CQA 9.1 Learner Attendance Procedure

All College policies and procedures adhere to the guidelines and ethos of Equality and Diversity.

Date of Origin	Last Updated	Proposed Review Date	EQIA Date	Responsibility For Review
August 2014	June 2016	June 2018	June 2016	Assistant Principal: Quality Enhancement

Contents

1. College Staff Responsibilities

There are various members of staff who have responsibility for ensuring the implementation of this Policy. The actions relating to individuals/teams are detailed below:

1.1 The **Assistant Principal: Quality Enhancement** is responsible for ensuring that this policy and set of procedures are reviewed on a regular basis.

1.2 **All Teaching staff** are responsible for completing class registers daily.

1.3 **MIS Administrators and Key Support Advisers** are responsible for providing assistance to College staff and learners where concerns about attendance have been raised.

1.4 **Guidance Tutors** are responsible for monitoring attendance and giving support and advice to learners:

- Where a learner has advised they will be absent for more than one week, the Guidance Tutor should e-mail the Curriculum and Quality Leader.

- Where a Guidance Tutor has concerns over a learner's attendance, they should advise the Curriculum and Quality Leader by e-mail.

1.5 **Curriculum and Quality Leaders** are responsible for:

- Ensuring that all staff and learners are aware of the Learner Attendance Policy.

- Authorising absence in exceptional circumstances, where appropriate, when the learner has exceeded the allowable number of authorised absences, and advising MIS Administrators by e-mail or using the appropriate form, who will then update the attendance system and email Student Funding. Key Support Advisers will also email student funding with any updated attendance.

- Where a learner's absence affects their funding, and the Curriculum and Quality Leader is aware of extenuating circumstances which have affected their attendance, the Curriculum and Quality Leader is to discuss the situation with Student Funding.

- If it is agreed that the funding should be continued, the Curriculum and Quality Leader will e-mail Student Funding confirming the reason for absence and requesting a continuation of funding.

1.6   Key Support Advisers (KSAs) Responsibilities

- Informing Curriculum and Quality Leaders and teaching staff of learner absences notified to them.

- Providing advice and support to learners.

- Referring learners to other college learner support services.

- Keeping academic staff up-to-date regarding issues impacting on the attendance of individual learners.

- Work with staff in Student Funding to ensure learners receive funding accordingly.

- Maintaining up-to-date records of all contacts relating to learner absences and withdrawals.

2.   MIS Administrators Responsibilities

2.1   The MIS Administrator **is** responsible for entering medical certificates into the College attendance monitoring system onto college attendance systems for learners who are solely financially supported by the Student Awards Agency for Scotland.

2.2   Entering medical certificates, holiday notification and authorised absences notified by the Curriculum and Quality Leader, into the College attendance monitoring system for all learners funded by Further Education Bursary, Educational Maintenance Allowance, Discretionary Funds and Childcare Funds.

3.   Student Funding Responsibilities

3.1   The **Student Funding Section** is responsible for monitoring attendance for all Educational Maintenance Allowance learners on a 2 weekly basis.

3.2   The **Student Funding Section** is responsible for monitoring attendance for all Bursary funded learners on a 4 weekly basis.

3.3   The **Student Funding Section** is responsible for advising learners of the attendance monitoring periods for Bursaries and EMA.

3.4   The **Student Funding Section** is responsible for advising learners when Bursary and EMA funding will be withheld.

3.5   The **Student Funding Section** is responsible for withholding awards where a learner's attendance is below the acceptable level.

3.6   The **Student Funding Section** is responsible for reinstating awards where there has been agreement with the Curriculum and Quality Leader that unsatisfactory attendance has been due to extenuating circumstances.

4.   Learner Responsibilities

4.1   **All learners** accept the Learner Attendance Policy as a pre-requisite for enrolment at the College. The Policy will be explained at Induction and further information will be available on the College intranet.

4.2   Further Education (FE) Students should be available to attend college for a period of 24 hours per week, of which at least 16 hours will be attributed to tuition.

