



London School of Social and Management Sciences

Attendance Policy and Procedures

Attendance Policy and Procedures

1. Introduction

London School of Social and Management Sciences' Procedures for Recording and Monitoring Students' Attendance are intended to assist students to achieve their learning potential. Regular attendance at classes and examinations is expected of all students.

2. Unauthorised Absences

According to the School's Procedures for Recording and Monitoring Students' Attendance, students must attend a minimum of 80% of their whole course of study.

If a student is absent in 3 (three) expected contacts and that absence is not authorised (see below for information on authorised absences), he/she will be given a warning by E-mail/Telephone.

Students who have been absent for 6(six) expected contacts will be issued with a written warning stating that the student will be expelled from the School if he misses 10 (ten) expected contacts. If the student is absent for 10 (ten) expected contacts, he/she will be terminated from the School.

Finally, the School will also notify the Immigration Department of the student's failure to comply with these Attendance Regulations.

3. Punctuality

The School believes that being late for classes is not only detrimental to the academic process of the late comer, but also disruptive for the entire class. A student can be marked as absent if he/she arrives for class more than 20 minutes after the start or leaves the class more than 20 minutes before the end. All students are required to attend daytime classes according to their timetable.

4. Authorised Absences

Student's absence will be authorised where the School is notified in advance particularly in emergencies. When an authorised absence is granted, the student will be given an opportunity to catch up on any work.

Excuses for foreseen absences must be cleared with the Head of Administration and Compliance before the absence. Examples of foreseen situations where a student would qualify for an authorised absence are:

- Required attendance at an important family event.
- Required court attendance.
- Religious ceremonies
- Excuses for emergency absences must be reported to the Head of Administration and Compliance as soon as possible. Examples of emergency absences are:
 - Illness or injury (when certified by an attending physician).
 - Death or serious illness of a family member (when certified appropriately).

Students who have been absent (due to an emergency) in the previous day(s) need to return to the School with a document of confirmation or a doctor's note in order to be admitted into their classes. If the student does not have satisfactory documentary evidence, he/she will receive a warning letter from the Head of Administration and Compliance.

Course Co-ordinators of each academic department at the beginning of the intake will explain how the Attendance Policy is to be implemented in the School.

The Head of Administration and Compliance should counsel directly with students whose absences are adversely affecting their studies

In the event that a teaching staff is uncertain as to whether or not a student has been granted an authorised absence, the teaching staff should make enquiry directly from the Head of Administration and Compliance.

5. Policy for 'No Shows'

The School will notify the Immigration Department when a student fails to enrol with the School by no later than 10 working days after the end of his/her prescribed enrolment period.

The Head of Administration and Compliance will write to the Immigration Department immediately confirming that the student has failed to enrol within the enrolment period. A copy of the correspondence will be kept on the student file.

6. Recording Students' Attendance

London School of Social and Management Sciences will record attendance for each student for every scheduled class. Students will be required to attend at least 80% of their enrolled scheduled course contact hours. However, in exceptional circumstances this requirement may be considered where the absence has been authorised as per the School's Procedures for Recording and Monitoring Students' Attendance.

6.1 Attendance Records

In accordance with attendance monitoring requirements by the Immigration Department and the School Policy, London School of Social and Management Sciences will keep attendance records for all students who will be enrolled in courses with the School. Attendance Record (class rolls) will be kept in both hard-copy and student database. The day-to-day rolls will form the hard copy: these will be marked by the individual class teachers and at the same time, the individual teacher will enter the data from class rolls to the Student Management System (SMS) database.

These records will be able to reflect in a cumulative manner, the percentage of attendance for each student at any time during his/her course of study. Individual subject/class attendance records for each student will also be maintained. At any time of the programme, the cumulative attendance can be viewed at the Student Management System (SMS) by module, duration and programme.

7. Attendance Monitoring Process

7.1 Review of Student Attendance

The Head of Administration and Compliance will review student attendance regularly to identify students who may be at a risk with regards to their position to meet attendance requirements. Regular assessments will be undertaken at intervals (at least once in a week) which will ensure that the Head of Administration and Compliance will be able to make an accurate assessment of students' attendance record. Reports of students' attendance generated from the student Management System (SMS) will be regularly monitored by the Head of Administration and Compliance Office (at least once in a week). Students at risk of breaching attendance requirements will be identified on these reports.

