

Attendance Procedure (Students)



THE ADAM SMITH COLLEGE, FIFE
INSPIRING LEARNING

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1. This procedure is designed to provide all members of staff with clear and explicit guidance regarding the practices adopted to ensure the systematic, consistent and fair implementation of the College Student Attendance Policy.
2. The Student Attendance Policy relates only to issues concerning attendance and is completely separate from the Student Disciplinary Procedure.
3. Curriculum Heads have a key role to play in the effective implementation of the Student Attendance Policy and Procedures. However, for the system to work efficiently, all staff involved in the process – class lecturers, Registry Services staff and members of the student funding team – all have to adhere rigorously to the specified controls and procedures.
4. Curriculum Heads are responsible for ensuring that all students are familiar with the Student Attendance Policy and Procedure and are made fully aware that unsatisfactory attendance may result in the withdrawal of their funding and/or their full-time place on the course.
5. All those involved in the student attendance procedure are responsible for ensuring that a series of specific actions are carried out throughout the academic year. The actions pertaining to particular individuals/teams are described below.
 - 5.1 It is the responsibility of **the student** to undertake the following actions:
 - ❖ On the first day of any absence, the student or someone on his/her behalf will phone in to Registry Services.
 - ❖ On the first day back after absence, the student will hand in to Reception or Student Funding either a completed Absence Form (for absences up to 7



days, including Saturday/Sunday) or post a Medical Certificate from a doctor (for absences of more than 7 days, including Saturday/Sunday).

- ❖ If the student knows in advance that she/he needs to be absent, she/he will complete and hand in an Absence Form for authorisation by Student Funding. Authorisation will only be given in certain circumstances, (see Full-Time Students: Fact Sheet 1).
- ❖ If a student decides that he/she is withdrawing from his/her course, he/she will immediately inform the Curriculum Head and Student Funding and complete an Exit Form.

5.2 It is the responsibility of the **Curriculum Head** to undertake the following actions:

- ❖ The Curriculum Head will provide Registry Services staff with date and time slots in which interviews with students can be scheduled.
- ❖ The Curriculum Head will inform Student Funding by email as quickly as possible of any information known to them which is pertinent to a student's attendance at College.

5.3 It is the responsibility of **Registry Services Staff** to undertake the following action:

- ❖ Registry Services staff will ensure that all absences reported by phone calls from students are promptly forwarded to Curriculum Heads and Student Funding by email.

5.4 It is the responsibility of **Student Funding Staff** to undertake the following actions:

- ❖ Student Funding will monitor attendance on a four-weekly basis and identify students whose attendance gives cause for concern and communicate this to Curriculum Heads.



- ❖ Student Funding will reconcile Absence Forms and Medical certificates with student absences.
- 5.5 It is the responsibility of **Reception Staff** to undertake the following action:
- ❖ Reception will issue blank Absence Forms to students, receive completed forms and forward them to Student Funding.
6. Student attendance is monitored on a four-weekly basis. If a student's attendance falls below 90% in a four week period without submission of the appropriate documentation (an Absence Form), Stage 1 of the Student Attendance Procedure will be implemented. For Educational Maintenance Allowance (EMA) students, attendance must be 100% every week to continue to qualify for payment. (See EMA Attendance Procedures).
7. **Stage 1**
- The specific actions which those involved in the student attendance procedure are responsible for carrying out at Stage 1 of the procedure are described below.
- 7.1 It is the responsibility of **Student Funding Staff** to undertake the following actions:
- ❖ On a four-weekly basis, Student Funding will prepare Stage 1 letters to send to students whose attendance has fallen below 80% of possible class attendances without acceptable authorisation or certification.
 - ❖ Student Funding will send copy letters to Curriculum Heads for comment, with a 3 day timescale for reply.
 - ❖ If Student Funding are not instructed otherwise by Curriculum Heads, or receive no reply, letters will be sent out to students on the third day.



- ❖ Student Funding will provide advice or assistance as appropriate if requested to do so by students.
- 7.2 It is the responsibility of **the student** to undertake the following actions:
- ❖ On receipt of the Stage 1 letter, the student will be required to make an immediate and sustained improvement in her/his attendance.
 - ❖ The student may seek advice or support from the Curriculum Head, Student Funding, Learning Support or Guidance.
- 7.3 It is the responsibility of the **Curriculum Head** to undertake the following action:
- ❖ The Curriculum Head will provide advice or assistance as appropriate if requested to do so by students.
- 7.4 It is the responsibility of **Learning Support Staff** to undertake the following action:
- ❖ Learning Support will provide advice or assistance as appropriate if requested to do so by students.
- 7.5 It is the responsibility of **Guidance Staff** to undertake the following action:
- ❖ Guidance will provide advice or assistance as appropriate if requested to do so by students.
8. If the student fails to comply with the actions detailed in the Stage 1 letter or if his/her attendance again falls below acceptable standards at any time, Stage 2 of the Student Attendance Procedure is implemented.
9. **Stage 2**
The specific actions which those involved in the Student Attendance Procedure are responsible for carrying out at Stage 2 of the procedure are described below.



