

# IBCM Attendance Policy

## 1.0 Purpose

IBCM wants all those studying programmes at IBCM to achieve their desired aims and goals and have a rewarding and enjoyable learning experience. Regular attendance is vital if you are to make progress as poor attendance can affect your work and can also affect the other students in your group, especially if pair and group work is involved.

This policy sets out the requirements for IBCM students in terms of attendance. It is your responsibility as a student to ensure you understand the policy and the procedures you are to follow.

## 2.0 Scope

This policy applies to all students at IBCM, whether studying physically on the college premises, or via distance or blended learning.

It applies to students on academic, professional and tailor-made courses.

## 3.0 Responsibilities

### **Managing Director**

- Has overall responsibility for the monitoring and reporting of attendance figures (particularly with regard to Student Route students)

### **Principal**

- Day to day responsibility for liaising with administrative staff and Programme Leaders regarding attendance and absence;
- Ensures that absences are followed up and appropriate reporting mechanisms are followed (in line with procedures for non-academic misconduct detailed in the IBCM Disciplinary policy).
- In collaboration with Programme Leaders (and Managing Director where necessary) instituting appropriate disciplinary procedures in any cases of continued absences and, in

the case of Student route students, ensuring this is reported by the nominated visa compliance officer to UKVI as required.

### **Programme Leader**

- Ensuring registers are issued to and collected from all tutors on programme
- Monitoring registers and following up non-attendance
- In conjunction with Principal/Admissions Manager, following procedures in respect of non-attendance, as detailed in the Disciplinary policy.
- Ensuring students are advised and reminded of the consequences of non-attendance, including:
  - Failure to achieve sufficient guided learning hours required for the qualification
  - Inability to absorb sufficient lesson content to develop the necessary knowledge and understanding
  - Inability to reach the standard required to complete assignments and examinations
  - Failure to achieve desired goals and outcomes
  - Impact upon the rest of the class
  - The potential for exclusion from the programme

### **Tutors**

- Keeping accurate registers of attendance
- Engaging with learners and reminding them of the importance of attendance at all lessons
- Advising Programme Leader in respect of non-attendance
- Identifying through tutorials if there are any issues or concerns which may contribute to non-attendance and reporting these accordingly

### **Reception/Administration staff**

- Taking messages from students in respect of inability to attend/lateness
- Ensuring that these are passed on appropriately and recorded
- Completing any appropriate documentation as directed by Centre Manager

## **4.0 Attendance Requirements**

As indicated above, it is important for all students, whatever type of course they are on, and whether they are attending physically or remotely, to attend on a regular basis in order to gain the required knowledge and understanding and to be able to achieve their desired goals and outcomes. There are specific legal requirements for students on a student route visa as detailed in section 5 below, however we expect the following from all students:

- 85% attendance is required in order to receive a certificate of completion (this is an in-house certificate in addition to any formal certificates from the relevant Awarding Body)

Non-attendance (and late attendance) constitutes a non-academic offence and is treated as minor misconduct. Only if there is a failure on the part of the student to respond to the interventions for minor misconduct, will there be a progression to a major offence.

- The procedure for dealing with misconduct is detailed in the IBCM Disciplinary procedure and summarised as follows.

**Stage 1**            Informal warning by Programme Leader/tutor, with the offer of support and guidance if needed.

**Stage 2**            Formal recorded interview with Programme Leader/Principal and verbal warning..

**Stage 3**            Formal meeting with Principal. Written warning with terms to be agreed by student.

- In addition to the consequences above, and those specific to student route students, learners do need to recognise that failure to attend will result in non-achievement of their qualification since they will not be able to achieve the required guided learning hours.
- Students must also be aware of all deadlines for assignment submission or examinations. Missing these deadlines, without serious extenuating circumstances, may result in failure of a module or of the whole programme.

***If you cannot come into college you must contact IBCM by 9.30 a.m. stating your name, course & tutor, and the reason why you cannot come in.***

Phone reception: 0161 228 3607

Email: [enquiries@ibc-manchester.com](mailto:enquiries@ibc-manchester.com)

WhatsApp/call the emergency number: 07881 028058

#### **4.1 Authorised absences**

Absences are either authorised or unauthorised. An authorised absence is one which has been agreed in advance by your tutor. Reasons for authorised absences include:

- To attend the funeral of a close family member
- To attend an emergency GP, hospital or dental appointment
- To sit a driving test
- To attend court
- To care for an ill dependent child/relative
- To attend a job interview
- For previously agreed leave of absence\*

*\*If you wish to take time off outside of agreed college holidays you can fill in a holiday request form stipulating your dates and reasons. Please note, however, that you must not book holidays prior to completing this form as holidays will only be allowed during term times in exceptional circumstances.*

For all appointments you must show evidence to your tutor eg an appointment card or letter. Absences are not authorised without proof. General appointments with your doctor, dentist etc should be fitted into the days/times when you are not required to attend college.

## **4.2 Unauthorised absences**

Appointments which do not generally fit into the above will be classed as unauthorised.

The following are classed as unauthorised absences:

- Driving lessons
- Missing the bus
- Routine GP appointments
- Sleeping in
- Holidays outside of college holidays (unless previously approved as above)

Non-attendance for these reasons will be marked as unauthorised absence. Not letting the college know also counts as unauthorised absence.

If you are absent for more than seven days because of sickness you will need to obtain a certificate from your doctor. Prolonged periods of absence due to illness or injury must be backed up by medical certificates which you should forward to your Programme Leader. If you have an ongoing medical condition which may affect your attendance we will ask you to provide a letter from your GP confirming this. You will still need to complete the steps above if you are off sick because of your condition.

## **4.3 Online and Blended learning**

Students studying their programme online or via a combination of online and classroom based learning are expected to abide by the same requirements for attendance as those on classroom only. Registers will be taken and absences followed up and monitored in the same way.

## **5.0 Student route visa holders**

The above rules & procedures apply to **all students**. However, there are additional, specific requirements you need to adhere to if you have a student route visa.

- If you have a visa to study in the UK, **you must not be absent for 10 consecutive contact days** of your course, as part of your visa requirements. Should you be absent for 10

consecutive contact days, **we must contact the UKVI within a further 10 days**, in which case your visa may be at risk.

- As a precaution we will contact you if you miss **5 contact days** in order to see if there are any problems.
- Holders of student route visas are clearly highlighted on registers to ensure that teachers can note and report consecutive absences immediately.
- Students should tell the school about any absences, which need to be authorised by the Principal. If you can't come, follow the procedures outlined above for all students, (i.e. calling the school before 9.30 a.m.) so that we can explain any absences to the UKVI should the need arise.
- The fact that you have called the college does **not** mean that you will not be counted as absent.
- Students with one-to-one lessons need to give 24 hours' notice of cancellation. Students will be charged for non-attendance if 24 hours' notice is not given.

## **8.0 Reference Points**

The following policy and procedure documents support the information in this policy:

- i IBCM Disciplinary Policy
- i IBCM Student Welfare Policy
- i Student Handbook
- i Attendance Letters

## **10.0 Version History**

Version	2.1
Originator	Academic & Quality Manager
Effective from	June 2024
Approved by	Academic Board
Review Date	July 2026

## **11.0 Student Agreement**

***To be completed by all students***

I have read and understood the terms outlined in this policy along with the student charter and the IBCM Disciplinary Policy

Signed \_\_\_\_\_

Date \_\_\_\_\_