classes as per their individual timetables.

6.5 Students will be recorded as early leavers (EL) if they leave at any time before the end of the class.

6.6 In the unlikely event the card reader is not working during any given class, the Attendance Officer will input the attendance record manually through an additional attendance register sheet for each class into the attendance module of the electronic Management Information System (SMS).

6.7 Where a member of staff is absent, the relevant Programme Leader will arrange for a cover and communicate the teacher absence to the HR Officer and the Attendance Officer.

7. Teaching Staff Responsibilities

7.1 Start and finish classes on time;

7.2 Follow the College timetable and inform the students and Registry staff promptly of any changes (i.e. classroom move);

7.3 Advise students of the College Attendance Policy and Procedure;

7.4 Accurately mark attendance, absence, lateness and early leavers through the electronic card system on SMS;

7.5 Allow administration staff to make spot checks on SMS and attendance;

7.6 Refer unresolved issues concerning attendance and punctuality to the Programme Leader, Attendance Officer or the Principal.

8. School Management's Responsibilities

8.1 The Executive Committee is responsible for ensuring that staff are aware of this policy and that students have been inducted on it.

9. Absences

9.1 For any absences, students must notify the Attendance Officer in advance or as soon as possible by email (the dedicated email address is: attendance@lsst.ac).

Self-Certification

9.2 For illness-related absences of up to 5 days no supporting evidence is required. Students should complete a Self-Certification Form and submit/email it to the Attendance Officer. Self-Certification can be used during any one term. Further absences will need to be requested through the Leave of Absence procedure (see below).

Leave of Absence

9.3 The Leave of Absence covers both medical and non-medical circumstances. For non-medical types of Leave of Absence students are required to state the type they are applying under. A student wishing to request a leave of absence will need to complete a Leave of Absence Form and submit/email it to the Attendance Officer. If a request is submitted without the form or the supporting evidence, the absence will not be authorised.

9.4 Suitable medical documentary evidence:

- A medical certificate
- A medical report
- A note from a hospital
- A formal notification of a hospital or clinic appointment

In case of illness, the note from the GP or a Hospital should also state the period during which the student will not be able to attend classes.

9.4.1 Other acceptable documentary evidence:

- A court letter
- A police crime report
- A death certificate or order of service (absence due to a funeral)

- A death certificate in case of bereavement (only grandparents, parents, siblings, offspring or long term partners will be included as a close member of family and not aunts, uncles, cousins, nephews, nieces or friends)

9.4.2 Statements from family, friends or a landlord will not be acceptable as the sole supporting evidence.

9.4.3 All evidence must be in English, or accompanied by an English translation from an accredited translator. The College cannot seek evidence on a student's behalf from a third party.

9.5 Where the absence falls at a time of assessment (assignment submissions, presentation deadlines or examinations) and the student wishes to request mitigating circumstances, the 'Mitigating Circumstances Request Form' should be used. Please see the Mitigating Circumstances Policy for further guidelines.

9.6 The maximum length of compassionate leave is four weeks.

9.7 Students must make their own arrangements to catch up with any work missed during their absence.

9.8 In certain cases, where this is considered to be in the best interests of the student (e.g. long-term illness preventing the student from attending the classes), the College reserves the right to withdraw the student from the course or transfer them to a different mode of study until their circumstances allow them to return to their studies.

Maternity-related Absence

9.9 Students are advised to inform the Student Attendance Officer of the date they wish to start their maternity-related absence before the baby is due. This will allow sufficient time for the College to liaise with the student and make any necessary arrangements.

9.10 In line with the Equality Challenge Unit's recommendation, students are required to take at least two weeks' compulsory maternity-related absence.

9.11 Students are allowed to decide when they start their maternity-related absence in agreement with the College. If students wish to, they will not be prevented from studying up to their due date.

9.12 The maximum length of maternity-related absence is four weeks. In exceptional circumstances, students may need to extend the length of maternity leave that they take beyond the standard time allowed, for example in cases of postnatal depression, serious illness or loss of a baby. The extended leave would be processed through the Leave of Absence procedure described above.