- 9.1 It is the responsibility of **Student Funding Staff** to undertake the following actions:
- ❖ On a four-weekly basis, Student Funding will prepare Stage 2 letters to send to students whose attendance remained unsatisfactory or has fallen below the acceptable level for the second time.
 - ❖ Student Funding will send copy letters to Curriculum Heads for comment, with a 3 day timescale for reply.
 - ❖ If Student Funding are not instructed otherwise by Curriculum Heads, or receive no reply, letters will be sent out to students on the third day.
 - ❖ Student Funding will send copies of the letters sent out, to Registry Services.
 - ❖ Student Funding will suspend any payments to students whose Stage 2 Interview and Action Plan form has not been returned within two weeks of the Curriculum Head being notified.
- 9.2 It is the responsibility of **the student** to undertake the following actions:
- ❖ On receipt of the Stage 2 letter, the student will contact Registry Services within three working days to arrange an interview with the Curriculum Head.
 - ❖ During the interview with the Curriculum Head, the student will agree an action plan to improve his/her attendance, adherence to which his/her place on the course will be dependent.
- 9.3 It is the responsibility of the **Curriculum Head** to undertake the following actions:
- ❖ Within two weeks of being notified by Student Funding of the students who have been sent Stage 2 letters, the Curriculum Head will conduct interviews with the students and agree action plans, based on



adherence to which the students will be allowed to remain on the course.

- ❖ The Curriculum Head must forward the completed Stage 2 Interview and Action Plan forms to Student Funding within the two week period or students' funding will be suspended and Stage 3 of the Procedure implemented.

9.4 It is the responsibility of **Registry Services Staff** to undertake the following actions:

- ❖ On receipt of notification by Student Funding of the students who have been sent Stage 2 letters, Registry services staff will arrange interviews with Curriculum Heads to be carried out within the following two weeks.
- ❖ Registry Services will promptly notify Student Funding and Curriculum Heads of students who have contacted within three working days to arrange interviews with Curriculum Heads, and will notify Student Funding of the dates and times of interviews.

10. Failure to comply with the agreed action or further unsatisfactory attendance will result in implementation of Stage 3 of the Student Attendance Procedure.

11. **Stage 3**

The specific actions which those involved in the Student Attendance Procedure are responsible for carrying out at Stage 3 of the procedure are described below.

11.1 It is the responsibility of **Student Funding Staff** to undertake the following actions:

- ❖ Student Funding will notify Curriculum Heads of students:



- ❖ who have failed to contact Registry Services within three working days to arrange an interview;
 - ❖ whose attendance has remained unsatisfactory despite a Stage 2 interview;
 - ❖ whose attendance has fallen below the acceptable level for the third time; or
 - ❖ for whom the completed Stage 2 Interview and Action Plan form has not been returned by the Curriculum Head to Student Funding.
- ❖ Student Funding will terminate any bursary/travelling expense payments to students to whom one of the outcomes described above applies.
- 11.2 It is the responsibility of the **Curriculum Head** to undertake the following action:
- ❖ The Curriculum Head will arrange for Registry Services to send a letter withdrawing her/his place on the course when notified by Student Funding that a student has failed to contact Registry Services within three working days to arrange an interview, whose attendance has remained unsatisfactory despite a Stage 2 interview or whose attendance has fallen below the acceptable level for the third time.
- 11.3 It is the responsibility of **Registry Services Staff** to undertake the following action:
- ❖ When notified by the Curriculum Head, Registry Services will send out a letter to the student formally notifying him/her that his/her place on the course has been withdrawn.
12. A student has the right to appeal at any stage in the process. Appeals must be made in writing within five working days of a Stage 1 or Stage 2 interview to the Information, Admissions and Student Funding Manager. The appeal will be considered by the Assistant Principal (Curriculum & Quality), whose decision will be final.



Education Maintenance Allowance

1. Education Maintenance Allowance is a national, government funded programme which is intended to support young people from low income families to enable them to stay on in post-16 education.
2. It is a condition of funding that the student attends all timetabled hours. This must be auditable and therefore register recorded.
3. Weekly 100% attendance is a condition of payment being made to a student. Where attendance is below 100% in any week and not covered by an absence form then no payment will be made for that week.
4. Therefore, it is very important that Curriculum Heads are aware of the attendance monitoring process and that they make it clear to their students.
5. EMA students will be issued with a Weekly Attendance Record Sheet which must be initialled by class lecturer at time periods indicated.
6. It is the students' responsibility to hand this Weekly Attendance Record Sheet in to the Student Funding Office on their last timetabled day of the week.
7. Students must contact the Registry Services member of staff on the first day of any absence. The Registry Services member of staff will e-mail the Curriculum Head and the student funding office.
8. On return to college, the student must complete and sign an absence form and hand it into the reception in the campus where they are studying.
9. A medical certificate should be provided for absence of more than 7 days (including Saturday and Sunday).



10. In cases of extended illness, the student's funding and place at college will be reviewed after a 3 week period.
11. Students should be encouraged to arrange medical (doctor/dentist) appointments at times when they do not have classes. If a student has a hospital appointment they should complete an absence form in advance and the appointment card should be seen by the student funding team. Holidays taken during term time cannot be authorised for EMA payment purposes.
12. Only five college days absence forms will be accepted in each semester.
13. Weekly Attendance Record Sheets will be checked in the student funding office for signature and will also be checked against attendance registers for accuracy.
14. Payment is processed every two weeks in arrears to the student's bank account.
15. Although unsatisfactory attendance results in non-payment of Education Maintenance Allowance, attendance is also linked to the existing stage one and stage two interview procedure where targets and timescales are agreed and formally recorded.
16. These stages are detailed in the Student Attendance Procedure.