



Student Attendance Policy

College Policy No LS09

Approved by

Ray Mudie

Date

19/09/16

Policy effective from

19/09/16

STUDENT ATTENDANCE POLICY – No LS09



Prepared by: L Crichton	Approved by: R Mudie	Revision Date: 19.09/16
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Policy Statement

Dundee and Angus College has high expectations for its students. Attendance at all lessons, events and activities as directed by the college is critical in helping students achieve their full potential.

Dundee and Angus College recognises the importance and positive impact that excellent attendance can have on a student's potential to develop, achieve and succeed. It is the **responsibility of every student** to attend all timetabled lessons.

Attendance should be reinforced throughout a student's programme of study and in particular, discussed in detail during induction.

1. Purpose

The purpose of this Policy is to ensure a positive and constructive approach to student's attendance in which effective learning can take place. This Policy will help to encourage students maintain acceptable levels of attendance to ensure successful completion of their programme. It will also make clear that there are consequences for unacceptable levels of absence. The College is committed to ensuring that all student attendance is dealt with in a fair and consistent manner, whilst taking into account the individual circumstances of each student.

If the absence rate falls below an acceptable level, steps may be taken in accordance with the Positive Behaviour Management Policy.

2. Scope

This Policy applies to all students.

3. Responsibilities

Students have a responsibility to:

- Arrive on time for all classes.
- Attend all timetables classes.
- Source any work/notes for classes missed due to absence.
- Follow the correct reporting procedures if unable to attend College
- Keep the College advised during periods of sickness absence

Academic Staff have a responsibility to:

- Demonstrate care and concern for their students
- Follow the correct procedures in administering and managing sickness absence and lateness
- Liaise with, and seek advice from, the Administration Services Team in order to manage accurate absence recording
- Ensure registers are up dated on a daily basis
- Facilitate, support and monitor their students return to College after periods of sickness absence

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The Administration Team have a responsibility to:

- Maintain attendance records
- Provide advice and guidance to academic staff and students on all matters relating to attendance.

4. Context

Higher than normal levels of absence may be indicative of problems within the class or home environment. The College are interested in the wellbeing of all students, Dundee and Angus College aims to take reasonable steps to ensure that health issues and any associated factors are identified at an early stage, and appropriate support plans are put in place to address these.

The College has a commitment to enable all students to have access to College resources and facilities. To provide students with reasonable support, where appropriate provide support, thus ensuring the student can return to College in a positive and productive manner.

5. References / Forms

- [Student Funding Policy](#)
- [Student Funding Process](#)
- [Guidance and Student Support Policy](#)
- [Student Enrolment, Attendance & Withdrawal Process](#)
- [Positive Behaviour Policy](#)
- [Positive Behaviour Process](#)
- [Registration](#) Form