



CAMPUS

Attendance policy

2017

Section	: Admission
Implementation date	: 10 September 2016
Date of next review	: 10 September 2017
Related policies	: Attendance policy
Policy history	: Last reviewed in Sep. 2015

Introduction

IBA Campus has introduced a new student attendance monitoring policy, guidelines and system as part of its commitment to providing a supportive learning environment and excellent student experience. The campus believes that attendance and engagement with teaching and learning is a major element in successful student retention, progression and achievement and employability.

The campus also has a legal duty for the majority of students to monitor engagement with teaching and to act on non-attendance. This legal duty arises from the requirement to report attendance to professional bodies, as well as enhancing the quality of student participation within the campus.

A centralized electronic system has been developed for monitoring attendance for these purposes and has been adapted according to the specific needs of Campus.

Key Principles

- The attendance monitoring policy will apply to ALL students enrolled on an academic programme at IBA campus
- The Campus expects students to attend all scheduled learning session associated with each module of programme which they have elected or pursue.
- The attendance of students on taught programmes in the campus is monitored by means of a chip-enabled swipe card, and the students are also required to sign on the attendance sheet provided by the campus.
- If a student is found swiping someone else's card, this will be considered a very serious disciplinary offence.
- Attendance will only be considered when it is monitored. If for example a card reader is missing or not working then this will not count against a student's attendance.
- Students are responsible for remembering their card and for replacing any lost or damaged cards as soon as possible.
- The campus will take action against students whose attendance is consistently poor and in extreme cases may require a student to withdraw.
- Attendance reports shall be monitored and reviewed by the campus.

Policy guidelines for Students

- Ensuring they understand and adhere to the Attendance Monitoring Policy

Attending all learning and teaching sessions associated with their programme of study

- Ensuring that they have their cards with them at all times and replacing any lost or damaged cards as soon as possible
- Maintaining contact with their personal tutor and attending any scheduled meetings
- Responding to any communications regarding their attendance from campus admission department
- Attending any meeting that is arranged as a consequence of inadequate attendance

Policy guidelines for Campus

1.1 Academic and administrative staff

- Reminding students of the importance of attendance at learning and teaching sessions
- Ensuring the information, guidance and procedures relating to the Student Attendance Monitoring Policy is accessible to students within the campus
- Providing students with any specific information relating to the Student Attendance Monitoring Policy
- Ensuring that the timetable information is accurate at all times as this drives the attendance monitoring system
- Managing the process for significant concern about repeated complete absence which may lead to a student being withdrawn
- Recording student attendance in accordance with the Student Attendance Monitoring Policy

1.2 Head of the campus (CEO)

- Ensuring that campus staff are aware of their responsibilities with regards to attendance monitoring and date recording.
- Ensuring all students' attendance is monitored and recorded fairly and accurately