Paternity-related Absence

9.11 If a student wants to take a paternity-related absence, they are required to inform the Student Attendance Officer of their partner's pregnancy before the baby is due.

9.13 Students are allowed to take a maximum of two weeks' paternity-related absence.

10. Attendance and Punctuality Monitoring Procedures

10.1 Student attendance and punctuality are monitored on a daily basis.

10.2 During term time the Student Attendance Officer will send out regular emails and SMS reminders to students with consecutive absences.

10.5 The Attendance Panel meets at the end of each term to review the overall attendance across the campuses and to consider and make decisions regarding all individual cases of non-attendance and recommendation will be send to the principal for the final decision to withdraw the student from the course.

10.6 Any student whose attendance during the first monitoring period (term) is deemed to be unsatisfactory will be identified as 'At Risk' of failing their programme of study. Students will be given conditions relating to their attendance and engagement with studies. In addition, students will be required to attend regular meetings with their personal tutor who will closely monitor the student's performance during the term.

10.7 Students will be warned about poor attendance as follows: -

10.7.1 On the second week of unauthorised absence the student will be sent an enquiry email stating that he/she has had an unauthorised absence, and requesting the student to provide an explanation for it.

10.7.2 On the 4th week of unauthorised absence, a 'Warning letter' will be sent to the student's home address if there is no communication with the student via email or via phone. Any unauthorised absences after the notarised warning for other modules will immediately be escalated to 'notarised warnings' thereafter.

10.7.3 On the 5th week of unauthorised absence, a final warning' will be issued, and copied to the student's home address.

10.7.4 On the 6th week of subsequent unauthorised absence, the student will be discontinued from their course of study through the attendance panel.

10.7.5 No refund will be available to students whose registration is terminated for poor attendance, or who withdraw after receiving a suspension for unauthorised absence.

10.7.6 Students who fail to fulfil the conditions regarding attendance during the second

monitoring period (term) will be placed on 'Academic Probation'. Students will be given conditions relating to their attendance and engagement with studies. In addition, students will be required to attend regular meetings with their personal tutor who will closely monitor the students' performance during the term.

10.7.7 Students who failed to fulfil the conditions regarding attendance during the third monitoring period (term) will normally be recommended for Termination of Registration by the Assessment Board.

10.8 Any students who are not in attendance for a total of six or more consecutive weeks may be 'presumed withdrawn' by the Attendance Panel without going through the above described procedure.

10.9 In considering whether to withdraw a student for poor attendance, the Attendance Officer will get feedback from the student's class tutor, through phone calls and email correspondence with the student, and submission of their work/or class exams etc. In addition to reviewing the class attendance through SMS, if the student failed to respond to contact through all these avenues they will be withdrawn or expelled from the College. The relevant authorities will be informed about the absence of the student.

11. Lateness & Early Leaving from the Class

11.1 Lateness/early leaving from the class will be recorded by the lecturer through the electronic card system.

11.2 Where a student is late for the first time the lecturer must speak to the student on a one-to-one basis to discuss the reason for lateness.

11.3 Where the lecturer believes that the reason is justifiable they need to take no further action.

11.4 Where the lecturer believes that the reason is unjustifiable the lecturer must explain the lateness policy to the student. This is to include the fact that they may be sent home as an unauthorised absence.

11.5 Where a student has been late at least three times within the semester the lecturer may send them home and record them as an unauthorised absence.

11.6 Where the student persists in being late the lecturer will send them home as an unauthorised absence and refer the matter to the Principal.

12. Attendance Maintenance and Access

12.1 All attendance electronic records in the current term are maintained and processed through SMS by the Registry team. Access to the attendance records is limited to the Registry team and senior management only. Attendance record files are not allowed to be taken out of the administration room except for exceptional reasons with permission from the College management.

13. Attendance Storage

13.1 Only the current Term attendance records are maintained electronically into the College's Management System-SMS.

13.2 E-records of attendance are maintained for all students for six years after the completion of the programme of study.

14. Review of this Policy

14.1 This policy will be reviewed at least once in an academic year or subject to changes in the policies of the regulating authorities.