# Attendance Policy

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**Final Review Date: July 2026**
**Next Review Due: July 2027**

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# 1. Introduction

AA London College requires students to make a number of commitments in order to maximise their time at the College and to ensure they successfully achieve the intended outcomes of their study programme. These commitments include regular and punctual attendance, active engagement with studies, and a commitment to achieving the best possible academic results. AA London College sets clear expectations regarding acceptable conduct and behaviour. All students are required to comply with these expectations and conduct themselves in a manner that is respectful and non-disruptive to staff and fellow students.

This Attendance Policy expands on these commitments and provides students with full details of their obligations, as well as the College's rules and regulations relating to attendance.

# 2. Key Principles

The College expects students to attend regularly all learning and teaching sessions associated with the programme on which they are enrolled. Learning and teaching sessions include, but are not limited to, lectures, seminars, tutorials, workshops, and IT laboratory practical sessions.

Students are expected to arrive on time and remain present for the full duration of each teaching session. Late arrival or early departure is disruptive, discourteous, unprofessional, and unfair to tutors and other students.

- Any student arriving more than 60 minutes after the scheduled start time of a class will be marked absent, even if they remain in the College for the rest of the session. Tutors may, at their discretion, allow the student to sit in the class.
- Any student arriving more than 30 minutes late must first report to Reception and complete a Lateness Form, stating the reason for lateness.
- Students arriving more than 30 minutes late will be marked Late ('L') for the session. This is recorded as 75% present and 25% absent.
- Students may be required to wait until the next scheduled break before joining the class.

# 3. Student Responsibilities

## 3.1 Attendance Requirement

To gain maximum benefit from their course, students are advised to attend **at least 80%** of all learning and teaching sessions associated with their programme of study.

Unauthorised absence is discouraged at all times.

In exceptional circumstances, students may request authorised absence, which is subject to approval. The College may exercise discretion when considering requests for authorised absence.

Unexpected absences due to medical or family emergencies should not exceed a reasonable percentage of overall attendance. All emergency absences must be verifiable, and supporting evidence (e.g. a medical certificate) must be submitted to the Admin Office for authorisation.

Holidays are permitted **only during official term breaks**.

### 3.2 Unexpected Absence

Where possible, students must notify the Admin Office of any unplanned or unforeseen absence due to illness or other reasons by **4.30 pm on the first day of absence**, and on any subsequent day (up to three days).

- For absences of up to three days, students must provide a medical certificate or other corroborating evidence.
- For absences of more than three days, students must notify the Admin Office and provide appropriate supporting evidence as soon as possible.

### 3.3 Authorised Absence Requests

Students must notify the Admin Office **in advance**, either by email or by completing a **Leave Request Form**, if they expect to be absent from a timetabled class or tutorial.

- The Admin Office should be notified at least five working days before any planned absence.
- A Leave Request Form must be completed and signed by the relevant authorised officer.
- Where possible, the form must be submitted and approved before the absence takes place.
- Approved authorised absences will be recorded on the College's Learner Information Management System.

Students are expected, where possible, to avoid arranging routine appointments (e.g. dental visits) during scheduled teaching sessions.

## 4. Academic Staff Responsibilities

All tutors and lecturers are responsible for:

- Reminding students of the importance of regular attendance for academic progress, student outcomes, and the College's performance requirements.
- Monitoring and accurately recording attendance for every teaching session.
- Checking attendance registers for completeness, including noting late arrivals and early departures, before returning them to the Admin Office.
- Advising students who are at risk due to low attendance about available support services, such as the Student Welfare Officer, to address any personal issues affecting attendance.

## 5. College Administrative Staff Responsibilities

### 5.1 General Responsibilities

Administrative staff are responsible for:

- Reminding teaching staff of their responsibility to maintain accurate attendance records.
- Ensuring appropriate systems are in place for students to report unexpected absences or request authorised leave.

- Ensuring students are informed in writing of the importance of regular attendance through induction sessions, the Student Handbook, and the College website.

### 5.2 Record Maintenance

- Administrative staff will maintain up-to-date attendance records on the College Learner Information Management System.
- Accurate manual attendance registers will also be maintained.
- Any authorised amendments to attendance records must be approved by the Head of Administration or Operations Manager.
- The Head of Administration will monitor attendance records regularly and ensure consistency between manual records and the electronic system.

### 5.3 Student Warnings

- Where possible, the Admin Office will attempt to contact students who have been absent for **six key sessions** (morning groups) or **five key sessions** (evening/weekend groups) without notification.
- If the student cannot be contacted within three days, the Admin Office will contact the student's emergency contact or next of kin.
- A **first warning** will be issued to students absent for **two consecutive contact weeks** without approval or notification.
- A **second warning** will be issued to students absent for **three consecutive contact weeks** without approval or notification.

### 5.4 Reporting and Dismissals

- Academic references may include a student's attendance record.
- Students may be withdrawn from their programme if they fail to respond to warnings or breach their Attendance Agreement.
- Formal attendance reports may be issued to sponsors (for international students), employers, local authorities, or the Student Loan Company, where applicable.
- If an international student holding a Student visa is withdrawn or dismissed, the College will cease sponsorship and report the matter to the Home Office.
- Any student who receives **three warnings** as a result of repeated absence may be excluded from the programme after all relevant circumstances have been considered.

## 6. Student Attendance Monitoring Procedure

AA London College uses a structured system to monitor attendance.

### 6.1 Manual Attendance Record System

- Attendance registers will be made available at the start of every class.
- Tutors will ensure students mark their attendance.
- Tutors will physically count students and verify numbers against the register.
- Attendance sheets will be collected by the Admin Team **60 minutes after the session start time**.
- Early leavers will be marked accordingly.

- Tutors may correct any errors, add comments, and notify the Admin Office of any attendance irregularities or malpractice.

### 6.2 Student Punctuality

- Late students must complete and sign a Lateness Form, available at Reception.
- Completed forms must be submitted to the Admin Office and authorised by the Attendance Officer.
- If a student is late more than three times, their punctuality will be formally reviewed.
- Continued lateness may result in the student being referred to the Attendance Committee.

### 6.3 Procedures for Recording Online Classes

- Lecturers will use College-approved online attendance forms.
- Attendance recording will begin after the first 30 minutes of the session.
- Students joining between 30 minutes and 1 hour will be marked **Late**.
- After 1 hour, attendance will be submitted and any subsequent attendees will be marked **Absent**. Lecturers may allow late entry but must record attendance accurately.
- Lecturers may remove students who are non-responsive or not appropriately engaged and record relevant comments.
- Where possible, students are expected to keep cameras on and participate fully, as they would in a physical classroom.

## 7. Cheating

Students will be considered to be cheating if they:

- Sign attendance on behalf of another student, or Arrange for someone else to sign attendance for them.
- Spot checks will be carried out by the Admin Team.
- A first confirmed incident will result in the student being marked absent and issued with a written warning.
- Repeated incidents may be treated as gross misconduct.
- Such behaviour may result in expulsion from the College.

## 8. Monitoring and Review

This policy will be monitored by the Head of Administration to ensure effective implementation and compliance. The Attendance Policy will be reviewed annually by the Administrative Committee.