

Attendance Monitoring Policy for Home Students

Attendance Band 1 Policy (Home Students)

1. Purpose

The College is committed to promoting high levels of attendance and engagement to support student success, wellbeing, retention, and progression. This includes attendance at timetabled classes and regular engagement with the College's Virtual Learning Environment (VLE), Moodle.

2. Scope

Attendance Band 1 applies to all home students.

3. Attendance Expectations

Students are expected to attend all timetabled classes and engage fully with the requirements of their programme throughout their studies.

Students are also required to engage regularly with the College's Virtual Learning Environment (VLE), Moodle, to access learning materials, review communications, complete learning activities, and support their academic progress.

4. Non-Attendance at the Start of Studies

Students are expected to commence attendance from the start date of their programme.

Where a student fails to attend any timetabled classes during the first two weeks of study, the College will make reasonable attempts to contact them. Reasonable attempts may include communication via the student's College email address, telephone calls, text messages, approved student communication platforms, and invitations to attend meetings with relevant College staff.

If the student does not respond to these contact attempts, does not attend classes within the first two weeks of study, and does not have an Authorised Absence or approved Exceptional Circumstances application in place, their candidature will be reconsidered by the College.

Exceptional Circumstances supported by appropriate evidence may be considered in accordance with the College's Exceptional Circumstances Procedure ([click here](#)).

5. Attendance Monitoring

The College monitors attendance through timetabled class attendance records.

Where attendance concerns are identified, the College will review the reasons for absence, document actions taken, and provide appropriate support and intervention where required.

The College may also consider a student's engagement with Moodle and other programme requirements when reviewing attendance concerns.

6. Authorised Absences

An Authorised Absence is an approved period of non-attendance supported by evidence where required.

Authorised Absences may include:

- Illness or medical appointments.
- Bereavement.
- Religious observance.
- Significant personal circumstances.
- Approved Exceptional Circumstances.
- Other absences approved by the College.

Periods of Authorised Absence will be taken into account when reviewing attendance concerns.

7. Persistent Attendance Concerns

Where a student demonstrates ongoing poor attendance over a sustained period, a formal attendance review will be undertaken and an Attendance Improvement Plan may be implemented.

8. Prolonged Absence

Where a student has not attended classes for more than 60 consecutive days, the College will review the student's attendance, engagement with Moodle, engagement with College communications, support interventions, and overall enrolment status. Following this review, the student's candidature may be reconsidered.

9. Fitness to Study

Where attendance concerns arise due to health, wellbeing, or personal circumstances, the Fitness to Study Policy may be applied.

10. Repeat Modules and Periods of Study

Students repeating modules or periods of study remain subject to all attendance requirements and are expected to engage regularly with Moodle and any associated learning activities.

11. Student Responsibilities

Students are responsible for:

- Attending classes.
- Reporting absences.
- Providing evidence when required.
- Engaging with support measures.
- Responding to College communications.
- Engaging regularly with Moodle, including accessing learning materials, reviewing announcements, and completing required academic activities.

12. College Responsibilities

The College will:

- Monitor attendance.
- Maintain accurate attendance records.
- Monitor student engagement where appropriate.
- Make reasonable attempts to contact students where attendance concerns arise.
- Provide appropriate support and interventions.
- Apply this policy consistently and fairly.

Important Definitions

Attendance: A student's physical attendance at scheduled timetabled classes and learning activities.

Engagement: A student's active participation in their studies, which may include attendance at timetabled classes, regular engagement with Moodle, responding to College communications, participation in support interventions, submission of assessments, and other academic activities.

Authorised Absence: An approved period of non-attendance supported by evidence where required.

Unauthorised Absence: Absence without approval or required supporting evidence.

Reasonable Attempts to Contact: Contact made by the College using one or more methods, including email, telephone, text message, approved student communication platforms, and requests to attend meetings.

Exceptional Circumstances: Serious, unexpected, or exceptional events that significantly affect a student's ability to attend or engage with their studies. Applications will be considered under the College's Exceptional Circumstances Procedure [\[insert link\]](#).

Attendance Improvement Plan: A formal plan implemented to support a student in improving attendance.

Prolonged Absence: Non-attendance exceeding 60 consecutive days.

Fitness to Study: A process used where a student's health, wellbeing, or personal circumstances may be affecting their ability to participate in their studies.

Moodle: The College's Virtual Learning Environment (VLE), used to access learning materials, submit academic work, complete learning activities, and receive programme-related communications.

Candidature Reconsideration: A formal review of a student's continued enrolment where they have failed to maintain attendance, have not responded to reasonable attempts to contact them or engage with support interventions, and there is no Authorised Absence or approved Exceptional Circumstances application in place. Following this review, the College may determine that the student's candidature can no longer be supported and their enrolment may be terminated.

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