

Higher Education Attendance Policy

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Introduction

In order to ensure that students registered on a course make full use of the study time, College resources and pedagogic activities, SCL views it as important that students engage fully with their programmes of study. Student engagement includes: attending all formal lectures; completing directed, group-based and independent study activities outside scheduled teaching; and undertaking all assessments.

This policy is designed to enhance consistency in approach to student attendance across the different programmes at this college. Our college is determined to ensure that not only quality education services are offered to students but also that students utilise the opportunities for their career, spiritual and moral development fully. By this policy we are determined to improve the quality of education through the raising of attendance and punctuality. Assistance will be given to students to enable them to achieve a high attendance record, enhance their learning experience, develop their personal skills and promote retention, achievement and progression.

2. Principles

The following principles shall serve as guidance by which we may achieve high attendance of students:

- Students must achieve not less than 80% attendance
- Must make an effort to achieve full attendance
- Must be Punctual in all college activities
- Must make an effort to maximise punctuality
- On return to college following any period of absence, students must complete a form explaining the absence
- Must make arrangements to catch up on any work missed during absence

Stratford College London monitors student attendance making use of attendance registers during lecture time in a way that is appropriate for the programme and its mode of study. Where it is clear that a student is encountering personal challenges, the College will offer support for them to catch-up on lesson activities missed as a result of missed teaching sessions. Attendance is mandatory and forms part of ensuring that guided learning hours as specified in programme specifications are adhered to and covered at all times. Where programmes feature specific attendance requirements, students will be informed at the beginning of the programme.

3. Absence without Authorisation

- Where a student goes absent without authorisation and there has been no effort to contact the college on the matter, such student shall be deemed to have withdrawn him/herself from the course after 4 weeks of absence.
- If the student's pattern of attendance/punctuality is not of an acceptable standard, there may be other remedial action taken (including disciplinary action in some cases) before the end of the 4 weeks period of absence.
- Unacceptable attendance and/or punctuality may affect examination entry or other concessions. This relates to the stipulated Total Qualification Time reasonably required for a student to achieve all the learning outcomes.

- Students may be excluded from classes if they are more than 15 minutes late unless there are good reasons.

4. Attendance Procedure

As part of SCL induction, students will be advised about attendance requirements and the importance of attending classes, both orally and in writing through mechanisms such as induction events, programme and module handbooks and via the SCL Moodle.

Recording of student attendance and absence will be in relation to all timetabled sessions using the College Register system. The marks applicable to Higher Education students are shown in Table One below.

Table One	
Register Mark	Reason
C – Contact Mark	When someone applied a C mark to a register it means that the student has not attended as required. The C mark will trigger a text and / or email to the student and if previously agreed, an employer confirming non- attendance.
/ - Present	The student is present in class.
L – Late	The student has attended but is late.
D – Distance Learning	This mark should only be used if the student cannot attend College and can only complete their qualification via distance learning. The use of Distance Learning can only be approved by a Head of Quality or Associate Director of Quality and used by the Registry Team.
P – Placement	This is to be used if the student is at Work Experience or if an Apprentice has to remain at work which has been communicated by the employer. This mark can only be used by the Work Placement Team.
O – Absent	Following the C mark, if a student has not responded to the texts or phone calls then the mark from a C will change to an O.
X – Left Early	This mark should be used if a student has left the class early.
E – Excused (HE students only)	This mark should be used if the student has been excused from class but MUST only be used for HE students.
R – Not Required (Tutorial Only)	This mark should be used if there is a Tutorial scheduled but set 1-2-1 reviews are taking place with students. The R mark should only be used for those students who do not have a 1-2-1 set and therefore do not need to attend the timetabled Tutorial.
N –Class Not Held	The class has not been held.
S – Sitting an Exam	The student is sitting an exam.

3. What to do in the event of a period of absence

If students are unable to attend their normal timetabled classes, they should follow the contact SCL Admin/Programme Leader as outlined in their Programme Handbook as soon as they are aware that they will not be attending. The information provided must be detailed in relation to the cause for absence: a target date of return to normal timetabled classes is important as will enable the Programme Team to identify how best to support students during their absence.

