

**BRITANNIA COLLEGE OF EXCELLENCE STUDENTS ATTENDANCE POLICY**

<b>College</b>	<b>Britannia College of Excellence</b>	<b>Policy number</b>	<b>AP004</b>
<b>Department</b>	<b>College Administration</b>	<b>Date issued</b>	<b>18.01.2010</b>
<b>Policy title</b>	<b>Student attendance Policy</b>	<b>Renewal date</b>	<b>17.01.2011</b>
<b>Administration responsibility</b>	<b>College Officer</b>	<b>Principal duties</b>	<b>Admissions manager</b>
<b>Principal target group</b>	<b>Students</b>	<b>Training arrangement</b>	<b>Staff and students Induction</b>

1. Britannia College of Excellence (BCOE) do not condone non-attendance of it's students. The purpose of this policy is to ensure that students take their duties of class attendance seriously. It also provides clarity around the relevant support BCOE is making available to students who may have genuine reasons for achieving low levels of attendance records. The policy is an important guide for ensuring all BCOE staff are able to act consistently for the purpose of ensuring that it is able to achieve a high level of standards in delivering and fulfilling its duties under the Tier 4 Sponsor licence system.
2. All students are expected to contact the college at least a day after their arrival in the UK. They will be given an appointment (which if at all possible) must be the next working day. Unless there are good reasons for not contacting the college within this time scale, delays in notifying the college of your arrival is not acceptable. If you delay in contacting the college after arriving in the UK, you will receive a verbal warning. Where a verbal warning is issued to students, this will be recorded on their files and may provide a source of reference when making further assessments about the students conduct in the future.
3. All students are expected to complete their enrolment for their course within 4 days of their arrival, unless circumstances prevent this from taking place. For example the designated staff may not be available or the office is closed for staff training. Students are expected to be aware of their responsibilities under this policy and to comply accordingly.
4. If students do not contact the college or fail to enroll on their course in according with (2) and (3) above, the college may consider their conduct a 'disinterest in their course'. If the first contact is made after 4 days of their arrival in the UK, they will be referred to a Student Capability Hearing (SCH). The board will assess whether or not the student is still capable and have the right intentions about studying in the college. If approved and allowed to proceed, any student referred to the SCH must sign a Contract of Good Conduct (CGC). If any student choose not to enter into this contract they may be refused enrolment, and the UKBA will be notified accordingly.
5. If the college fail to hear from any student for 10 days after receiving information that the student has arrived in the UK, and or if the student fail to

enroll at the college within this time period, it may conclude that the student has 'probably absconded'. The college will then make contact with the student's Next of Kin (NoK) to establish relevant facts. If the NoK is unable to provide the college with any satisfactory answers as to why the student has failed to contact the college, it will notify the UKBA of the 'probable absconded student' case.

6. In recognition of the present low attendance records of BCOE students the management has effect an immediate change to the existing attendance policy. The object is to close all possible gaps which could potentially encourage reluctance on the part of students receiving help with their poor attendance. These changes come into effect with effect from the date of this policy
7. The process of managing non-attendance cases has been shortened: Only one warning letter will be issued to students who miss classes on three occasions. If they respond immediately with good attendance records no further action will be taken. However, if concerns of non-attendance persist, the student will be referred for Non-attendance Hearing (NAH).
8. During the NAH, the students will be given the opportunity to explain (with evidence or proof) the reasons for their non-attendance. The hearing will be with the admissions team (lead by the admissions manager) and or a member of the senior management team. One or a combination of the following may result from NAH:
  - The students may be suspended from the course pending further investigation
  - The students may be removed from the course
  - The students may be issued with a final warning. This is the only warning available to an NAH student
9. The decision of the NAH board is final: Students will not appeal rights. This will ensure swift decisions, and encourage immediate action on all matters regarding non-attendance
10. If a student is suspended or removed from his/her course there shall be no refunds of fees. However, the college may provide the students relevant transcripts of courses they have already completed at the college
11. Monthly monitoring will take place to ascertain the attendance records of all BCOE students. All students achieving attendance records of less than 80% without any justifiable reason and plus where necessary relevant proofs will be issued a written warning letter. This will be the only warning letter they will receive. Further non-attendance incidence will result in a referral to the NAH.
12. The college recognizes that certain conditions may present hardship to good attendant record students. Where a students has achieved good attendant

records continuously over at least four months the college will apply an average method when assessing their final attendance record. See below for examples:

**Example 1**

For example where a student achieves 100% attendance for 4 months but 75% attendance in the last month, there will be an average attendance of 95% recorded in the 5<sup>th</sup> month. If this is the case no action will be taken by the college

**Example 2**

For example where a student achieves 80% attendance for 4 months but 75% attendance in the last month, there will be an average attendance of 79% recorded in the 5<sup>th</sup> month. Provided there is no justifiable reason/proof the student will be issued a written warning letter. This will be the last and only warning letter they will receive. Further non-attendance incidence will result in a referral to the NAH.

13. BCOE recognize the need to encourage students attendance through the use of appropriate assessment structures. All undergraduate courses and ABP Postgraduate courses at BCOE shall be assessed using a combination of the following:

<b>Assessment method</b>	<b>Weight</b>
End of Semester Examination	70%
Attendance	10%
Weekly task	10%
Assignment	10%

14. The exact nature of assessment/task will be set to reflect the learning objectives for individual programmes by tutors
15. Where students are required to write external examinations for instance in the case of ABE Diploma programmes, students will be expected to write an internal End of year Examination (in the college) this shall be completed at least one week ahead of the external examination
16. The weekly task component of the overall assessment shall also have the benefit of encourage attendance and increasing rate of performance improvement. Particularly so because of the need to enhance competency levels in English language
17. If at the end of a module any student has achieved between, and inclusive of 60% and 79%, they will be issued with a warning (in writing) regarding their poor attendance records. Only one warning is granted to any student in this category. If the same student achieves attendance of between 60-80% in the next module or any successive module, they will be excluded from the

programme/course. If this is the case the student shall cease to become a Britannia College of Excellence student. The change of circumstances will be notified to the UK BA accordingly

18. The only exception to this arrangement is where a student has provided the college management with satisfactory reasons, plus evidence
19. If at the end of a module any student has achieved attendance of less than 60%, they will be removed from the course/programme. The change of circumstance will be notified to the UK BA accordingly. The only exception to this arrangement is where a student has provided the college management with satisfactory reasons, plus evidence
20. Completing any BCOE course/programme is contingent on the students achieving a minimum attendance of 80% for all modules taken. Any student whose attendance falls below 80% for any module shall be referred to the Academic Competency Assessment interview. The ACAI board will assess on individual student basis the reasons behind the poor attendance and decide whether or not a 'Module completed' status must be awarded to any particular student who is referred to it.
21. There is no right of appeal for any student who is referred to the ACAI on grounds of poor module attendance (less than 80%). However if students believe that the facts of their particular circumstances were not considered by the ACAI board, they may ask for a review
22. A student referred to the ACAI may waive their right to meeting with the ACAI board which would provide them with opportunities to present their reasons for poor attendance record. In this case the students will be expected to repeat the entire module
23. A student attending the ACAI may present their reasons in writing, verbally or both. They must submit all relevant supporting documents to the ACAI board to enable it come to a fair decision
24. This policy takes effect from the date above and replaces previous policies on the same subject