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Student Attendance Policy and Procedure

Guidelines for Staff

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Version Control

Version	Author	Date	Changes
2	Team Leader, Student Experience.	14/09/2023	Minor updates to version 2 job titles & terminology (as agreed by SMT).

Controlled version available
on EC Intranet

2 Student Attendance Policy &
Procedures – Staff |
Version 2

1. INTRODUCTION

Because attendance and/or engagement is crucial to successful course completion, Edinburgh College has an Attendance Policy that requires all students to attend and/or engage with 100% of their weekly timetabled classes.

It is the responsibility of the student to ensure that they attend and/or engage with timetabled classes and to communicate with their Learning Development Tutor (LDT)/relevant staff member if they are going to be absent. Due to the importance of good attendance and/or engagement the LDT/relevant staff member will regularly check that attendance is at an acceptable level and will contact students if there are any concerns to ensure that they have access to all available support.

In addition to the 100% attendance and/or engagement required by the Attendance Policy, please be aware that any Funding payments students receive from the College (EMA, Bursary, Travel or Childcare) will be impacted by unauthorised absences/unmarked registers. Please note that although SAAS payments (HN courses only) are not impacted by attendance, attendance is still important for success and progression.

In order to receive full EMA, Bursary, Travel or Childcare payments students are required to engage in all classes. **Please note that that students must still adhere to the 100% required by the Attendance Policy and authorise any absences you may have whether or not you receive any funding** through the College.

The College recognises that students may need to be absent for valid reasons such as illness, bereavement, Emergency Childcare, Caring responsibilities and several other situations that may come up. In the event of an absence, students are able to authorise by submitting a SAM (Student Attendance Monitoring) Form to explain the reason for the absence. Doing this promptly will mean that Funding payments should not be affected. Students are allocated hours they can use to authorise absences. LDTs or Lecturers will explain how to submit SAM forms.

If students have not attended and/or been engaged in learning for one full week of classes, or where patterns of attendance and/or engagement is starting to cause concern, the following procedures will be followed. The purpose of this is to help support students to stay on track.

Please note: If students have been absent for four consecutive weeks without contact with LDT/relevant staff member and have also failed to respond to multiple attempts to contact they could be withdrawn for Non-Attendance.

2. PROCEDURES

If students have been absent from and/or not engaged in learning for one week of classes without contacting anyone, or where attendance and/or engagement is becoming a concern, the LDT/relevant staff member will try to get in touch. Depending on the situation, the LDT/relevant staff member may first try to contact students *informally* for a chat to discuss the concerns about absences and/or lack of engagement.

A. ATTENDANCE AND/OR ENGAGEMENT ISSUES WITH NO COMMUNICATION FROM THE STUDENT

If students are absent and/or not engaged in learning for a week of classes or more without contacting the LDT/relevant staff member to provide a reason and an expected return date, you should contact the student. This will be done by email to the students Edinburgh College student email address and/or Teams message and/or text message and/or phone in order to arrange a meeting either in person or remotely (usually Teams).

If the LDT/relevant staff member does not hear from the student within five days of the initial informal attempt to get in touch, a First Attendance Letter (1A) will be emailed to the student's Edinburgh College email address. If they contact staff within five days of receipt of the letter the LDT/relevant staff member will arrange to

meet either in person or remotely (usually Teams) to have a chat about the reasons for absence and/or lack of engagement. This is a supportive meeting to discuss what the College can do to support students.

If students do not respond to the First Attendance letter within five days, a Second Attendance letter will be emailed to invite them to a meeting to discuss concerns. If they respond to this letter the LDT/relevant staff member will arrange to meet in person or remotely to discuss the reasons for absence and what the College can do to support students.

If students do not respond to initial informal attempts to get in touch, or to the First or Second Attendance letters, OR if they have been absent from all classes for four consecutive weeks without contact, they will be withdrawn from their course. Withdrawal Letter (3A) will be emailed which will notify that they have been withdrawn and will include details on how to submit an appeal if they feel that they have been unfairly withdrawn from their course.

B. ATTENDANCE AND/OR ENGAGEMENT ISSUES WITH COMMUNICATION FROM THE STUDENT

If students are attending classes and/or engaging in learning but there are concerns about it being sporadic/patchy, and if attendance is lower than the 100% required by the Attendance Policy, or if students are attending some classes but not others the LDT/relevant staff member will get in touch.

The LDT/relevant staff member may choose to speak with students about any concerns informally at first and may try contacting by email and/or Teams message and/or text message and/or phone. If there is no reply within five days of the initial attempt to contact students they will be emailed a First Attendance Letter (1B) to invite them to a meeting either in person or remotely to discuss concerns. They will be given five days' notice.

If the student attends this meeting the LDT/relevant staff member will speak about ways to help improve attendance and/or engagement. They may be given a Learner Contract and/or

Remediation Plan to help keep on track, and to catch up with work they are behind with if necessary.

If students do not contact the LDT/relevant staff member or attend a meeting within five days of receiving the First Attendance Letter they will then be emailed an Attendance Letter which will ask them to attend a meeting with the LDT/relevant staff member and the Curriculum Team Manager (CTM) or another representative of the curriculum area. The meeting will either be in person or remotely and the purpose will be to discuss the reasons for poor attendance and to find ways to support the student.

If students do not attend the meeting or contact the LDT/relevant member of staff in advance to reschedule the meeting, they may be withdrawn from their course at the discretion of the CTM.

During the meeting attendance and/or engagement will be discussed and staff will put any necessary procedures in place. If attendance and/or engagement becomes concerning again, further letters and meetings will be arranged. If students are unable to attend/engage in the scheduled meeting, the meeting can still go ahead. The LDT/relevant staff member and CTM/delegated lecturer can discuss options. If the decision is to withdraw the student, staff will send a withdrawal letter by email on authorisation of the appropriate CTM.

C. ATTENDANCE AND/OR ENGAGEMENT ISSUES CONTINUING DESPITE MEETINGS BETWEEN STUDENTS AND THE LDT/RELEVANT STAFF MEMBER

If students have met with the LDT/relevant staff member at least once, appropriate referrals have been made to Learning Support, Student Services, Wellbeing or Safeguarding (if required), and attendance is still causing concern, then another attendance letter will be sent via tracked email requesting that they attend a disciplinary meeting, if appropriate. The LDT/relevant staff member will arrange a meeting (remotely or in person) with the student and the appropriate CTM/delegated lecturer to discuss concerns. If they are unable to attend/engage with the scheduled meeting, the

meeting can still go ahead. The LDT and CTM/delegated lecturer can discuss options.

If the decision is made to withdraw, a withdrawal letter will be sent by tracked email. If the decision is to keep the student on their course (and referral to a Fitness to Study Panel is not appropriate), an amended Learner Contract or Remediation Plan will be created to give clear guidance on what is required to keep on track.

A referral to a “Fitness to Study” Panel may be required, though this can happen at any stage if there are concerns. Staff should refer to the [Student Mental Health and Wellbeing and Fitness to Study Policy](#).

Letter templates:

[Letter 1 - Notice of fitness to continue study meeting](#)

[Letter 2 - Outline and decision of fitness to continue study panel meeting](#)

[Fitness to continue study support - Record of panel meeting \(2\)](#)

End of document