7.2 Stage 1 Contacting students who have been absent for 3 expected contacts

When a student has been absent for three expected contacts, the SMS will automatically show a designated colour mark against the name of the student. Based on this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for three expected contacts.

7.2.1 Poor Attendance Warning

When it is discovered that a student has been absent for three expected contacts, a Poor Attendance Warning will be given to the student by the Head of Administration and Compliance by E-mail/Telephone. The warning will remind the student of his/her obligation to maintain satisfactory attendance whilst undertaking a course of study with the School. A copy of the communication will be kept in the student file.

7.3 Stage 2 Contacting students who have been absent for 6 expected contacts

After sending the Poor Attendance Warning at Stage 1, if the student continues to remain absent for further three expected contacts, the SMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1) against the name of the student. On the basis of this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for six expected contacts.

7.3.1 Written Warning Letter

A written Warning Letter will be sent to the student at this stage. This will advise the student of the consequences of his/her poor-attendance at classes, in particular, that if the student remains absent for further four expected contacts, the School will remove him/her from the School Student Register and the Immigration Department will be notified. A copy of the written Warning Letter will be kept in the student file.

7.4 Stage 3 Contacting students who have been absent for 10 expected contacts

After sending the written Warning Letter at Stage 2, if the student continues to remain absent for further four expected contacts, the SMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1 and Stage 2) against the name of the student. On the basis of this colour mark, the Head of Administration and Compliance Office will be able to know that a student has been absent for ten expected contacts.

7.4.1 Termination Letter

The student will be terminated from the School and his/her name will be removed from the School Register. Immediately, a written Termination Letter confirming termination of studentship at the School will be sent to the student at this stage.

7.5 Stage 4

The Head of Administration and Compliance will write to the Immigration Department immediately confirming that the student has been terminated from the School because of poor attendance. A copy of the correspondence will be kept on the student file.

7.6 Cumulative Attendance below 80%

The Head of Administration and Compliance will also monitor cumulative attendance

7.6.1 First written warning letter (1st warning)

If a student has not missed(ten) expected contacts but his/her cumulative attendance falls below 90%, a written warning letter (1st warning) will be issued to the student by the Head of Administration and Compliance and the student will be asked to contact the Head of Administration and Compliance regarding his/her poor attendance issue. The student will be given two weeks to improve his/her cumulative attendance.

7.6.2 Second written warning letter (2nd warning)

If at the end of two weeks, it is revealed that the students' attendance is below 85%, a 2nd warning letter/final letter will be given to the student to improve his/her cumulative attendance within the period of further two weeks. At this stage, the student will be clearly instructed that if he/she does not improve the cumulative attendance within the allocated timescale, he/she will be terminated from the School and the Immigration Department will be notified immediately.

7.6.3 Termination Letter

After receiving the 2nd warning letter if a student does not improve his/her cumulative attendance within the maximum timescale allowed and if his/her absence is less than 80%, the student will be terminated from the School and the Immigration Department will be notified immediately.

8. Detail of Procedures

8.1 Attendance recording implemented by class teachers

Students must not mark their own attendance or the attendance of other students. They must not be given unsupervised access to the attendance rolls/folders.

8.2 Marking Daily Attendance Rolls

Teachers will be required to mark the attendance of students on the rolls provided for that purpose.

At the conclusion of marking the roll, teachers must initial the roll in the appropriate spot, at the same time; the individual teacher must enter the data from class rolls to the Student Management System (SMS) database and return the roll to the Head of Administration and Compliance Office, and the appropriate folder.

8.3 Misbehaviour

London School of Social and Management Sciences may exclude from class or temporarily suspend a student on the grounds of Misbehaviour.

9. Recording of Attendance

Rolls will be printed and placed in attendance folders.

Attendance will be entered into the database on a daily basis from the hard copy rolls. The School may also use electronic thumb attendance.

