



## **PROAP 6.1 Learner Attendance Procedure**

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

When printed, this document becomes

### **Uncontrolled Copy**

Always refer to the Intranet to ensure you are  
accessing the current version

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

## Contents

History of Changes .....	3
1. College Staff Responsibilities .....	4
2. MIS Administrators Responsibilities.....	5
3. Student Funding Responsibilities .....	5
4. Student Responsibilities .....	6
5. Learner Attendance Procedures .....	6

## History of Changes

Date	Page Number/ Paragraph /Section	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 9.1 changed to PROAP 6.1	Internal review

## Forms

Date	Page Number/ Paragraph /Section	Description of Change	Rationale for Change
1 April 2022	All pages	Curriculum and Quality Leader (CQL) changed to Academic Leader	Internal review
1 August 2022	All forms	CQA changed to FORAP	Internal review

## 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 **Deputy Principal: Students and the Curriculum** 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 students where concerns about attendance have been raised.
- 1.4 **Guidance Tutors** are responsible for monitoring attendance and giving support and advice to students:
  - Where a student has advised they will be absent for more than one week, the Guidance Tutor should e-mail the Academic Leader.
  - Where a Guidance Tutor has concerns over a student's attendance, they should advise the Academic Leader by e-mail.
- 1.5 **Academic Leaders** are responsible for:
  - Ensuring that all staff and students are aware of the Learner Attendance Policy.
  - Authorising absence in exceptional circumstances, where appropriate, when the student 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 student's absence affects their funding, and the Academic Leader is aware of extenuating circumstances which have affected their attendance, the Academic Leader is to discuss the situation with Student Funding.
  - If it is agreed that the funding should be continued, the Academic 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 Academic Leaders and teaching staff of student absences notified to them.
- Providing advice and support to students.
- Referring students to other college student support services.
- Keeping academic staff up-to-date regarding issues impacting on the attendance of individual students.
- Work with staff in Student Funding to ensure students receive funding accordingly.
- Maintaining up-to-date records of all contacts relating to student 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 students 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 Academic Leader, into the College attendance monitoring system for all students funded by Further Education Bursary, Educational Maintenance Allowance, Discretionary Funds and Childcare Funds.

## 3. Student Funding Responsibilities

- 3.1 The team are responsible for monitoring attendance for all students who receive a student funding award on a weekly basis and paying fortnightly.
- 3.2 The **Student Funding Section** is responsible for advising students of the attendance monitoring periods for all student funding awards.
- 3.3 The **Student Funding Section** is responsible for advising students when student funding payments will be withheld.
- 3.4 The **Student Funding Section** is responsible for withholding awards where a student's attendance is below the acceptable level.

- 3.5 The **Student Funding Section** is responsible for reinstating awards where there has been agreement with the Academic Leader that unsatisfactory attendance has been due to extenuating circumstances.

#### 4. Student Responsibilities

- 4.1 **All students** 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 Students are responsible for keeping their Guidance Tutor and Key Support Advisers, and, where relevant, the Extended Learning Support team, informed of absences.
- 4.4 Students 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 student 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 Students 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 Students should contact Key Support Advisers for their campus on first day of absence.
- 5.2 Where a student 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 student 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 student 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. Students 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 Students 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 student 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 student has utilised their 5 days/instances allowable self-certification and requires further periods of authorised absence, they must request a meeting with their Academic Leader to discuss their situation, in advance of the absence. Where this is not possible, they should contact their Academic Leader to discuss.
- 5.8 If a student 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 student.