



Attendance Policy

Originator:	Chief Operating Officer
Approved by:	SMT
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Attendance Policy

PHILISOPHY:

Academy of Science Technology and Management recognises the impact of regular College attendance on students' learning. The College seeks to promote regular attendance through providing stimulating lessons, and monitoring individual students.

Policy for overseas and local students

A record of attendance is kept for each student. All students are expected to attend lectures in accordance with their timetable and required number of hours for their course. Lecturers will report latecomers to the Administration Department on a regular basis. The College reserves the right to bar a student from examinations and withdraw them from their course if the student's attendance record shows that they have attended fewer than 80% of their scheduled lectures. The College reserves the right to suspend or expel such students, without any liability whatsoever to the College.

In the event of unforeseen circumstances that prevent the student from attending their lectures, the College must be informed immediately to seek advice on how best to handle their situation. In the case of an illness that prevents the student from attending their lectures for three consecutive days or more, the student will need to present a Medical Certificate to the College to avoid being marked absent for the lectures they have missed. Extra lectures may be scheduled to teach the material covered during the period of illness or otherwise. The College may grant authorised leave of absence to the student, where it deems necessary.

Overseas students who do not arrive at College to complete their enrolment and commence their lectures in time for the start of their course once they have been granted a UK Student visa must inform the College in advance of their situation and acquire an appropriate extension on the start of their course. Late students who do not fulfil these requirements will be deemed to have absented themselves from their course and will be expelled from the College, in accordance with the College's regulations on non-arrival. Students expelled in this manner will not be eligible for any refund of their paid tuition fees.

MONITORING ATTENDANCE IN THE CASE OF LOCAL AND OVERSEAS STUDENTS

The attendance is recorded by the lecturers during the class. A weekly monitoring sheet is updated on excel computer program for each student, and if his cumulative

attendance is below 85% during the term a verbal warning is issued. This student's attendance will be scrutinised and monitored over the next 2 weeks and if there is no improvement in the percentage of attendance, a written warning will be issued. This will be recorded on his progress sheet. If the student does not improve his attendance record over the next two weeks, despite the written warning, then his admission will be suspended and he will be asked to report to the college within 5 days. Failure to do so will result in the withdrawal of the sponsorship in case of a foreign student, and expulsion in the case of UK or EU student.

A maximum of half an hour of lateness is allowed for the recording of attendance.

If an overseas student has missed 10 contact points we will inform UKBA immediately and monitor the student attendance over the next 2 weeks. If the attendance is not satisfactory, we will withdraw our sponsorship. If the student misses 10 contact points for the second time without any reason, we will withdraw his sponsorship without any warning.