4. A Long Period of A or Repeated Absence

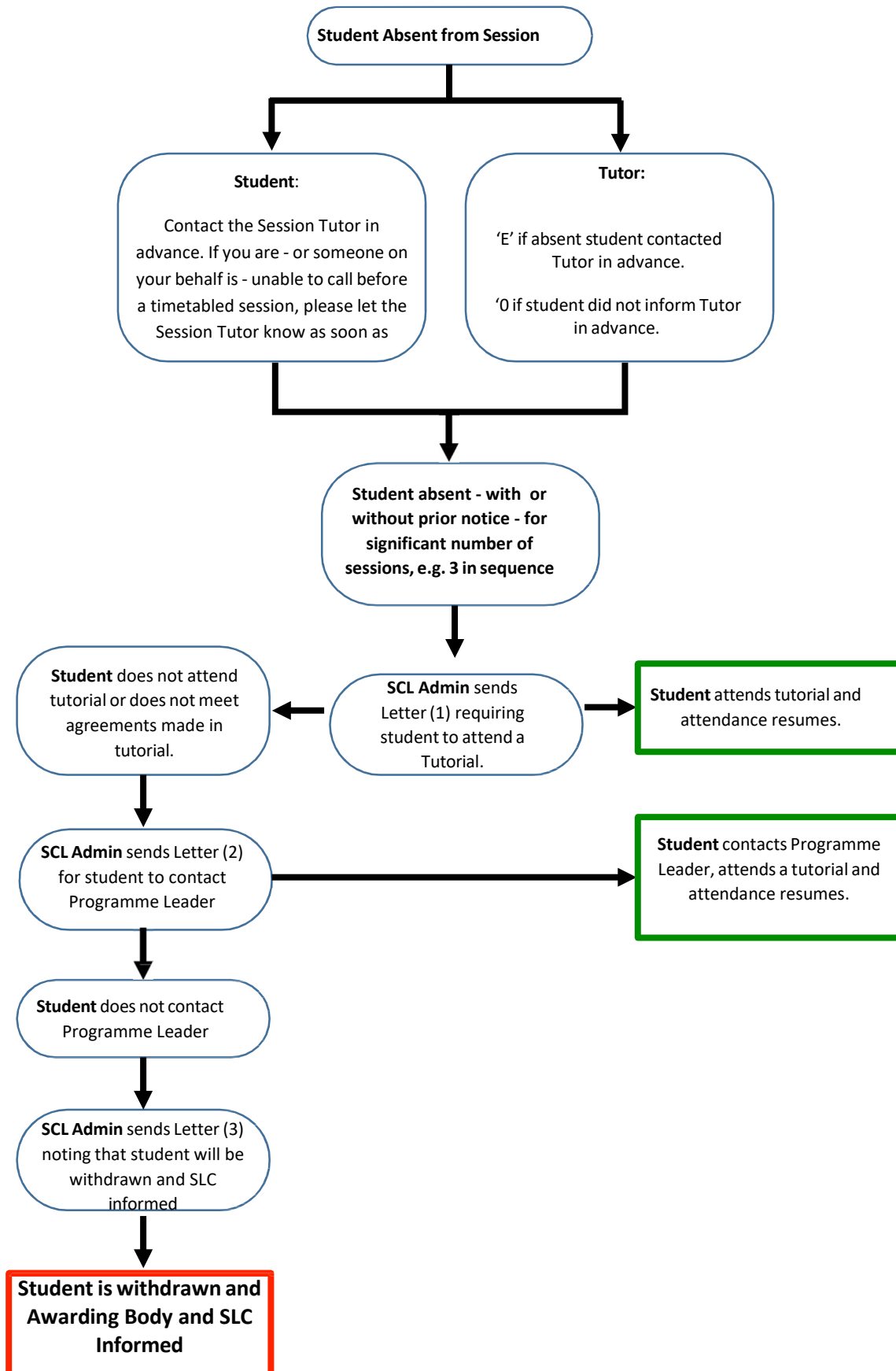
A prolonged student absence, whether College is notified or not, may impact negatively on students' achievement or performance on the course. It is therefore College practice that if students miss a significant number of sessions (for a module, this could be between 3-4 lecture sessions in sequence) students will be contacted by a member of staff. This will help the College to support students to start attending again and to ensure that they complete their course. This is necessary in order that the Programme Leader explores ways to support such a student.

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 such as the awarding body and the Student Loan Company, where appropriate. However, in such circumstances, the College will take all reasonable steps to avoid the final step of withdrawing students

5. Prolonged or Repeated Absence Process

The College admin team will follow a step by step process in the case of repeated absence or prolonged absence. The flowchart below outlines this process:

Prolonged or Repeated Absence: Process Flowchart for managing repeated/prolonged absence



6. Student Attendance Support

Monitoring attendance is an important process that enables the Programme team to plan and implement support mechanisms for students who encounter issues with attendance. Although repeated and prolonged attendance may lead to serious consequences, such as withdrawal from a course, the College creates opportunity for supporting students where they encounter personal or health issues.

The monitoring system requires a student to email Admin desk or Tutor beforehand, if the student expects to miss a timetabled session. In a case of non-attendance without informing College, the Tutor will email the student at the end of the session, to enquire if the student is encountering any personal or health issues and remind the student that they are required to let SCL Admin or Tutor know if they cannot attend.

A student missing three consecutive sessions will lead to being invited by the Programme Leader to attend a Tutorial or formal meeting to discuss the attendance issues with the student. In a case where the student discloses a safeguarding or wellbeing issue, the Programme Leader will refer the student to the Student Support Team, who can, where necessary, sign post students to the relevant confidential support staff (personal, financial, or health) or the Personal Tutor for pastoral support.

Meeting with the Programme Leader or Personal Tutor may provide key information that may form the basis for making a decision on extenuating circumstances for assessment purposes in order that the student is not advantaged.

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