Individual students' attendance reports may be viewed from the database in the Student Management System (SMS) to assist the Head of Administration and Compliance Office to assess individual student's attendance record.

E-mail and Letters will be sent to students who are at risk with their attendance from the Head of Administration and Compliance.

The hardcopy attendance rolls will be kept in a folder for archival purposes.

10. Responsibilities for recording, monitoring, counselling and reporting on attendance

The following people have student attendance responsibilities.

- Students
- Head of Administration and Compliance
- Academic Head
- Course Co-ordinators

- Module Tutors
- Personal Tutors

10.1 Students' responsibilities

All students are required to:

- ensure they attend the School on time every day;
- attend every lesson on time;
- follow the School procedures for attendance and punctuality at all times.

10.2 Teaching Staff's responsibilities

All Teaching Staff are required to:

- advise students of the School Procedures for Recording and Monitoring Students' Attendance during induction;
- promote good attendance;
- start and finish classes on time;
- mark attendance and absence in the register;
- contact, or arrange for contact with the student via the Personal Tutor, where appropriate, wherever there is cause for concern;
- monitor and report individual and group attendance and punctuality for their classes;

10.3 Personal Tutors responsibilities

Personal Tutors are required to

- keep other teaching staff informed of issues and actions relating to a student's attendance and punctuality;
- report on students' attendance and punctuality, with the help of teaching and support staff;
- refer unresolved issues concerning attendance and punctuality to the Course Co-ordinators, Academic Head and Head of Administration and Compliance;
- ensure paperwork regarding student attendance will be kept in the individual student file.

10.4 The School Management's responsibilities

The Senior Management of the School including the Chief Executive, Academic Head, Head of Administration and Compliance and Course Co-ordinators are required to ensure that teaching staff:

- are aware of
- understand;
- and implement the Attendance Recording Policy and Procedures by way of:
 - a. Staff Induction
 - b. Staff Development Sessions
 - c. information on the class rolls)

The Senior Management of the School including the Chief Executive, Academic Head, Head of Administration and Compliance and Course Co-ordinators are also responsible for ensuring that students

- are inducted into the Policy and procedures;
- comply with the policy and procedures

11. Evidence and documentation to support these procedures

- Student records database in the Student Management System (SMS) and hardcopy.
- Individual Student Attendance Records.
- Attendance Warning E-mails and Letters.
- Course Progress Records

12. Other supporting documentation

- Medical documents.
- Letters of Support from qualified professionals.
- Other documentation to support legitimate assessment of student absences from class.

APPENDIX A

Attendance Warning Communication (E-mail)

Date:

Name of the Student:

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms -----

Re: Poor Attendance, 1st Warning

Our record shows that you have been absent for 3 (three) expected contacts. You should be aware that as per the London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil their attendance requirements as international students in the United Kingdom.

If there is any valid reason for your absence, you are requested to contact the School with supporting documentation.

Under the above circumstances you are asked to attend the classes regularly to satisfy the School Policy and Immigration Department requirements.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX B

Poor Attendance – 2nd Warning Letter

Date:

Name of the Student:

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms-----

Re: Poor Attendance, 2nd Warning

Our records show that you have been absent for 6 (six) expected contacts despite our 1st Warning. As mentioned to you earlier, as per the London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil their attendance requirements as international students in the United Kingdom.

Under the above circumstances you are asked to attend the classes regularly to satisfy the School Policy and Immigration Department requirements. I strongly remind you that if you remain absent for further four expected contacts, the School will remove your name from the Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact the School with supporting documentation.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX C

Poor Attendance – Final (Termination) Letter

Date:

Name of the Student

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms-----

Re: Poor Attendance – Final (Termination) Letter

We are writing with regret that you are not at all responding to our requests to attend classes. You have already missed 10 (ten) expected contacts despite our warnings which were issued to you. As per the London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to notify the names of students who fail to fulfil their attendance requirements as international students in the United Kingdom.

Under the above circumstances, the School Management has removed your name from the Student Register and has decided to report the matter to the Immigration Department immediately.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX D

Immigration Department Reporting Letter – Poor attendance

To

Address:

Our Ref: LSMS/REP/00000

Dear Sir/Madam,

Re: Reporting about students with poor attendance.

