

CC CLEVELAND COLLEGE OF
AD ART & DESIGN

TITLE:	FE Student Attendance Policy and Procedure		
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AUTHOR:	Head of School (Visual Arts)		
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The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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Introduction

Cleveland College of Art and Design requires all students to attend all classes punctually according to the signed Learning Agreement and course timetable. This gives students the best opportunity to be successful in their studies.

The College's expectation is that all students will attend 100% of all of their timetabled sessions, on time. The minimum level of student attendance accepted is 90%.

Policy Statement

Cleveland College of Art and Design expects all students to attend all classes punctually and to not knowingly miss class for anything other than illness or exceptional circumstances.

Students are expected to be on time for all classes and attend for the full duration of the class.

Location and Access to the Policy

Cleveland College of Art and Design Moodle (VLE) and Intranet.

Person Responsible for the Policy

Vice Principal (Academic)

Cleveland College of Art and Design FE Attendance Procedure

Introduction

You should attend all classes punctually according to your signed Learning Agreement and course timetable. This gives you the best opportunity to be successful in your studies.

Action Required in the Event of Absence

If you need to miss a class, you or your partner, parent, guardian or a member of your family should:

- Inform the College in advance of any unavoidable planned absence
- Telephone the College as soon as possible (the contact number is on the back of your ID card and if no staff are available an answer machine will respond) by 9am the same morning or the evening before to explain your unplanned absence. You will be asked for your personal details and for how long you expect to be absent
- Obtain a Medical Certificate from your Doctor for any illness lasting more than one week

Unauthorised Absence

If you are absent without *authorisation your absence will be noted by the member of staff who takes your class and the following actions will be taken:

- You or if you are under 18 years of age, your parent/guardian will be contacted by a member of staff
- You or if you are under 18 years of age, your parent/guardian will be contacted by a member of staff from the College on each day of unexplained absence
- If we are unable to find out the reason for your absence, we will invite you to a special review meeting so that we can help you get back to College
- If we still do not have a response from you, after 4 weeks of absence we will withdraw you from the course
- We may also take other remedial action (including disciplinary action in some cases) if your pattern of attendance and/or punctuality is not of an acceptable standard (see below)

*See Appendix A for a list of accepted reasons for authorised absence.

Cleveland College of Art and Design operates an attendance support procedure. Where students repeatedly undertake unauthorised absences;

- A first unauthorised absence will result in a student receiving an attendance support tutorial
- Further unauthorised absences will result in a letter to you, or if you are under 18 years of age, your parent/guardian informing of your attendance record
- Continued unauthorised absence will result in a written warning from the relevant Head of School advising you of your options, and, if continued attendance support shows no improvement, your position on your course could be at risk

Cause for Concern

If your general attendance and punctuality give us cause for concern and we are worried that you may not complete your studies successfully, we will contact you to talk about how your course is going. We will try to identify if you have any problems or difficulties and we may arrange for you to have additional support from your Course Team or invite you to a review meeting with student services. He/she will listen to any problems that you may wish to raise and will try and give you the support and guidance needed to help you be successful.

Appendix A

Accepted reasons of authorised absence

The following list gives some examples of situations where an absence may be authorised if they are believed to be genuine and unavoidable:

- A hospital or specialist doctor/dental appointment that can't be arranged outside of College hours
- Compassionate leave, for example, for attendance at the funeral of a close family member or friend
- Work placement/experience which is an integral part of a learning programme
- Driving test
- University open days/interviews
- College closures
- A religious holiday
- A career related interview
- Attendance at a probation meeting or court
- Severe disruption to transport, for example, bus/rail strike
- Study visits abroad are an integral part of the learner's learning programme
- Participating in a significant extra-curricular activity, such as drama, music, sport or volunteering, which has been arranged in advance with your Course Leader