



Over 15 years  
of educational  
excellence



**MONT ROSE COLLEGE®**  
OF MANAGEMENT & SCIENCES

# Student Attendance & Absence Policy 2021-2023

**Approved by:** Senior Staff Committee

**Date of approval:** 16/04/2021

**Effective date:** 16/04/2021

**Next review date:** 16/04/2023

VERSION: 002



## Introduction

Mont Rose College is very strict about discipline, punctuality, and regularity of the students. Employers highly value qualities, such as discipline, punctuality, and regularity. Therefore, Mont Rose College tries to inculcate these qualities among the students.

The Student Services Department keeps a record of each student's attendance daily. The Student's Disciplinary Policy treats the breach of Attendance Policy as a serious offence.

Our aim is to be the first choice of the students and realise this; we not only emphasise implementing the attendance policy but also how it can be achieved.

## Policy Aim

This policy applies to all students enrolled in any course offered by the College. The aim of the policy is to ensure that all the students understand that they need to attend all the classes and tutorials to get the maximum benefit from their Course of study.

Mont Rose College encourages 100% attendance. The adjustments can only be made where there is medical evidence or proof of extenuating circumstances.

## Policy Standard

Attendance and engagement are essential in student retention, progression, achievement, and employability. The College expects students to attend and engage in classes, tutorials, seminars, and arranged placements associated with the programme they are enrolled in unless an exemption has been agreed with the concerned teacher and the relevant Programme Managers.

1. Mont Rose College expects that student **attendance** should be 100% whether he/she is full or part-time. (The students with disability can get approval for agreed absence/lateness as a reasonable adjustment).
2. Suppose the student has a disability or is sick or having caring responsibilities etc., and him/her can't be punctual and regular in the class. In that case, this should be discussed in advance with the relevant class teacher and Programme Manager. Once an arrangement has been approved, students should adhere to it.
3. Prior permission of unplanned or unforeseen absence can be obtained either in person, by phone or email from the relevant class teacher and Programme

Manager generally within 24 hours and if requested, providing a medical certificate or other corroborating evidence to explain their absence  
Students are allowed to take time off only in illness, bereavement, or family emergencies.

Students should aim to arrive on time for classes (held physically or online) and remain for the session's duration. Registers will be taken at the start and at the end of the class to record attendance.

4. Unsatisfactory attendance will include:
  - a. failure to attend classes and placements without providing a satisfactory reason to the assigned teachers for absence;
  - b. persistent late arrival or early departure from the class or placements; and
  - c. failure to attend arranged seminars, workshops and tutorials.
5. Each student's engagement with the VLE (Moodle) will be monitored by the IT department every week during teaching weeks. Students who fail to access any of their Moodle modules for **one calendar week** will be considered absent
6. Class Teachers are responsible for reminding students of the importance of regular attendance, ensuring that attendance is recorded; and notifying the Student Services Office of any authorised absences.

### **Authorised (Planned) and Unauthorised Absences**

The student's responsibility is to provide the reasons(s) with evidence to the Student Services Administrator for an authorised absence. Absences are unauthorised unless proven otherwise. The lecturer will mark the attendance no later than 15 minutes after the start of each session.

The lecturer will complete the attendance register at the start of each class. He/she will mark the student either: -

**P - Present (signature of the student)**

**I - Authorised Absence**

**A – Unauthorised Absence**

**SL - Sick**

**T– Tardy (those who appear after the start of the class, but within the first 15 minutes of the start of a session)**

**H – Holiday / Annual Leave**

**When a student is absent, late authorisation of such absence is only possible if a justified reason is provided.**

**Absence due to illness**

If a student is ill and needs to stay at home, they have to inform the Student Services administrator no later than 9:30 am on the first day of their absence; otherwise, they will be marked as 'unauthorised' absent. Medical evidence will only be required if the illness lasts for more than three days.

In case a student falls ill or has an accident while in the College and needs to go home, the student must report the illness or accident to the course tutor or the Student Services Department to get an authorised absence.

**Absence due to an appointment**

Students are advised to book any appointments after college hours to avoid interruption in their Course of study. If they cannot do so due to any valid reason, they should inform the Student Services Department or the course tutor at the time of leaving.

If a student cannot provide a justifiable reason and evidence of the absence, then the absence will be treated as unauthorised.

The College will inform the students on the induction day about the main standards they need to meet while on their Course of study and the consequences they will face if they fail to do so. Students are also advised to refer to the students' handbook for more detailed information about the same.

The implementation of the attendance policy will be monitored by the Student Services Department and relevant class teacher.

### **Non-Compliance with attendance Policy**

In case of unsatisfactory attendance, the Student Services Department will call the student to seek an explanation. The student will be invited to discuss with their assigned teacher how their attendance can be improved and if any help is required. Even if a student has reported being absent, an invitation to a meeting will still be offered to discuss appropriate support.

Non-compliance with the attendance policy will result in disciplinary action against the student. If the attendance is below 90%, the College will issue the first non-attendance warning letter/SMS or email to the student regarding their absence. The student has to contact the

Student Services Department within five working days to provide reasons for unauthorised absence.

If the student fails to do so, then a second non-attendance warning letter/SMS or email will be sent, mentioning that they have five more working days to inform the office of their unauthorised absence. Suppose the student again fails to contact the Student Service department. In that case, a suspension letter will be issued to the student mentioning that the student's name has been withdrawn from the college records and the College has also informed the UK Visa and Immigration Directorate of the Home Office (in case of International Student), Student Loan Company and other educational establishment's partners if required. After receiving the Suspension letter, if the student still wishes to continue his/her studies, they have to provide a valid reason for their absence to the Student Service Department. If the reason(s) provided by the concerned student is accepted by the Student Services Department, then the student will be able to resume the classes in the next semester, not with the current semester.

Where a student's attendance on placement is unsatisfactory, a Placement Panel will be convened to consider further actions, including initiation of the College's *Fitness to Study Procedure*

**Attendance** and punctuality are not only important for **student** success and progression in the Course of study but are also required to fulfil the condition of their student visa if required and remain in the UK

The College is required by law to inform the UK Visa and Immigration Directorate of the Home Office about international students' attendance. The College will report non-**attendance** in the following circumstances:

- **Attendance** drops below 90%, including absence due to lateness.
- Failure to enrol in a course or withdrawal from a course.
- Change, of Course
- Any other significant issues which may affect their visa conditions.

#### **Authorised & Unauthorised Absences**

The following shall be considered suitable reasons for an authorised absence:

- Medical appointments that could not be made outside of College hours.
- Visits to university/College Open Days.
- Funeral or wedding of a close family member
- Severe travel disruption.

- Genuine family emergencies.
- Religious Holidays.
- Jury Services

If an international student holding a student visa has missed 10 consecutive contact points without authorisation, the Student Services Department may report the student to the UK Visa and Immigration Directorate of the Home Office (UKVI).

If the absence impacts the student's ability to progress, the Programme Manager will discuss with student and Course Frozen should be considered an alternative.

Students requesting authorised absence should complete an authorised absence request form. This is located on the Moodle (VLE).

Where possible, requests for authorised absence should be submitted at least two weeks before the date of absence with evidence to Student Services Department and relevant Programme Managers.

