



Student Attendance Policy

INTRODUCTION

1. New College of the Humanities recognises that students come to NCH as adults and are expected to work independently and be responsible for their own decisions and actions. However, NCH has a responsibility to its students and to external bodies to ensure that students are attending and studying, so as to comply with the relevant regulatory requirements, and the College's and the awarding bodies' requirements.
2. This policy governs all degree programmes taught or delivered by NCH and the constituent elements of the NCH Diploma.
3. This policy should be read in conjunction with NCH's Terms and Conditions, the [Extenuating Circumstances Policy](#), and the [Student Code of Conduct and Disciplinary Procedures](#).

ATTENDANCE

4. All students must attend:
 - 4.1. All scheduled teaching events, including but not limited to lectures, seminars, group tutorials, one-to-one tutorials, dissertation supervisions, examiner's reports, mock examinations, core course lectures, and LAUNCH.
 - 4.2. All compulsory College events, including but not limited to Matriculation (for matriculands) and Prize-giving.
 - 4.3. All summative assessment examinations in the student's degree subject, in the core courses (dependent on the student's year of study), and in LAUNCH.
5. Students are required to be punctual. Lateness is disruptive and discourteous to the lecturer and to fellow students.
6. The College has a responsibility to make clear to students that attendance is in their own professional and academic interest, and that penalties will be imposed as described in this policy and the [Student Code of Conduct and Disciplinary Procedures](#), except when extenuating circumstances have been recognised. This is done in, for example, induction sessions and initial Personal Tutor meetings for Freshers, at the 'Welcome Back' sessions for continuing students at the beginning of each academic year, at Collections at the end of the Michaelmas and Hilary terms for all students, and in emails from Student and Academic Services (SAS) to individual students who are absent from compulsory events.

ATTENDANCE MONITORING

- 7 Attendance at scheduled teaching events is recorded by College staff taking daily CELCAT registers.
- 8 Students are alerted by an automated email when they are marked as absent for any scheduled teaching event.
- 9 Lateness at teaching may be recorded and forms part of the information used to assess the student's general attendance record.
- 10 In week 7 of the Michaelmas and Hilary terms, SAS produces data calculating the percentage attendance per student per degree programme. [See 16.2]
- 11 In week 11 of the Michaelmas and Hilary terms, SAS produces full attendance records for all students. These reports are uploaded onto Highrise, so that each student's general attendance record can be considered and discussed at Collections.
- 12 A Course Leader or Head of Faculty can check a student's overall attendance on CELCAT. If they become concerned about a student's attendance at any time outside of weeks 7 and 11 of the Michaelmas and Hilary terms, they may request that the student's Personal Tutor and/or the Student Wellbeing Coordinator (SWC) meet with the student. The Personal Tutor and/or the SWC will report back to the Head of Faculty via a note on Highrise.

ABSENCE

- 13 If a student is aware in advance that they will not attend any of 4.1 – 4.3, s/he is required to email all relevant academic tutors and SAS as soon as possible, and to update them daily if their reasons for absence persist.
- 14 If a student believes that circumstances extenuate their absence, they should refer to Annex 1 for information on what types of absence are likely to be considered as an absence with extenuating circumstances and what documentation needs to be submitted. S/he should contact the SWC for advice on their next steps.
- 15 Where absence falls at a time of summative assessment for the student's degree subject, students are reminded to consult SAS about the requirements of the relevant awarding body.

ACTION IN THE EVENT OF NON-ATTENDANCE

- 16 All of the points below apply to absences which have not been excused by accepted extenuating circumstances.
 - 16.1 Missed tutorials will not be re-scheduled.
 - 16.2 If a student falls below an average of 70% attendance over all degree courses at week 7 in the Michaelmas and Hilary terms, the Head of Faculty will meet with the student.

- 16.3 If a student falls below an average of 70% attendance over all degree courses for the first time at week 11 in the Michaelmas and Hilary terms, this will be discussed with the student at Collections.
- 16.4 If a student falls below an average of 70% attendance over all degree courses for a second time, after either 16.2 or 16.3 has been invoked, the Master will meet with the Student, to discuss plans for improving attendance and the possible consequences of continued poor attendance.
- 16.5 If a student falls below an average of 70% attendance over all degree courses for a third time, after 16.4 has been invoked, the student's academic good standing will be removed. The Master will meet with the student. He will use his discretion to determine the course of action how the student's good academic standing can be reinstated and/or to apply penalties, including a) withdrawal of financial support (in the case of those students who receive it, according to the NCH Terms and Conditions.
- 16.6 In the event that the student cannot attend the meeting under 16.4 or 16.5 due to acceptable extenuating circumstances, the meeting will be re-scheduled.
- 16.7 If the student does not attend the meeting under 16.4 without extenuating circumstances, a meeting will be scheduled with the Master as though it were a meeting invoked by 16.5.
- 16.8 If the student does not attend the meeting under 16.5, the Master will use his discretion to set the conditions for reinstatement of academic good standing and/or will apply penalties in the student's absence.
- 16.9 Absence from a summative assessment examination in the student's degree subject will be governed by the relevant awarding body's regulations.
- 16.10 Absence from a summative assessment by examination for the core courses or for LAUNCH will fall under the NCH Diploma Regulations (according to the student's year of matriculation).
- 16.11 If a student attends a one-to-one tutorial without having submitted written work in advance of the tutorial or at the start of the tutorial, the student may be asked to write the essay at the tutorial.
- 16.12 If a student attends a group tutorial without having prepared for the tutorial, the student may be asked to sit silently throughout the tutorial.
- 16.13 A student whose attendance at Diploma teaching events has fallen below 70% at the time that they complete their degree (irrespective of in which year they have attended the Diploma teaching events) will not be awarded the Diploma.
- 16.14 A student who fails to attend a College event to which they have signed up (for example My Beautiful Career) without extenuating circumstances may be banned from future such events at the discretion of the organising member of Staff.
- 16.15 In order to be awarded an NCH prize, students must be in good standing.

