



# CAMBRIDGE COLLEGE

OF MANAGEMENT & STUDIES

<b>Policy:</b>	<b>Attendance Monitoring Policy</b>
<b>Date of approval:</b>	February 2025
<b>Effective date:</b>	March 2025
<b>Next review date:</b>	September 2026

## **1. Purpose**

The Cambridge College of Management & Sciences (CCMS) has strict policy about punctuality and regularity of the students. These qualities of punctuality and regularity are highly valued by the employers. Therefore, the college tries to inculcate these qualities among the students.

The Student Services Department keeps the record of each student's attendance on a daily basis. 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 to overcome this challenge we not only emphasize on implementing the attendance policy but also on the ways it can be achieved.

## **2. 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 should understand that they need to attend all the classes and tutorials to get the maximum benefit from their course of study.

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

## **3. Policy Standard**

- The College expects that the 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)
- If the student has a disability or caring responsibilities etc and it is not possible for him/her to be punctual and regular in the class then this should be discussed in advance with the course leader. Once an arrangement has been approved students should adhere to it.
- The students are allowed to take time off only in case of illness, bereavement or family emergencies.
- Authorised (Planned) and Unauthorised Absences

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

The attendance register will be completed by the lecturer 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, then 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 3 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.

#### **4. Absence due to an appointment**

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

If a student is unable to provide 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 standards they need to meet while on their course of study and also about the consequences they will face if they fail to do so.

The implementation of the attendance policy will be monitored by the Student Services Department and Course Tutor.

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

Non-compliance with attendance policy will result in a disciplinary action being taken against the student. If the attendance is below 85%, then the college will issue the first non-attendance warning letter / text or email to the student regarding their absence. The student has to contact the Student Services department within 5 working days to provide reasons for unauthorized absence.

If the student fails to do so, then a second non-attendance warning letter / text or email will be sent mentioning that they have 5 more working days to inform the office of their unauthorized absence. If the student again fails to contact the Student Service department, then a suspension letter will be issued to the student mentioning that the student's name has been withdrawn from the college record and the college has also informed other educational establishment's partners if required.

After receiving the Suspension letter if the student still wishes to continue his/her studies, then they have to provide the valid reason of their absence and if that has been accepted by the student services department student will be able to resume the classes in the next semester not with the current semester.

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 to inform the partner college/awarding organisation about the attendance of students, the College will report non-attendance in the following circumstances

- Attendance drops below 80%, including absence due to lateness
- Failure to enroll on a course or withdrawal from a course
- Change, of course
- Any other significant issues which may affect their visa conditions

## 6. Authorised & Unauthorised Absences

The following would be considered suitable reasons for an authorized absence:

- Medical appointments which could not be made outside of College hours
- Visits to university/College Open Day
- Funeral or wedding of a close family member
- Severe travel disruption
- Genuine family emergencies
- Religious Holidays

The following would be considered unacceptable reasons for authorizing absence:

- Holidays during term
- Part or full-time work which is not part of a programme of study □ Leisure activities

Reviewed and approved by Academic/ Quality Assurance Board 31<sup>st</sup> July 2018

- Birthdays or family celebrations
- Babysitting

Withdrawing from or suspending study:

If you are considering withdrawing from the College or interrupting your studies for any reason, please consult your tutor and the Student Services department and seek advice if you have a particular problem. If a student wants to take a prolonged leave due to illness and pregnancy he/she needs to provide a medical certificate to get an authorized leave from the college.

If you decide to suspend or withdraw from your course, you must inform the Student Services department who will complete the appropriate forms on your behalf. It is very important that the correct procedure is followed, should you decide to re-enter higher education at a later stage.

You must not, under any circumstances, withdraw from the College without notifying the Student Services department, as failure to do so may carry financial implications in terms of tuition fees, repayment of the student loan and visa issues.

Below is the process diagram of attendance tracking:

