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Student Attendance Policy and Procedures 22- 23

Guidelines for Students

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Version Control

Version	Author	Date	Changes
2	Team Leader, Student Experience. *Information Manager	14.09.2022	Minor updates to version 2 job titles & terminology (as agreed by SMT). *Transfer to accessible template.

1. INTRODUCTION

Welcome to Edinburgh College and we hope you enjoy your time here with us. Your success is our success, and key to this is regular attendance. You are expected to attend all of your college classes. You will have received your timetable outlining your expected attendance to college/work placement (if applicable).

If your attendance/engagement with your studies does cause concern, your place on your chosen course could be at risk. This procedure will be used to support you to stay on track and achieve your academic goals.

For Bursary, EMA and Childcare funding purposes, our colleges recommendation is 100% attendance. If you struggle to attend or engage in classes due to ill health or personal circumstances, the Student Attendance Monitoring (SAM) procedure should be followed by you. It is the responsibility of the Learning Development Tutor (LDT)/relevant staff member to monitor your attendance/engagement and respond to any attendance/engagement concerns. Early intervention is crucial to identifying any barriers that could be affecting your attendance/engagement at college.

Payment of Student Support Discretionary Funding is usually based on your attendance or engagement. The guidance team will look at your application and if they agree to pay you money, then you do not need to pay it back.

Note - If you are an **International student** you are subject to different attendance rules. You should ask for a copy of the **International Student Attendance Monitoring Procedures**, and staff can consult the International Department when dealing with any attendance issues.

2. PROCEDURES

This procedure will be invoked should you be absent/lack of engagement without any communication for more than one week (7

consecutive days), or where your pattern of attendance/engagement is starting to cause concern. The procedures below will be followed by your LDT/relevant staff member.

A. ATTENDANCE/ENGAGEMENT ISSUES WITH NO COMMUNICATION FROM YOU.

OBJECTIVE: Establish contact with you.

If you are absent/or lack of engagement for over a week with no communication with your LDT/relevant staff member, they will attempt to make contact with you. This will be done by email/text/phone, and they will arrange to meet you either remotely or in person. If staff do not hear from you then a first attendance letter will be sent via tracked email. If you contact staff on receipt of this letter then they will arrange to meet you either remotely or in person. If you do not respond to the first letter within 7 days, a second attendance letter will be sent via tracked email. If you respond to the second letter, staff will arrange to meet you (remotely or in person). If you do not attend or engage, a withdrawal letter will be sent via tracked email on authorisation of your courses' Curriculum Team Manager (CTM).

B. ATTENDANCE ISSUES WITH COMMUNICATION FROM YOU

OBJECTIVE: Arrange meeting(s) (remotely or in person) with you.

If you respond to contact attempts by your LDT/relevant staff member, they will arrange to see you (remotely or in person) within 7 days. If you are unable to meet/engage at the arranged time, a letter will be sent via tracked email. If you do attend/engage the arranged meeting (remotely or in person), your attendance/engagement will be discussed and staff will put any necessary procedures in place in order to support you. If your attendance/engagement becomes concerning again, further letters and meetings will be arranged. If you are unable to attend/engage in the scheduled meeting, the meeting can still go ahead. The

LDT/relevant staff member and CTM/delegated lecturer can discuss options for you to be able to continue your course. If the decision is to withdraw you, staff will send a withdrawal letter by tracked email on authorisation of the appropriate CTM. If the decision is to keep you on your course, a Learner Contract can be drawn up to give clear guidance to you on what is required of you to pass your course, and this will be monitored by staff.

C. ATTENDANCE ISSUES CONTINUING DESPITE MEETINGS BETWEEN YOU AND YOUR LDT /RELEVANT STAFF MEMBER **OBJECTIVE: Resolve attendance issues.**

If you have met with your LDT/relevant staff member at least once, appropriate referrals have been made to Support Services (if required), and your attendance is still causing concern, then another attendance letter will be sent via tracked email. Your LDT/relevant staff member will arrange a meeting (remotely or in person) with you and the appropriate CTM/delegated lecturer to discuss concerns. If you are unable to attend/engage with the scheduled meeting, the meeting can still go ahead. The LDT and CTM/delegated lecturer can discuss options for you continuing your course. A referral to a “Fitness to Study” Panel may be appropriate.

If the decision is made to withdraw you, a withdrawal letter will be sent by tracked email. If the decision is to keep you on your course (and referral to a Fitness to Study Panel is not appropriate), an amended Learner Contract will be created to give clear guidance to you on what is required of you to keep on track.

Please note: If you have been absent for four consecutive weeks without contact with your LDT/relevant staff member and have also failed to respond to multiple attempts to contact you could be withdrawn for Non-Attendance.

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