I am writing to inform you that we have communicated with the under-mentioned student/s in order to ensure his/her/their attendance in expected contacts, however the student/s did not respond at all. Our record shows that the student/s did not attend 10(ten) expected contacts as per the rules outlined in the Procedures for Recording and Monitoring Students' Attendance of London School of Social and Management Sciences.

Under the above circumstances, the School Management has removed his/her/their name/s from the School Student Register. The decision of the School Management has been notified to the student/s' last known address.

The details of the students are as follows:

Name	D.O.B	LSMS Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/students.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX E

Immigration Department Reporting Letter - no shows

Address:

Our Ref: LSMS/REP/00000

Dear Sir/Madam,

Re: Reporting about students' no shows.

I am writing to inform you that the under-mentioned students have obtained visa/took admission but failed to enrol within the prescribed enrolment period of London School of Social and Management Sciences.

Under the above circumstances, I am reporting the status of the student/s for your necessary action. The decision of the School Management has been notified to the student's last known address.

The details of the students are as follows:

Name	D.O.B	LSMS Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/s.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX F

Poor Cumulative Attendance – 1st Warning Letter

Date:

Name of the Student:

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms-----

Re: Poor Cumulative Attendance – 1st Warning Letter

Our record shows that your cumulative attendance has fallen below 90%. As per the London School of Social and Management Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil the requirements of their immigration category as international students in the United Kingdom.

Under the above circumstances you are asked to attend the classes regularly to satisfy the School Policy and Immigration Department requirements. You are asked to contact my office immediately to discuss your attendance issue. You will be given two weeks' time to improve your cumulative attendance. I strongly remind you that if your attendance does not improve within this period, you may be given a 2nd/ Final warning letter to improve your attendance and further two weeks may be allocated to you to improve your attendance, failing which means that, the School will remove your name from the School Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact the School with supporting documentation.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX G
Poor Cumulative Attendance – 2nd/ Final Warning Letter

Date:

Name of the Student:

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms-----

Re: Poor Cumulative Attendance – 2nd/Final Warning Letter

Our records show that your cumulative attendance is below 80% despite our 1st warning letter and meeting. As per the London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil the requirements of their immigration category as international students in the United Kingdom.

Under the above circumstances you are hereby given another two weeks' time to improve your cumulative attendance. I strongly remind you that if your attendance does not improve within this period, the School will remove your name from the School Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact the School with supporting documentation.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX H
Poor Cumulative Attendance – Termination Letter

Date:

Name of the Student

Address:

LSMS ID No:

Dear Mr/Mrs/Miss/Ms-----

Re: Poor Cumulative Attendance – Termination Letter

We are writing with regret that you are not at all responding to our requests to improve your cumulative attendance. Your cumulative attendance is still below 80% despite our warnings which were issued to you. As per the London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the UK Visa and Immigration (UKVI) requirements, we are required to notify the names of students who fail to fulfil the requirements of their immigration category as international students in the UK.

Under the above circumstances, the School Management has removed your name from the School Student Register and has decided to report the matter to UKVI immediately.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences

APPENDIX I
Immigration Department Reporting Letter -
Students with poor cumulative (below 80%) attendance.

To

Address:

Our Ref: LSMS/REP/00000

Date:

Dear Sir/Madam,

Re: Reporting about students with poor cumulative (below 80%) attendance.

I am writing to inform you that we have communicated with the under-mentioned student/s in order to ensure his/her/their cumulative attendance (at least 80%) as per London School of Social and Management Sciences Procedures for Recording and Monitoring Students' Attendance), however the student/s did not respond at all. Our record shows that the student/s cumulative attendance is still below 80% despite our repeated warnings.

Under the above circumstances, the School Management has removed his/her/their name/s from the School Student Register. The decision of the School Management has been notified to the student/s' last known address.

The details of the students are as follows:

Name	D.O.B	LSMS Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/students.

Yours sincerely

Head of Administration and Compliance
London School of Social and Management Sciences