



# IC Training Centre

## Attendance Policy

Attendance at IC Training Centre is mandatory. Students are required to attend all classes and to take responsibility for their learning. Learning is a shared experience and students are expected to play a part in promoting collective understanding. Once enrolled, students have committed to work towards achieving academic success. To achieve success in their studies, it is important that they participate in, and engage fully with the allocated timetable. To achieve this, we have an effective system in place that helps us monitor attendance.

Students must attend classes, tutorials and examinations for the satisfaction of IC Training Centre. Absence is only accepted under certain circumstances.

Absence can be an indicator of academic or personal problems of many kinds. It is therefore important that all staff, including tutors at IC Training Centre, know which students are regularly attending and which are not. Where attendance problems are identified, management will take the necessary steps.

Below are the procedures to be followed to monitor and deal with non-attendance.

### **Procedures for Dealing with non- attendance**

1. Tutors need to be clear to students that they are expected to attend classes, tutorials and examinations. Tutors should point out that students may be removed from their course if they fail to attend regularly.
2. College staff, including tutors, is responsible for monitoring attendance. Tutors should have accurate and up to date group profiles of students who should be attending
3. Students must attend all classes, tutorials and examinations. IC Training Centre has a required level of attendance set at 80%.
4. Where there is a systematic non-attendance, the student will be contacted.

Such contact will:

- Remind the student that classes have been missed;
- Remind the student of the importance of attending all classes;
- Request an explanation as to why classes have been missed;

- Invite the student to discuss with their tutor or a member of the management team any problems they might be experiencing that could be the cause of their poor attendance.

### **International Students (Tier4)**

International students must be aware that being absent for 3 consecutive weeks without a valid reason for leave will result in their details being sent to the UKVI.

IC Training Centre is legally bound to report the continued absence to the UKVI, so that the concerned departments can take the necessary action. If a student is reported to the UKVI it may result in the current leave being curtailed or invalid which may lead to the removal from the UK.

### **Sickness Absence**

If you are unable to attend the college due to ill health, you must inform the college via email to [admin@ictraining.co.uk](mailto:admin@ictraining.co.uk) or **02033711041** on the day before 10 am, giving the reason for your absence, whether you intend to visit your GP and your expected date of return to college. If this is not possible, you should appoint a responsible person to do so on your behalf.

**Please note** that absences more than 1 week (including weekends) will require a doctor's certificate. Unexplained absence is not acceptable and will affect your attendance rating. Evidence may be requested.

### **Special Leave**

Special leave can be granted for a wide variety of reasons, including bereavement, attending court, maternity, domestic distress or attending an educational event. The management must authorise permission for time off as special leave before the leave.

### **Holiday Entitlement**

Students must provide evidence of the itinerary to authorise their holiday entitlement. Students should avoid booking holidays which would clash with the allocated timetable, except in unforeseen circumstances.

## Late Return from Holiday

In the event of a known delay from any holiday period where a student is unable to return to college on the agreed return date, the student must inform the college as soon as possible.

## Monitoring and Evaluation of the Policy

The management is responsible for ensuring continuous and effective implementation of this policy. The college management monitors the operation of this policy on a daily and weekly basis by receiving regular reports on student attendance. The policy itself is reviewed to make sure that it is in full compliance at all times with the relevant laws and regulations.

The following is the procedure for monitoring the attendance:

- Attendance will be entered daily and weekly to college system
- Email/first warning letters are sent to students who have missed 3 consecutive weeks. This letter requires the students to book a meeting with academic staff to explain the reasons for this fall in their attendance. Also, that they are required to improve on this level.
- Withdrawal Letters are issued to the students who have missed 5 consecutive weeks of classes and failed to respond to the warning letter sent prior.
- The management will report student's non-attendance/ no progression to the relevant authorities
- If a student who has already been reported to the relevant authorities, reports back to the college with a valid reason for their absence and the college is satisfied with the response, relevant authorities will be informed of the same.
- A register of those students reported to the relevant authorities is maintained. A log of all the communications with students is maintained for future references and follow ups.
- Records of authorized absence will be retained.

G.K.  
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