# Quality Code for Higher Education

## Attendance Monitoring

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| **Reference Code**: | 10.1 |
| **Version**: | 4.2 |
| **Date**: | August 2022 |
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| **Originator**: | Higher Education & Skills |
| **Approval by**: | Higher Education Learning & Teaching Committee |
| **Date for Review:** | July 2023 |

**Description**:

The Quality Code for Higher Education provides a central reference point for members of staff and students, by detailing college objectives and principles of quality assurance and enhancement.

The Code provides information on regulations, policies and processes in relation to higher education quality and academic standards.

**NOTE: Where the awarding body has different requirements this will take precedence over the College's Code of Practice (CoP)**

**Responsibilities:**

Academic Heads / Curriculum Managers / Units
Curriculum Leaders
Students

**Applications for exemptions to**: Not Applicable

**Report Exemptions to**: Not Applicable

10.1

**Principles on Attendance Monitoring**

**Introduction**

1. Students **must** attend classes and examinations as required by the College.

2. In accordance with the Regulations on Classes and Examinations all students **must** notify their Department of absence due to illness.

**Scope**

3. The principles apply to all taught provision regardless of mode or location of delivery.

**Principles**

4. Students are expected to attend all timetabled sessions as attendance is vital to student success.

5. Professional behaviours are expected from all members of the academic community. Students **should** attend, or cancel in a timely manner, any one to one meetings arranged with, or by, staff or other students.

6. Departments **must** make clear to students the attendance requirements associated with their modules, the procedure for reporting absences and the consequences of attendance which falls below a stated threshold (including Departmental warnings and reassessment not permitted decisions). Thresholds for Departmental warnings and reassessment not permitted decisions **must** be consistent across the college.

7. Departments **must** regularly review student attendance data.

8. Concerns about student attendance **should**, in the first instance, be the basis for discussions between students and their tutors in order to determine whether any pastoral support or other intervention (such as study skills advice or referral to Student Services) is required. Departmental and College Warnings will be issued in line with existing guidance.

*Attendance monitoring via the College Information System (CIS)*

9. All sessions are monitored through the use of registration at the start of each timetabled session. Attendance **must** be monitored at all activities for the duration of the course.

10. Departments **must** record student attendance and non-attendance at the designated sessions using the college system.

11. If a student does not attend for 2 weeks, with no explanation offered and no contact made, the college will then issue a warning letter/ e-mail, asking for the student to contact the Course Tutor to discuss their absence.  If after 2 weeks, there has been no response to the warning letter, the student will be withdrawn by the CTL/ Programme Leader.