

# THE RECORDING WORKSHOP

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## Student Attendance Policy

### Introduction

If a student is in the UK on a student visa, where possible his/her attendance must be 100% and he/she must submit all his/her work on time. To maintain attendance throughout the duration of their course, holders of a student visa are advised that The Recording Workshop (hereby referred to as College) is obliged to comply with UK Border Agency (UKBA) TIER 4 adult general rules and insist that full time course which is minimum 15 hours of day time supervised study per week is followed. If any student missing 10 points of Contact the College is required by law to report that student to UKBA. If any student's attendance falls short of 80%, the College may suspend the student and If a student is reported to the UKBA for lack of attendance, withdrawing or taking a break from the course, the UKBA will likely curtail his/her visa, which will mean that she/he will have to return to his/her home country and apply for a new visa from there.

### The Importance of Attendance

Attendance is very important because of two main reasons:

Students have made a commitment to work towards achieving academic success by enrolling on their programme of studies. In order to achieve success in their studies it is important that they participate in, and engage fully with, all their scheduled activities such as lectures, workshops and seminars. The College therefore regards attendance as an essential part of students' studies.

Also, under the Points Based System of immigration we are required by law to have robust systems in place in order to keep track of our students. Under this new system, it is the duty of college as a **registered sponsor** to ensure that our students are in compliance of all the requirements of their leave to remain in the UK at all times. For this purpose the most effective tool that we can use is to have a robust Attendance system in place.

### Procedure for Recording Attendance

The lecturer will do a roll call at the beginning of each class and fill in an attendance sheet. All arrivals within the first 15 minutes are marked as Present, any arriving between 30 and 45 minutes late as Late and anybody arriving after 60 minutes will be marked as absent. Once completed, the lecturer will file the completed sheet. Cumulative attendance reports will be maintained in such a way that as soon as attendance of any student falls below the minimum threshold, an alert is generated.

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## Authorised Absence

If students need to miss a class, they should:

- Inform their lecturer/tutor and a relevant member of staff, in advance, of any planned absence (e.g. due to illness, for a doctor's or dentist's appointment etc.)
- If possible, fill in a Leave Application Form and submit it well before the planned leave starts.
- Inform their lecturer/tutor and a relevant member of staff, as soon as possible, to explain an unplanned absence. Students will be asked for personal details and for how long they expect to be absent.
- On return to College following any period of unplanned absence, complete a form explaining the absence and providing the evidence to support the claim.

Records of authorised absence should be retained on the student's file.

## Dealing with instances of Poor Attendance

Action will be sanctioned for the following circumstances:

1. Letters and emails will be sent to any student whose has missed 3 – 5 – 8 point of contacts This will require the student to explain the reasons for this fall in his/her attendance. Also, he/she will be asked to improve on this level. Records of this communication will be saved in the appropriate formats.
2. UKBA and Student both will be informed using the appropriate and prescribed systems about the following occurrence: A student has missed 10 points of Contacts – these include but are not limited to attending a lecture, a meeting with tutor or college official, submitting an assessed or non-assessed coursework, attending a test/examination etc.
3. For any student whose attendance falls below 80% college will issue a final letter confirming that their registration has been cancelled. This letter will be sent in both electronic and paper format.

## Points to remember

- The College is required to report to the UKBA within **2** week of 10<sup>th</sup> missed contact.
- If a student has missed **3 Points** of Contact he/she will be given a first warning letter from the College.
- If a student has missed **5 Points** of Contact he/she will be given a second warning letter from the College.
- If a student has missed **8 Points** of Contact he/she will be given a Final warning letter from the College.
- If there is no improvement/response and if a Student missed **10 Points** of Contact a letter will be sent to the student to warn him/her that the UKBA has been notified.
- If a student still does not contact the college explaining the reason and the student's

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attendance falls **below 80%** a **Final letter** will be sent to the student confirming that their registration has been cancelled and she/he is suspended from the college.

- The letter will be sent by registered post or courier. The student should be asked to confirm receipt of the letter and explain the period of absence to the College.
- If a student fails to confirm receipt of the warning letter and/or a further contact is missed, the College will then attempt to make contact with the student by all possible means and monitor further attendance very closely.
- Should there be no response from the student, the student's access to facilities will immediately be withdrawn and the College will notify the UKBA

If a student studying under a Tier 4 visa withdraws from their course, or is withdrawn, excluded or suspended by the college, or defers their study, the college must report the change to the UKBA within ten days of the event in question.