

Quality Management System

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Policy Title

Higher Education Attendance Policy

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Alternative Format Statement

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

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Higher Education Attendance Policy

1.0 Introduction

1.1 The College wants all students to achieve the qualification for which they have registered. In order for students to be successful, it is important that they engage fully with their programmes of study. This engagement includes:

- Attending all formal teaching sessions
- Completing directed, group-based and independent study activities outside scheduled teaching
- Undertaking all assessments.

1.2 The College monitors student attendance making use of attendance registers (which lecturers complete online) in a way that is appropriate for the programme and its mode of study. The College also offers support to students facing difficulties that may hinder their academic progression. Where programmes feature specific attendance requirements students will be informed at the beginning of the programme.

2.0 Attendance

2.1 Students will be advised about attendance requirements and the importance of attending classes, both verbally and in writing through mechanisms such as induction events and in Programme and Module handbooks.

2.2 Attendance at, and absence from, all timetabled sessions will be recorded and monitored within ProSolution which is the college's Student Records System. The marks applicable to Higher Education students are shown in Table One below:

Register Mark	Reason
P - Present	The student is present in class; a present mark counts as a positive mark in calculating attendance.
L - Late	The student has attended but is late (the amount of minutes late is also recorded on the register). A late mark counts as a positive mark when calculating attendance.
Leave blank	This is to be used if the student is on a short-term work placement or on an external visit linked to the programme of study whereby their attendance can be captured outside of the usual regular session's register. Attendance captured elsewhere contributes to positive attendance.
A - Absent	If a student has not notified the college in advance of their absence, prior to the start of the lesson, they shall receive this mark. An absent mark counts as a negative mark when calculating attendance.
N - Notified Absence	The student has notified the college in advance of an absence (even if it is that morning prior to the lesson starting). The student will then receive this mark. A notified absence counts as a negative mark when calculating attendance.

3.0 What to do in the event of a period of absence

3.1 If students are unable to attend their normal timetabled classes, they should follow the contact procedure outlined in their Programme Handbook as soon as they are aware that they will not be attending.

3.2 Students should give a target date by which they will be able to return to normal timetabled classes. This date will enable the Programme Team to identify how best to support students during their absence.

4.0 Prolonged or repeated absence

4.1 If a student misses a significant number of sessions (for a module, this could be between 2+ lessons in sequence or two or more full consecutive weeks), unless the absence was pre-notified and agreed, students will be contacted by a member of staff. Staff will also contact students where attendance is inconsistent and there are concerns about progress being made. The College wants to help students begin attending again and to ensure that they complete their course and so the Programme Leader will explore ways to support students. This may include drawing up a support plan with staged support to get the student back on track, regular check-in meetings and agreed targets to demonstrate progress. Students may request an agreed break in learning where personal circumstances are affecting their ability to attend and engage in the programme of study.

It is expected that attendance will remain above 80% as a minimum.

4.2 Where it is clear that, having explored all avenues, a student is no longer engaging with their programme of study, arrangements will be made to withdraw the student from the course and from the College. The College will also report this situation to external authorities as appropriate. This could be Student Finance, Professional, Statutory or Regulatory Bodies, the registering/awarding organisation (such as the Open University or Pearson) or Employers/Sponsors. The College takes all reasonable steps to avoid the final step of withdrawing students. Students will be made aware at induction of the financial consequences of withdrawing from the programme of study should that occur. This is detailed fully in the terms and conditions of the programme and Student Loans Company.

5.0 Prolonged or Repeated Absence – the Process

5.1 The step-by-step process the College follows in supporting Higher Education students with prolonged or repeated absence is outlined in Prolonged or Repeated Absence – the Process Flowchart (Appendix 1). The flowchart refers to three letters written to students during the Prolonged or Repeated Absence Process (Appendix 2).

Contact Information

For questions or feedback regarding this policy, please contact:

Lee Phillips

Director of Quality and Higher Education

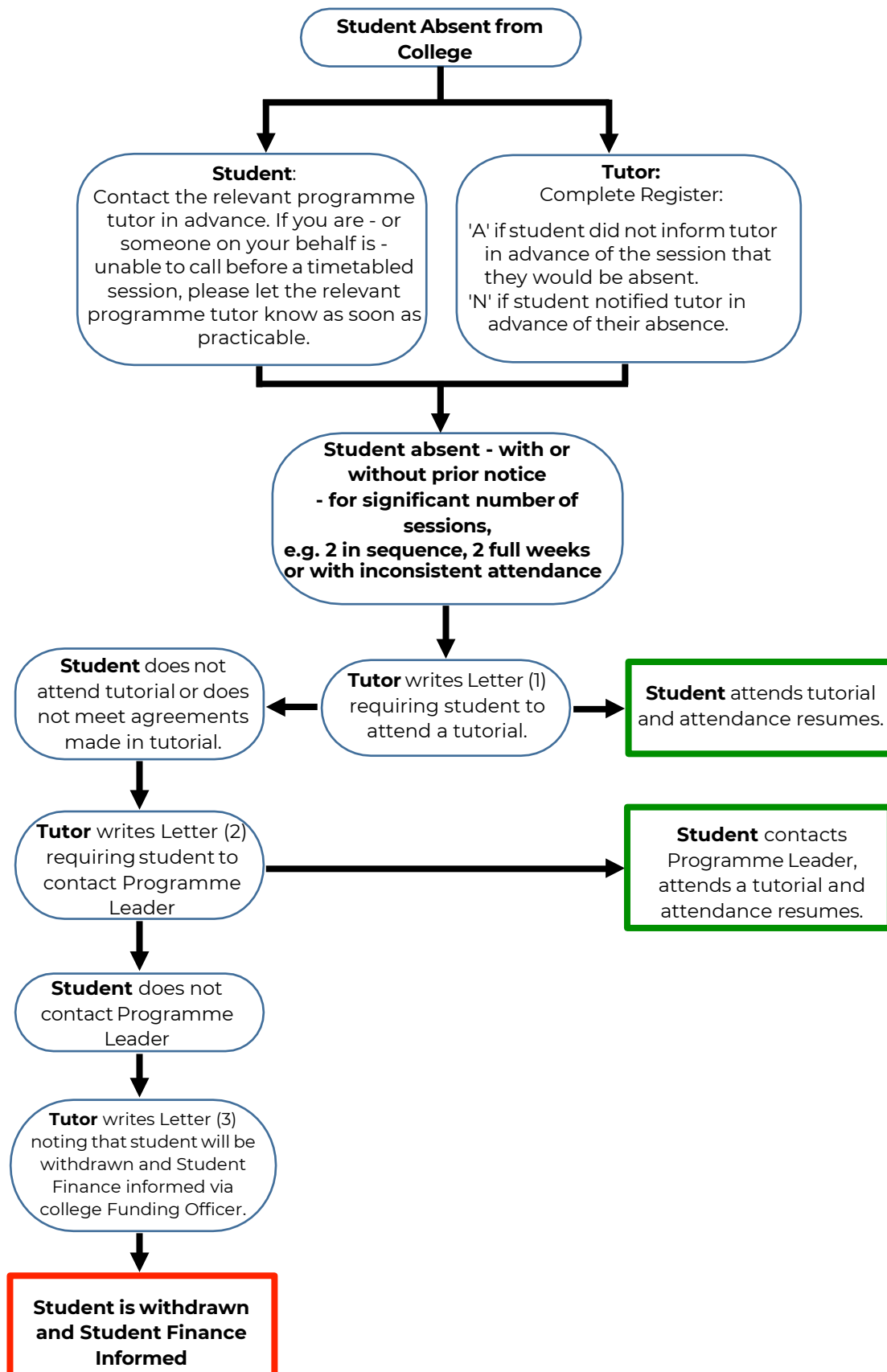
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Summary of significant changes

For information about changes made to this Policy see the [Change log](#) found on our website.

Appendix 1 – Prolonged or Repeated Absence – Process Flowchart



Appendix 2 – Prolonged or Repeated Absence – Example Letters for Students

The flowchart in Appendix 1 refers to three letters, examples below:

Letter 1 – Example
<p>[Student Name] [Student Address]</p> <p><Date></p> <p>Dear [Student Name]</p> <p>RE: Attendance [Programme Name]</p> <p>It has been brought to my attention that your attendance for the above course is below the College targets. It is vitally important the you fully engage in your programme of study and show your commitment to the course. The programme team and your Personal Tutor have expressed concern and would like to help.</p> <p>As a consequence, we require that you attend a meeting with [Programme Leader Name], here at the College [date and time of tutorials] to discuss the above. Please bring along any supporting evidence for your absence.</p> <p>Should you wish to discuss this further, please do not hesitate to contact me on [contact number and email address]</p>

Letter 2 – Example
<p>[Student Name] [Student Address]</p> <p><Date></p> <p>Dear [Student Name]</p> <p>RE: Attendance [Programme Name]</p> <p>It has been brought to my attention that you have not attended any lectures since our meeting on [Tutorial date and time]. As discussed with your Programme Leader, we are concerned that you are at risk of falling behind with your work and ultimately, might be unable to progress with your studies.</p> <p>Or</p> <p>It has been brought to my attention that you have not responded to your Programme Leader’s letter requiring you to attend a tutorial to discuss attendance issues.</p> <p>At this point, there are a number of options available including, but not limited to, re-engaging with your course, applying for extenuating circumstances, suspension of studies or withdrawal.</p> <p>It is important that you contact us so that we can identify the best way forward for you. Please can you contact your Programme Leader by [Date], to discuss the next steps. If your Programme Leader does not hear from you by [Date], you will be automatically withdrawn from the programme. Please also be aware that information concerning your engagement with the programme will be shared with Student Finance.</p>

Letter 3 – Example

[Student Name]

[Student Address]

<Date>

Dear [Student Name]

RE: Withdrawal [Programme Name]

As your attendance issues have not improved.

. Or

As we have written to you on two occasions, the first inviting you to a tutorial to discuss your attendance [date] and the second requiring you contact your Programme Leader [date] and we have not heard from you ...

... I can confirm that we have withdrawn you from the above programme with effect from the last day of your attendance, [date]. This information will be passed to Student Finance in due course. Please reacquaint yourself with the terms and conditions of your student loan.

We wish you all the very best for your future.