HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

Attendance Policy and Procedures

Harrow Independent College

1.   Introduction

HIC's Procedures for Recording and Monitoring Students' Attendance are intended to assist students to achieve their learning potential. Regular attendance at classes and examinations is expected of all students.

2.   Unauthorised Absences

According to HIC's Procedures for Recording and Monitoring Students' Attendance, students are expected to attend for 100% of their whole course of study.

If a student is absent in 3 (three) expected contacts and that absence is not authorised (see below for information on authorised absences), he/she will be given a warning by E-mail/Telephone.

Students who have been absent for 6(six) expected contacts will be issued with a written warning stating that the student will be expelled from HIC if he misses 10 (ten) expected contacts. If the student is absent for 10 (ten) expected contacts, the information will be sent to the local authority and/ or Home Office before appropriate action to be taken.

3.   Punctuality

HIC believes that being late for classes is not only detrimental to the academic process of the late comer, but also disruptive for the entire class. A student can be marked as absent if he/she arrives for class more than 20 minutes after the start or leaves the class more than 20 minutes before the end. All students are required to attend daytime classes for a minimum of 18 hours per week.

4.   Authorised Absences

Student's absence will be authorised where the college is notified in advance particularly in emergencies. When an authorised absence is granted, the student will be given an opportunity to catch up on any work.

Excuses for foreseen absences must be cleared with the Head of Administration and Compliance before the absence. Examples of foreseen situations where a student would qualify for an authorised absence are:

- Required attendance at an important family event.
- Required court attendance.
- Religious ceremonies

- Excuses for emergency absences must be reported to the Head of Administration and Compliance as soon as possible. Examples of emergency absences are:
  o Illness or injury (when certified by an attending physician).
  o Death or serious illness of a family member (when certified appropriately).

Students who have been absent (due to an emergency) in the previous day(s) need to return to the college with a document of confirmation or a doctor's note in order to be admitted into their classes. If the student does not have satisfactory documentary evidence, he/she will receive a warning letter from the Head of Administration and Compliance.

Course Co-ordinators of each academic department at the beginning of the intake will explain how the Attendance Policy is to be implemented in The Head of Administration and Compliance should counsel directly with students whose absences are adversely affecting their studies

In the event that teaching staffs is uncertain as to whether or not a student has been granted an authorised absence, the teaching staff should make enquiry directly from the Head of Administration and Compliance.

5. Procedure for 'No Shows'

5.1 The college will notify the parents/guardians if there are any no shows by the student or if the student is found giving contradictory reasons. The absence will be marked as unauthorised and will not be authorised in any circumstances. The Head of Administration and Compliance team will notify to the parents/guardians about the same.

The College will notify the Home Office when a student fails to enroll with the college by no later than 10 working days after the end of his/her prescribed enrolment period.

The Head of Administration and Compliance will write to the Home Office immediately confirming that the student has failed to enroll within the enrolment period. A copy of the correspondence will be kept on the student file.

6. Recording Students' Attendance

The college will record attendance for each student for every scheduled class. Students will be required to attend at least 80% of their enrolled scheduled course contact hours. However, in exceptional circumstances this requirement may be considered where the absence has been authorised as per Procedures for Recording and Monitoring Students' Attendance.

6.1 Attendance Records

In accordance with attendance monitoring requirements by the Home Office and the attendance policy, the college will keep attendance records for all students. The Attendance Record (class rolls) will be kept in both hard-copy and student database. The day-to-day rolls will form the hard copy: these will be marked by the individual class teachers and at the same time, the individual teacher will enter the data from class rolls to the Student Management System (SMS) database.

These records will be able to reflect in a cumulative manner, the percentage of attendance for each student at any time during his/her course of study. Individual subject/class attendance records for each student will also be maintained. At any time of the programme, the cumulative attendance can be viewed at the Student Management System (SMS) by module, duration and programme.

7.   Attendance Monitoring Process
Review of Student Attendance

The Head of Administration and Compliance will review student attendance regularly to identify students who may be at a risk with regards to their position to meet attendance requirements. Regular assessments will be undertaken at intervals (at least once in a week) which will ensure that the Head of Administration and Compliance will be able to make an accurate assessment of students' attendance record. Reports of students' attendance generated from the student Management System (SMS) will be regularly monitored by the Head of Administration and Compliance Office (at least once in a week). Students at risk of breaching attendance requirements will be identified on these reports.

Stage 1   Contacting students who have been absent for 3 expected contacts

When a student has been absent for three expected contacts, the SMS will automatically show a designated colour mark against the name of the student. On the basis of this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for three expected contacts.

Poor Attendance Warning

When it is discovered that a student has been absent for three expected contacts, a Poor Attendance Warning will be given to the student by the Head of Administration and Compliance by E-mail/Telephone. The warning will remind the student of his/her obligation to maintain satisfactory attendance whilst undertaking a course of study. A copy of the communication will be kept in the student file.

Stage 2   Contacting students who have been absent for 6 expected contacts

After sending the Poor Attendance Warning at Stage 1, if the student continues to remain absent for further three expected contacts, the SMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1) against the name of the student. On the basis of this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for six expected contacts.

