

## **ATTENDANCE policies and information to students regarding attendance (PLEASE READ)**

Students are expected to attend all scheduled academic activities for the programme on which they are enrolled. Students are required to maintain an overall attendance of at least 85 %.

### **Guidelines for students regarding attendance**

- If students are unable to attend a class they need to inform their tutor explaining the reason.
- When students are absent due to illness, they should notify their tutor or college administrator. If absence exceeds 6 lectures, they must produce a medical certificate to the college.
- Students are advised to contact Student Welfare Officer if they are having difficulties to attend classes due to personal, financial or academic problems.
- If the student is late by more than half an hour, it is considered absent. The lecturer may let you attend the class or he may ask you to attend after the break.
- Unsatisfactory attendance may affect your eligibility to continue as a student at KCOL. Overseas students are reminded that UK Border Agency has strict policies in place in terms of student's attendance. Students are reminded to maintain at least 85 % in overall attendance.

### **Please note:**

It is compulsory to attend the first day of study. If the student does not report for his/her first day of study, and no contacts have been made from the student to explain the reason, the college would contact the student to establish the reason for his/her 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 the UKBA within 10 working days of the proposed start date, stating any reasons given by the student for his/her non-attendance. The detail will be recorded in the personal file of the student.

If the student ceases to attend the college either because the college has withdrawn the student from the course or because the student has told the college they are leaving, the college will inform it to the UKBA within 10 working days of this being confirmed.

### **Steps of dealing with attendance issues**

1. If a student is absent for two lectures, the college will contact the students to remind them about their attendance. The contact will be made via phone or email. This is an informal procedure but it will be recorded.
2. If a student still continues to be absent for lectures (six scheduled lectures consequently without any notice to the college) or irregularity is observed by the tutor, **first warning letter** will be issued to the student. A copy of this letter will be kept in the student's folder and a

note recorded in the student progression form.

(Student will have to sign the warning letter when returning from the absence and bring in a medical certificate if the absence is caused by illness or other conditions)

3. But if the student does not respond to the first-warning letter, and continues to remain absent for 14 consecutive lectures (this is normally 2 weeks) the college will try to contact the student for up to 10 times. After the 10th missed contacts, the college will issue the **Final exclusion letter**. This will be the **termination letter** stating that the student has been terminated from the college due to unauthorized absence. The college will also prepare a report and send it to the UKBA.
4. Any fees paid to the college will not be refunded to the students if the student is excluded from the college due to attendance reasons.

### **Make- up classes**

Students who are absent from the class for credible reasons can make an arrangements with their tutor for a make-up classes or adjustments. It is the duty of the student to make such arrangements.

### **Notes:**

- College will contact student by post, email or telephone.
- Students who are regularly absent but have maintained to stay present at least once in every six lectures will be caught eventually, as their overall attendance would fall below 85% very soon.
- All absentee notes and logs or telephone call records shall be retained by the college for future references.

For more information please contact the college.