4.2   Higher Education (HE) Students should be available to attend college for a period of 22.5 hours per week, of which at least 15 hours will be attributed to tuition.

4.3   Learners are responsible for keeping their Guidance Tutor and Key Support Advisers, and, where relevant, the Extended Learning Support team, informed of absences.

4.4   Learners are responsible for updating their self-certificated absences via the online system. This should be completed on return to college and if not completed within 10 days it will not be possible to access the online system and funding may be affected.

4.5   If a learner has a medical condition that affects their attendance at College, they should make their Guidance Tutor and the Extended Learning Support team aware of this in order that it may be taken into consideration when attendance is monitored.

4.6   Learners should arrange where possible medical (doctor/dental) appointments out with College times. All requests for exceptional authorised absences for medical appointments must be accompanied by an appointment card or other evidence.

5.   Learner Attendance Procedures

5.1   Learners should contact Key Support Advisers for their campus on first day of absence.

5.2   Where a learner has been absent for a period of less than one week, they must update any absences via the online system. This will self-certificated absence and needs no evidence.

5.3   Where a learner will be absent from College for more than one week, they should contact their Guidance Tutor to discuss their situation in order to be given any support or guidance required. Initial absence should have been communicated to Key Support advisers.

5.4   Where a learner will be absent for any period in excess of one week due to sickness, they must consult a medical practitioner and post or present medical certificates to

the MIS Administrators. Learners should not wait until they return to College to submit medical certificates. **Backdated medical certificates will not normally be accepted more than 7 days after return.**

5.5   Learners must consult with their Guidance Tutor if they are taking a holiday out with the College holidays. If they receive any funds from the College, they must complete and submit a **Notification of Unpaid Holiday form** to the **MIS Administrator.** Holidays must be requested and notified in advance. These forms are available from online or from the Key Support office. No payment can be made for holidays taken during term time.

5.6   If a learner is absent due to caring for a dependent, they can utilise their 5 days/instances of self-certification per semester to cover their absence (See point 1.15 of Policy).

5.7   Where a learner has utilised their 5 days/instances allowable self-certification and requires further periods of authorised absence, they must request a meeting with their Curriculum and Quality Leader to discuss their situation, in advance of the absence. Where this is not possible, they should contact their Curriculum and Quality Leader to discuss.

5.8   If a learner is withdrawing from their course, they must advise their Guidance Tutor and the MIS Administrator or Key Support to ensure accurate records are maintained, so there is no overpayment of funding, and to see if there are any other options for the learner.

Appendix 1

CQA 9.1.1 Request for Exceptional Absence Authorisation

Name	
Student ID	
Course Title	
Are you receiving a Bursary? *(please tick one box)*	**Yes** ☐ **No** ☐
Are you receiving Education Maintenance Allowance (EMA)?	**Yes** ☐ **No** ☐

Date(s)	
Reason for Absence	
Evidence Provided	
Is this a recurring absence?	**Yes** **No**
If yes, state further action required.	
Date of Return to College	
Student Signature	

For Office Use Only   Register Nos Amended

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOF/CQL Signature						
Date						
MIS Administrator				**Form filed with Enrolment?**	**Yes** ☐ **No** ☐ *(double-click inside box, then select 'checked')*	
Date						
Is this absence to be taken from students' self-certificated total?	**Yes** ☐ **No** ☐ *(double-click inside box, then select 'checked')*					

Appendix 2

CQA 9.1.2 Holiday Notification Form

Important – Absence may affect your entitlement to student funding

Name	
Student ID	
Course Title	

Date(s) of Actual Holiday	
Date of Return to College	
Student Signature	

For Office Use Only   Register Nos Amended

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOF/CQL Signature						
Date						
MIS Administrator Signature				**HNF Form Filed with Enrolment?**	**Yes ☐ No☐** *(double-click inside box, then select 'checked')*	
Date						
Student Funding Notified	**Yes ☐ No ☐** *(double-click inside box, to 'check')*					