

Attendance Policy (Students)



ADAM SMITH COLLEGE
INSPIRING LEARNING

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Responsibility for policy:	Director of Learner Services
Responsibility for implementation:	Directors, Department Managers & Curriculum Heads
Responsibility for review:	Information, Admissions & Student Funding Manager
Date of last review:	February 2008
Date of last revision:	
Date of next review:	February 2010



1.0 Policy

- 1.1 The Student Attendance Policy is intended to assist the College to enable our learners to achieve their full potential.
- 1.2 The College is aware of the enormous investment that learners make, both in time and money, in choosing to pursue a course of Further or Higher Education. As a responsible institution, we believe the College has a duty to follow-up promptly on matters of unauthorised absence so that learners can be supported and given every opportunity to succeed.
- 1.3 Where unauthorised non-attendance raises doubt as to the likelihood of successful outcomes and/or may disadvantage the educational progress of other College students, the Student Attendance Policy may be used to require learners to discontinue their studies.
- 1.4 The Student Attendance Policy relates to all full-time College courses. The specific expectations regarding Student Attendance are set out in the College 'Student Attendance Guidelines' a copy of which students receive during induction (and which are also provided in the Student Handbook).
- 1.5 Attendance at all classes at the College is compulsory unless other approved modes of study are authorised by the class lecturer. Learners are required to attend all classes and to take responsibility for their own learning. Learning is a shared experience in which learners are expected to play a full and active part.
- 1.6 The College timetable may include classes in the morning, afternoon or evening. These classes may take place in a range of College locations.



- 1.7 Learners must arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor.
- 1.8 Any absence from classes must be notified through the appropriate channels, followed up by submission of the appropriate certification.
- 1.9 Only illness or one of a specified list of non-medical circumstances are acceptable as appropriate reasons for absence. (The definitive list is contained in the Student Attendance Guidelines.) All decisions relating to the permissible absence are made by the Student Funding Team.
- 1.10 Students whose attendance falls below acceptable standards are required to participate in a process of guidance interviews in which the priority is to establish the reasons underlying the unsatisfactory attendance and to provide the guidance or support necessary to address the situation.
- 1.11 All decisions relating to the suspension or withdrawal of funding on the basis of unsatisfactory attendance/achievement are made by the Student Funding Team. Students have the right of appeal through the Funding Appeals procedure. The Assistant Principal's decision is final.
- 1.12 The Directors of Teaching Institutes are responsible for ensuring the systematic and consistent implementation of the Student Attendance Policy. To assist them in this task, responsibility may be delegated to Department Managers for specific areas of the curriculum.
- 1.13 Monitoring of compliance with the Student Attendance Policy and Procedures is regularly carried out on a cross-College basis by the Information, Admissions and Student Funding Manager and the Quality Manager.



2.0 Justification

The College has an obligation to comply with the requirements of external funding providers (SFEFC & SAAS) in terms of ensuring that students in receipt of funding maintain satisfactory levels of attendance.

3.0 Link to Strategic Plan

Corporate Plan 2005-2008.

Strategic Objective 1	We will develop and implement robust, simple and transparent student processes to encourage and extend student retention, achievement and progression.
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4.0 Exemptions

The policy only applies to students on full-time courses.

5.0 Related Procedures

- ❖ QP2.1: Attendance Procedure.