



POLAP 6 Learner Attendance Policy

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

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Date of Origin	Last Updated	Proposed Review Date	EQIA Date	Responsibility For Review
August 2014	August 2022	August 2023	June 2016	Assistant Principal: Education and Student Success

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History of Changes

Date	Page Number/Paragraph/Section/Form	Description of Change	Rationale for Change
1 April 2022	All pages	Curriculum and Quality Leader (CQL) changed to Academic Leader	Internal review
1 April 2022	Front page	Assistant Principal: Learner Services and Quality to Assistant Principal: Education and Student Success	Responsibility For Review
1 August 2022	All pages	CQA 6 changed to POLAP 6	Internal review

Policy Statement

New College Lanarkshire is committed to providing equality of opportunity, respect for and between individuals, and to the establishment of a learning environment in which staff and students are supported, valued and empowered to fulfil their maximum potential.

For the purposes of this policy, the term Head of Department is understood to include the Head of Business Development, and the term Academic Leader is understood to include the Business Development Manager and the Workforce Development Manager.

In the interests of making this policy readily accessible to students, a student guide to the document has been produced and is available to students on the College intranet.

1. Policy

- 1.1 New College Lanarkshire is committed to providing opportunities for learning in a caring and supportive environment which respects the individual. The Learner Attendance Policy and Procedure is designed to assist the College to enable students to achieve their full potential.
- 1.2 New College Lanarkshire has an obligation to comply with the funding guidelines and policies issued to them by the Scottish Funding Council and the Student Awards Agency for Scotland.
- 1.3 This Policy and procedure will give due consideration to the individual needs of the student as appropriate, taking into account age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, religion and belief, race sex and sexual orientation.
- 1.4 The College will adhere to this Learner Attendance Policy and the procedures outlined within it, and will operate within the framework of the Freedom of Information (Scotland) Act 2002 and current data protection legislation.
- 1.5 This Policy and set of procedures is written to ensure that there are clear and fair guidelines for students. It is designed to provide a framework to ensure that all students and staff are aware of the procedures in relation to absence reporting and monitoring of attendance.
- 1.6 The Learner Attendance Policy relates to all students studying full-time or part-time College courses. Students' are expected to attend their course of study as timetabled but where a student requires time off from their course due to medical or other reasons they are required to follow the procedure outlined in the Learner Attendance Procedure.
- 1.7 The College recognises the importance of student retention and achievement

and has a responsibility to identify and support students whose attendance is causing concern.

- 1.8 Where unauthorised absence affects the progression or likelihood of achievement of a student, this policy may be used to withdraw students from their course.
- 1.9 Students must take responsibility for their own learning, and attendance at all classes at the College is compulsory unless the College lecturer has approved other modes of study.
- 1.10 Where a student's attendance is giving cause for concern, this will be discussed at a guidance session, where the student will be given support and guidance to improve their situation.
- 1.11 It is College policy to undertake weekly attendance checks during the academic year. Should attendance fall below the required level during each period, the College has the discretion to withhold student funding support for that period. Students will be notified of the monitoring periods on the College intranet. They will also be advised on any award letters issued by the College in relation to all College-managed student support funds.
- 1.12 Students must arrive on time for classes. Late arrival in excess of 15 minutes or leaving class early in excess of 15 minutes will be recorded as such in attendance registers. Faculties can review reports including information on late arrival, early leaving and absences. If a student is late, leaves early or is absent more than 3 times, the department management team will discuss this issue with the student and will take appropriate action.
- 1.13 Absence due to medical reasons will only be accepted for a maximum of 5 weeks over the College session. This will be pro-rata for short courses. Medical related absences must be covered by a doctors' letter, fit notes or medical appointment evidence. Otherwise student can self-certify their absence (see 1.14) or ask for Exceptional Circumstances absence (see 1.16). Absences which exceed this limit will result in the termination of any funding awards and may result in the withdrawal of the student from their course. If there are exceptional circumstances which prevent the student from attending College for a period in excess of this limit, the Academic Leader will contact the Student Funding Manager to discuss the student's situation. In particular, the Academic Leader will need to confirm to the Student Funding Manager that the student is still engaging with their learning which is a specific Student Funding Council requirement for student funding.
- 1.14 Students can self-certify short periods of sickness or any other absence for a maximum of 5 days in each semester. Sickness which exceeds this limit must be covered by a medical certificate issued by the student's General Practitioner.

The medical certificate should be given to MIS Administrators for recording. Any unused self-authorised days cannot be carried over from 1st to 2nd semester.

- 1.15 Where a student is studying less than a full-time course or on a short course, the allowable number of self-certificated and authorised absences will be pro-rata. A full time course is defined as lasting 36 College weeks:

12 week full-time course AND part time study 3 self-certificated absences

2 weeks maximum absence allowed on medical grounds

18 week full time course 5 self-certificated absences

2.5 weeks maximum absence allowed on medical grounds

36 week full time course:

1st semester 5 self-certificated absences

2nd semester 5 self-certificated absences

5 weeks maximum absence allowed on medical grounds

- 1.16 In exceptional circumstances, absence for periods in excess of the allowable days/instances may be authorised by the student's Academic Leader. If a student requires an authorised absence beyond the allowable days/instances, they must contact their Academic Leader in advance or on the first day of the absence. **Student will not be granted authorised absences retrospectively. Exceptional authorised absences cannot be issued for periods of sickness of the student** (except where it is part of a reasonable adjustment). However, in cases of sick dependents, the student must contact the Academic Leader immediately and one day **may** be authorised to allow arrangements to be put in place.
- 1.17 Students taking holidays out with the College holidays must notify their Guidance Tutor or Academic Leader. Further Education Bursaries, Educational Maintenance Allowances, Childcare and Discretionary funds are not paid for periods where students take holidays out with the College holidays. Students must submit a 'Notification of Holiday' form to the MIS Administrator. These forms are available from the Key Support Advisers and Department Offices.
- 1.18 Where there has been unauthorised absence for 4 weeks, all funding awards may be terminated if requested by the department.
- 1.19 It is the responsibility of the student to check their electronic attendance record and discuss any corrections with their department team or with Key Support in the first instance.

- 1.20 Notwithstanding section 1.19 (above), if a student's funding is withheld or withdrawn due to unsatisfactory attendance, the student has the right of appeal. Appeals must be made in writing and submitted to the Student Funding Section.
- 1.21 Monitoring of compliance with this Attendance Policy will be carried out by the MIS Administrators, Student Funding staff and Guidance Tutors.