Written Warning Letter

A written Warning Letter will be sent to the student at this stage. This will advise the student of the consequences of his/her poor-attendance at classes, in particular, that if the student remains absent for further four expected contacts, will remove him/her from student Register and the Home Office will be notified (international students). A copy of the written Warning Letter will be kept in the student file.

Stage 3   Contacting students who have been absent for 10 expected contacts

After sending the written Warning Letter at Stage 2, if the student continues to remain absent for further four expected contacts, the SMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1 and Stage 2) against the name of the student. On the basis of this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for ten expected contacts.

Termination Letter

The student will be terminated from the College and his/her name will be removed from the Register. Immediately, a written Termination Letter confirming termination of studentship at the college will be sent to the student at this stage.

Stage 4
The Head of Administration and Compliance will write to the parents/ guardians confirming that the student has been terminated from the college because of poor attendance.
The Head of Administration and Compliance will also write to the Home Office immediately confirming that the student has been terminated from the college because of poor attendance.
A copy of the correspondence will be kept on the student file.

Cumulative Attendance below 90%
The Head of Administration and Compliance will also monitor cumulative attendance

First written warning letter (1st warning)
If a student has not missed(ten) expected contacts but his/her cumulative attendance falls below 90%, a written warning letter (1st warning) will be issued to the student by the Head of Administration and Compliance and the student will be asked to contact the Head of Administration and Compliance regarding his/her poor attendance issue. The student will be given two weeks to improve his/her cumulative attendance.

Second written warning letter (2nd warning)
If at the end of two weeks, it is revealed that the students' attendance is below 90%, a 2nd warning letter/final letter will be given to the student to improve his/her cumulative attendance within the period of further two weeks. At this stage, the student will be clearly instructed that if he/she does not improve the cumulative attendance within the allocated timescale, he/she will be terminated from HIC and the Home Office will be notified immediately.

Termination Letter
After receiving the 2nd warning letter if a student does not improve his/her cumulative attendance within the maximum timescale allowed and if his/her absence is less than 90%, the information will be sent to the local authority and/ or Home Office before appropriate action is taken.

8.   Detail of Procedures
Attendance recording implemented by class teachers
Students must not mark their own attendance or the attendance of other students. They must not be given unsupervised access to the attendance rolls/folders.

Marking Daily Attendance Rolls
Teachers will be required to mark the attendance of students on the rolls provided for that purpose.

At the conclusion of marking the roll, teachers must initial the roll in the appropriate spot, at the same time; the individual teacher must enter the data from class rolls to the Student Management System (SMS) database and return the roll to the Head of Administration and Compliance Office, and the appropriate folder.

Misbehaviour
The college may exclude from class or temporarily suspend a student on the grounds of misbehaviour.

9.   Recording of Attendance
Rolls will be printed and placed in attendance folders.

Attendance will be entered into the database on a daily basis from the hard copy rolls.

Individual students' attendance reports may be viewed from the database in the Student Management System (SMS) to assist the Head of Administration and Compliance Office to assess individual student's attendance record.

E-mail and Letters will be sent to students who are at risk with their attendance from the Head of Administration and Compliance.

The hardcopy attendance rolls will be kept in a folder for archival purposes.

10. Responsibilities for recording, monitoring, counselling and reporting on attendance

The following people have student attendance responsibilities.
- Students
- Head of Administration and Compliance
- Academic Head
- Personal Tutors

Students' responsibilities

All students are required to:
- ensure they attend HIC on time every day;
- attend every lesson on time;
- follow HIC procedures for attendance and punctuality at all times.

Teaching Staff's responsibilities

All Teaching Staff are required to:
- advise students of HIC Procedures for Recording and Monitoring Students' Attendance during induction;
- promote good attendance;
- start and finish classes on time;
- mark attendance and absence in the register;
- contact, or arrange for contact with the student via the Personal Tutor, where appropriate, wherever there is cause for concern;
- monitor and report individual and group attendance and punctuality for their classes;

Personal Tutors responsibilities

Personal Tutors are required to
- keep other teaching staff informed of issues and actions relating to a student's attendance and punctuality;
- report on students' attendance and punctuality, with the help of teaching and support staff;
- refer unresolved issues concerning attendance and punctuality to the Course Co-ordinators, Academic Head and Head of Administration and Compliance;
- Ensure paperwork regarding student attendance will be kept in the individual student file.

HIC Management's responsibilities

The Senior Management Team(SMT) of HIC including the Principal, Year Head and Course Co-coordinators are required to ensure that teaching staff:

- are aware of
- understand;
- and implement the Attendance Recording Policy and Procedures by way of:
    a. Staff Induction
    b. Staff Development Sessions
    c. information on the class rolls)

The Senior Management Team(SMT) of HIC including the Principal, Year Head and Course Co-coordinators are required to ensure that teaching staff:
- are inducted into the Policy and procedures;
- comply with the policy and procedures

11.   Evidence and documentation to support these procedures
- Student records database in the Student Management System (SMS) and hardcopy.
- Individual Student Attendance Records.
- Attendance Warning E-mails and Letters.
- Course Progress Records

12.   Other supporting documentation
- Medical documents.
- Letters of Support from qualified professionals.
- Other documentation to support legitimate assessment of student absences from class.

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