

Attendance Policy

Next review due: 2020

Context

Student attendance has become an important issue for both the Schools Inspection Service and UK Visas and Immigration. Strict monitoring and reporting measures are now being required by colleges to ensure students adhere to their visa criteria and that they get the most out of the training/courses offered. These new requirements will commence on receipt of this document.

To ensure compliance with these external accreditation requirements Tobias has in place monitoring methods. Please comply with these procedures.

There will be two types of absence: authorised and unauthorised.

Authorised Absence

An authorised absence is one which Tobias has had prior notification **and** has approved, through either email or phone to the Tobias office, and meets one of the following categories:

- student's own sickness
- carer's leave
- compassionate leave
- travel events
- extreme weather conditions
- or other absence that we authorise

The notification to Tobias has to be undertaken by the student concerned, i.e. apologies cannot be conveyed by another student. This can be a telephone call for transport delays.

For student's own sickness necessitating up to six calendar days absence the student is required to submit a self-certification statement giving the reason/condition/symptom for the absence. For seven or more calendar days of

sickness a doctor's note will be required. This can be either handed in to the Tobias office as soon as possible following recovery or, if necessary, sent to the office.

If requested, the student may be required to produce proof or evidence to substantiate her/his reason for absence.

Monitoring Attendance

The normal teaching day will be formed of two teaching sessions and attendance (or absence) noted by the tutor for each session. The sessions will normally consist of the following time periods:

9.30 - 1.00pm and 2 - 5.00pm

Tutors will take the attendance register for each session. The register will be taken 15 minutes after a session has commenced and any student joining after that time is deemed to have missed the whole session, i.e. marked absent. Similarly any students leaving the class without prior agreement will also be deemed to have missed that session.

In order to qualify for the C & G award students still need to ensure that they achieve a minimum of 85% attendance overall.

Unauthorised absence

Any unauthorised absence will be noted and if three consecutive sessions are missed then a warning letter will be issued and another issued for 8 consecutive sessions missed. If 10 sessions are missed consecutively then students will be called to a Faculty meeting to discuss their absence. In addition, UKVI will be informed if the student is a visa holder from a non-EEA country. This also applies to clinical placements, supervision and tutorial sessions.

Any regular patterns of short, unauthorised absence, i.e. consistently late for a particular class will also be recorded and the student asked to attend a Faculty meeting to account for these absences.