

Nexus ICA Attendance Policy

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1. Introduction

1.1 This policy sets out the regulations and processes employed by Nexus ICA to monitor student attendance on all programmes. This policy should be read within the context of Nexus ICA's desire to ensure that each student can succeed within their studies.

1.2 The policy states the reasons and methods behind attendance monitoring, and provides information regarding specific policies given by the UK Border Agency for international students.

1.3 The processes presented are applicable to the entire student body and will be carried out and enforced by academic and administrative staff, as detailed.

1.4 The objectives and methods of recording data are presented below, parallel to the reporting process employed by administrative and senior staff in the event of non-attendance. Whilst these are particularly relevant for UKBA Tier 4 students, the policy is applicable to the student body as a whole.

1.5 All lectures, seminars and workshops delivered are provided to give the students the knowledge and skills to complete the course. Key skills and knowledge can be missed when attendance is low which can subsequently result in re-sits and low grades. All students are expected to attend all of their scheduled sessions.

2. Definitions

2.1 Attendance refers to the expected attendance of all students at every element of their program. This refers to lectures, seminars, workshops, practical sessions, placements, and any form of summative or formative assessments. Attendance also includes all activities defined in the *programme handbooks* as compulsory or expected.

2.2 Attendance is required at all sessions, whether they are run by Nexus ICA tutors or outside professionals/trainers.

2.3 Monitoring refers to all recording of student attendance, both electronic and paper-based.

2.4 All students should refer to their Module and Programme Study Guides for further information on lectures/seminars and all other expected attendance. Further information and timetables are distributed after enrolment onto the programme.

2.5 "UKBA Tier 4 students" refers to all students sponsored by Nexus ICA, having been issued with a CAS number, currently undertaking a course with Nexus ICA.

2.6 UKBA Tier 4 students demonstrating low levels of attendance, or non-attendance, are subject to the reporting processes detailed below, as dictated by UKBA. Continued non-attendance could result in withdrawal of sponsorship, and the reporting of the persons to the UKBA, consequently affecting their visa and status in the UK. This monitoring and reporting is a legal requirement of all sponsors.

3. Recording attendance

3.1 All students will have their attendance monitored at every lecture, seminar, workshop, practical session, placement and assessment. These will be monitored through the use of registers.

3.2 Nexus ICA is obliged to take registers, and these will be kept for a minimum of three years beyond the completion date of the course.

3.3 The registers will be reviewed by administrative staff to enable an analysis and overview of each individual student's attendance. Data will be monitored by administrative staff. It is expected that academic staff will benefit from this information to enable them to take positive action towards absenteeism.

3.4 All absences must be recorded and action taken where necessary.

3.5 Students arriving five minutes after the start time of a class will have their attendance marked as late.

4. Authorised Absences

4.1 Short-term absences due to illness do not need to be acknowledged via an absence form, however, students must call Reception by 9:30 am on each day that they are unable to attend sessions.

4.2 Instances of illness that affect an assessment must be reported to Nexus ICA and where necessary, an Application for Extension form must be completed with the relevant evidence (doctor's or hospital note). In cases of severe illness completion of a Mitigating Circumstances form may be required.

4.3 Students should not be absent from the course unless acknowledged by Nexus ICA. Absence request forms can be collected from Reception. Absence request forms should be completed at least one week in advance of the absence.

4.4 Students should not normally be absent for a period of more than three consecutive working days. Any students that are absent for longer than this given time must provide evidence of their absence (doctor's or hospital note).

5.1 Unauthorised Absences

5.1 Unauthorised absences occur when no prior notice is given for the absence. 5.2 Students are not permitted to be absent from scheduled classes or sessions due to employment, unless agreed with Nexus ICA.

5.3 Unless otherwise agreed with the tutor, students are expected to be in attendance at every scheduled session, whether in a group or an individual meeting.

5.4 All examinations and assessments must be attended and completed on time, unless approved through the Application for Extension process.

5.5 Three consecutive instances, or any regular pattern of unauthorised absences, will result in a warning letter being sent by the Student Relations Administrator and a meeting with the discovery group leader being arranged.

5.6 Following the initial letter, if a student's absences are still of concern, they will be invited to a meeting with the Student Relations Administrator and a management representative to discuss the reasons behind their absence.

5.7 All students are at risk of withdrawal from their programme after consistent and continued periods of absence are recorded. This may result in an exit award and removal from the programme with no opportunity to re-enrol on the programme. Students that are withdrawn or are exited from their programme may be liable to repay funding to the Student Loans Company.

5.8 UKBA Tier 4 students are at risk of withdrawal from the programme after consistent unauthorised absence, and will have their withdrawal reported to the UKBA, who may subsequently revoke their visa, requiring them to leave the country.

5.9 No extended period of absence is permitted unless authorised through application for temporary leave or deferral of study.

6. Non-attendance

6.1 As detailed above, students demonstrating non-attendance on a programme of study will be asked to attend a meeting with the Student Relations Administrator and a management representative. Should a student choose at that point to suspend or defer their studies, documentation must be completed to confirm this, and will become effective as soon as the information is received centrally.

6.2 Students also have the option to leave the course prematurely and take an exit award, if this is a viable award route for their programme of study.

6.3 In instances where a student does not attend the scheduled meeting and no viable reason is given for non-attendance at the meeting the programme team must discuss their reasons for retaining a student on the programme of study, or choose to exit them at the next exam board.

6.4 Should the decision be made to withdraw a student from a course, the reasons for the decision must be in writing, prior to withdrawal. At the exam board, the reasons must be documented and the student shall be sent a certificate of any exit award they may have been eligible for. In cases where no award is available, the student may choose to transfer to another university with their credits obtained.

6.5 Non-attendance by UKBA Tier 4 students is covered by the above guidelines but they are also subject to more stringent checks.

6.6 In all instances of non-attendance, a warning will be sent to student to require them to attend a meeting at Nexus ICA where their attendance, academic progression and any other personal circumstances can be discussed.

6.7 In cases where students fail to attend the meeting, a further letter will be sent. If no communications are then received from the student within five working days, the student may then be exited from the programme as detailed above.

6.8 In cases where students do attend the meeting, but no improvements in attendance or submission for assessment are seen, the student may then be exited from the programme as detailed above.

6.9 Timescales for warnings and withdrawal from programmes will differ due to the different programme requirements. For further advice, please contact the Student Relations Department.