



Attendance Policy

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Attendance Policy

Scholars School System provides courses for full-time students. All students are expected to attend all timetabled classes, and complete an appropriate amount of work outside the classroom.

In order to complete the programme, all students must maintain at least 90% attendance. If for any reason a student cannot meet these requirements, they must speak with the student support team.

The student support team are available to meet students by appointment to assist individuals should they foresee issues on class absences or if they wish to discuss reasons for previous absences. These can then be considered and, if accepted as a genuine reason, the absence can be marked as authorised.

For students eligible for financial assistance, payment in most cases depends on consistent attendance on a course.

Guidelines for all students regarding attendance

1. If a student is unable to attend a class, they must inform the student support team class@scholarsschool.ac.uk and the course coordinator explaining the reason.
2. When students are absent due to illness, they should notify the student support team and course coordinator.
3. **If absence exceeds 3 lectures (contacts), the student must produce a medical certificate.**
4. If a student is having difficulties attending classes due to personal, financial or academic problems, they must contact the student support team.
5. Unsatisfactory attendance may affect the eligibility to access student finance, and may result in exclusion from the course.
6. Students are discouraged from being absent on leave during term time as the academic year is very short. Should there be an emergency which entails this, students should advise both student support and the academic team and provide evidence, if necessary. Discretionary leave can then be authorised plus advice on study and course assignments.
7. The student support team sends the data for students' attendance to the course provider on a weekly basis.

Attendance monitoring procedure:

1. The student support team and coordinator for each class will maintain an attendance register and initial attendance will be recorded in the attendance register.
2. Students will be marked as late if they arrive more than 15 minutes after the start of the class. If the student leaves early by more than half an hour, it is considered as absence.
3. Some courses have both morning and afternoon registers, so it is essential that attendance is recorded with accuracy for both sessions.
4. If a student is consistently late, they may be excluded from the class session and lose attendance marks. Scholars School System actively discourages late attendance or early leaving as these are disruptive to the learning of other students.
5. Daily attendance from the attendance register will be entered in the CRM and signed by the lead coordinator.

Additional support:

Students who are absent from the class for credible reasons can make an arrangement with the student support team for additional support. It is the duty of the student to make such arrangements, which will only be provided in exceptional circumstances.

Scholars School System will contact students by post, email and telephone.

All absentee notes, logs or telephone call records are retained by Scholars School System for future reference.

Authorised and unauthorised absence

Authorised absence is when a student notified the College in advance of the absence and provides acceptable third party evidence justifies their absence. The nature of the evidence and the length of absence will be considered by the College and either approved or rejected.

Unauthorised absence is when a student is absent for one or more days without providing prior notification of absence.

Absences and penalties:

It is compulsory to attend the induction day. If a student does not report for their first day of study, and no contacts have been made from the student to explain the reason, Scholars School System will contact the student to establish the reason for non-attendance. The detail of the attempted contact is recorded in the personal file of the student.

If it is established that the student will not be taking up study, or no response is received, then this will be reported to Student Finance England within 10 working days of the proposed start date, stating any reasons given by the student for his/her non-attendance. The student's admission will then be cancelled.

Missed Contacts:

Where a student fails to attend **three** expected contacts (each contact being the equivalent to an individual lecture or tutorial), a first warning letter will be sent. A second warning letter will be sent if a student fails to attend **four** further contacts. A third and final warning letter will be sent if a student fails to attend a further **two** expected contacts.

Scholars School System will then exclude the student and inform SFE immediately.

Any student missing four continuous weeks without adequate explanation will be automatically excluded.

Overall attendance:

If the overall attendance of a student **falls below 90%**, Scholars School System will issue a first warning letter to the student asking for the reason for poor attendance.

If the attendance of the student **falls below 85%**, Scholars School System will issue a second warning letter asking the student to explain the reason for the poor attendance.

If the student still fails to maintain the required level of attendance, they are likely to be terminated from Scholars School System.

At any given time, should attendance drop below the satisfactory 90% necessary for course completion Scholars School System reserves the rights to suspend a student without notice.

The student will be informed during the disciplinary meeting or by letter. The student will not be able to attend classes or enter the campus until the suspension is lifted.

Summary Note:

The student support / retention team focuses on the well-being and learning of each student during study at Scholars School System.

The main focus is that the student enjoys their learning and succeeds in course completion. Our aim to ensure that all students are actively learning in classes. When attendance falls short for justifiable reasons we will assist the student with extra tuition.

Students are enrolled on a full-time course. Students must proceed in full recognition of the time this will take. If a student cannot give the course the required time, the course should not be undertaken

A failure to attend will lead to exclusion.