

Student Attendance and Progression Policy

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Introduction

The International College of Contemporary Sciences (ICCS) requires students to commit to sustained engagement with their studies so that they realise the intended learning outcomes of their programme. This includes regular and punctual attendance, active participation in taught activities, and a professional approach to conduct within the learning community.

ICCS sets clear expectations for appropriate behaviour. All students are required to act respectfully towards peers and staff and to avoid behaviour that is disruptive or discourteous.

This policy clarifies these commitments and provides comprehensive guidance on attendance, punctuality, absence, and progression.

Key Principles:

Students are expected to attend all scheduled learning and teaching sessions associated with their programme of study, including but not limited to lectures, seminars, tutorials, workshops, and practical sessions in IT laboratories.

Students must arrive on time and remain for the full duration of the session. Late arrival and early departure are disruptive, unprofessional, and unfair to other students and staff. Any student arriving more than sixty minutes after the published start time will be recorded as absent for that session, although admission to the classroom remains at the tutor's discretion.

Students arriving more than thirty minutes after the session begins must report to Reception to complete a lateness form explaining the reason. Such attendance will be recorded as 'Late', which counts as seventy five percent present and twenty five percent absent. Students may be asked to wait until the next break before joining the class.

Student Responsibilities:

All students share responsibility for their own attendance and engagement. The following requirements apply.

All full time international students must attend a minimum of fifteen scheduled hours per week. Where attendance falls below this threshold after three formal warnings, the College may be obliged to notify UK Visas and Immigration (UKVI).

To achieve the best educational outcomes students are strongly advised to attend at least eighty percent of all learning and teaching sessions across their programme.

Minimum acceptable attendance is eighty percent. Students whose attendance falls below this threshold may be ineligible to sit assessments. Where visa sponsorship conditions apply, the College may be required to report non compliance to UKVI.

Students must follow their published timetable and check for updates regularly.

Attendance is taken by the tutor at the start of each class and recorded as Present, Absent, Sick, or Authorised Leave.

Students who arrive late by up to thirty minutes will be marked 'Late'.

Students arriving more than thirty minutes late may be refused entry and will be recorded as absent for the session.

Authorised leave must be requested in advance in writing and approved by the Head of Academic Administration.

Sick leave is treated as unauthorised until a medical certificate is provided where required.

Attendance registers are collected thirty minutes after the session begins.

When absence is unavoidable, students must inform the College by phone, email, or text no later than one hour after the class start time, and provide corroborating evidence at their next attendance. For illness exceeding one week a doctor's note is required.

Students who miss four sessions will receive a written warning. Persistent non attendance leading to eight missed contacts without satisfactory explanation may result in withdrawal from the programme and, where relevant, reporting to UKVI.

Students can monitor their attendance securely through the College portal.

Unauthorised absence is strongly discouraged. In exceptional circumstances, students may request authorised absence which the College may approve at its discretion.

Unexpected Absence:

Unforeseen absence due to medical or family emergencies must be reasonable and supported by verifiable evidence, such as a medical certificate. Holidays are permitted only during published term breaks.

Students should notify the Admin Office by 16:30 on the first and any subsequent day of unforeseen absence for up to three days, supplying appropriate evidence. For absences exceeding three days, students must provide a medical certificate or other corroborating documentation.

Authorised Absence Requests:

Students must notify the Admin Office in advance, via email or by submitting a Leave Request Form, if they expect to miss a timetabled session.

Requests should normally be submitted at least five working days before the planned absence. The Leave Request Form must be signed by the relevant authorising officer. Approved absences are recorded on the Learner Information Management System.

Students should avoid routine appointments, such as dental check ups, during scheduled teaching.

Staff Responsibilities:

Tutors and lecturers will emphasise the importance of regular attendance for academic progress and student outcomes and for the College's regulatory reporting.

Teaching staff must record attendance accurately at each session, noting late arrivals and early departures and returning signed registers to the Admin Office.

Tutors will advise students with concerning attendance of the support services available, including referral to the Student Welfare Officer for issues affecting engagement.

Administrative Responsibilities:

Administrative staff will remind teaching colleagues to maintain accurate attendance records and ensure systems are in place for students to request authorised leave or report unexpected absence.

Students will be informed in writing of attendance expectations through induction, the Student Handbook, and the College website.

Record Maintenance:

The Admin Office will maintain up to date attendance records within the Learner Information Management System and ensure that manual registers correspond with the electronic record. Authorised amendments will only be made with approval from the Head of Administration or the Operations Manager. The Head of Administration will monitor records regularly.

Student Warnings:

Where feasible, the Admin Office will attempt to contact students who miss six key sessions for morning cohorts or five key sessions for evening and weekend cohorts without notifying the College.

If a student cannot be reached within three days the Admin Office may contact the emergency contact or next of kin. A first warning will be issued to any student absent for two consecutive contact weeks without authorisation. A second warning will be issued after three consecutive contact weeks.

Reporting and Dismissals:

Academic references may include information on attendance. Students who fail to respond to warnings or who breach their Attendance Agreement may be withdrawn from their programme. The College may share a formal record of attendance with sponsors, employers, the Local Authority, or the Student Loans Company where appropriate. For international students, withdrawal from a programme normally results in withdrawal of sponsorship and notification to UKVI.

Student Attendance Monitoring Procedure:

The College operates a layered monitoring approach to track engagement and intervene early where concerns arise.

Manual Attendance Record System:

The Administration team will prepare attendance registers for all classes at the start of each session.

Tutors will circulate the register for students to sign and will verify headcount against signatures.

The Administration team will collect registers sixty minutes after the start of the session.

Students who leave before the end of the session will be recorded as early leavers.

Tutors may correct entries after verifying attendance and will annotate any changes, informing the Admin Office of adjustments or potential malpractice.



Student Punctuality:

Students who arrive late must complete and sign a Lateness Form available at Reception.

Completed forms are reviewed by the Attendance Officer and retained on the student file. Repeated lateness will trigger a review with the student.

If punctuality does not improve following review, the student may be required to attend the Attendance Committee.

Online Class Recording Procedures:

Lecturers must use the approved online attendance form to record attendance in virtual sessions.

Attendance recording should commence after the first thirty minutes to allow the lecture to proceed without interruption and to ensure punctual students are recorded as present.

Learners admitted between thirty and sixty minutes after the start time should be marked 'Late'.

At sixty minutes, lecturers should submit the attendance form to enable follow up by the Attendance Team. Further admissions after this point will appear as absent.

The comments field should be used to note issues such as non responsiveness or camera off. Learners are expected to keep cameras on and to engage as in a classroom setting; unsafe or inappropriate multitasking is not permitted.

Cheating in Attendance Recording:

Signing for another student, or arranging for someone to sign on one's behalf, constitutes academic misconduct.

The Admin Team may conduct periodic spot checks to detect irregularities.

A first verified incident will normally result in the student being marked absent for the session and issued with a written warning.

Repeated incidents may amount to gross misconduct and could lead to disciplinary action including expulsion.

Monitoring and Review:

The Head of Administration will monitor implementation of this policy and compliance with the rules set out herein. The policy is reviewed annually by the Administrative Committee and updated where regulatory or operational changes require.