MONITORING OF TIER 4 VISA STUDENTS

- 17 Due to the specific requirements that apply to students on Tier 4 visas, certain attendance and engagement monitoring procedures have been put in place for students on a Tier 4 visa only.
- 18 International students are required by their visa to attend all compulsory aspects of their programme, including, but not limited to: lectures, tutorials, seminars, enrolment and exams. However, it is only classed as a missed event if they miss an entire day. For example, if a student attends a lecture in the morning, but misses one in the afternoon, this does not count as a missed event as they have been in College that day and have attended. Neither does any authorised absence that has been reported to SAS.
- 19 The Tier 4 Coordinator will check CELCAT on a bi-weekly basis to check Tier 4 students' attendance and will take the necessary action as stated below if any consecutive days are missed.

Consecutive events missed	Action
2	Chasing email sent from Head of Admissions
3	Formal letter from Head of Admissions emailed
4	Formal warning letter from Registrar emailed
5	Head of Faculty informed – calls student
6	Meeting arranged with Student and Academic Services
7	Meeting arranged with Head of Admissions & Student and Academic Services
8	Meeting arranged with Executive Dean & Registrar
9	Meeting arranged with Registrar & Master of College
10	Report to UKVI for non-engagement & withdraw sponsorship

- 20 Once an international student misses two or more consecutive events, their attendance will be monitored on a daily basis by the Head of Admissions to monitor the situation.
- 21 SAS will be required to inform the Head of Admissions of any authorised absences in relation to all Tier 4 students.
- 22 If Tier 4 students miss 10 consecutive events they must be reported to the UKVI, and the College will inform the student and the UKVI that they are withdrawing their sponsorship using the UKVI reporting procedure.
- 23 Training will take place once a year for members of staff who are involved in this monitoring process to ensure the importance of the process is understood and that monitoring is compliant and consistent.

ANNEX 1

VALID CIRCUMSTANCES	EXAMPLES OF VALID SUPPORTING EVIDENCE
<p>Acute Illness</p> <p>An illness that is likely to have incapacitated the student during the period he/she had been expected to attend a teaching event. This encompasses personal injury/accident with extended impact. Such an illness may also result from an acute episode of a chronic condition for which the student may already have special needs provision, but the episode has impacted on the student to a much greater extent than might normally be anticipated.</p>	<p>A doctor's medical certificate relevant to the period of the claimed extenuating circumstances and stating that the student was unfit to study. A signed statement from a doctor in evidence of the requirement to attend hospital would also be appropriate.</p> <p><u>Student self-certificates will not be accepted</u></p>
<p>Illness of a dependent</p> <p>Acute illness/accident affecting a dependent/close relative that required the constant attention of the student.</p>	<p>A doctor's medical certificate signed to verify the illness, or other medical evidence signed by an appropriate medical professional, together with a statement by the student, explaining why their personal attention was necessary and no other family member could be expected to provide support.</p>
<p>Bereavement</p> <p>Death of an immediate family member, partner or close friend.</p>	<p>Production of a copy Death Certificate or Coroner's report within one month of the date of the bereavement. Immediate family members are defined as: child, parent, sibling or grandparent.</p>
<p>Court Attendance</p> <p>Jury Service or attendance at Court or a Tribunal as a witness, defendant or plaintiff, on the date the student was expected to attend a teaching event.</p>	<p>Official correspondence from the Court or Tribunal confirming attendance requirement.</p>
<p>Sport commitment at national/ county level</p> <p>The student is selected to compete at national or county level at sporting events that require absence from the College on the date of the teaching event.</p> <p>Training requirements associated with sporting commitments are not deemed valid extenuating circumstances.</p>	<p>Official correspondence from the relevant sporting body confirming the requirement to be available on specified dates. Student Attendance Policy– Version September 2016 7 New College of the Humanities</p>
<p>Military Reserves</p> <p>The student is in the military reserves</p>	<p>Official correspondence from the</p>

VALID CIRCUMSTANCES	EXAMPLES OF VALID SUPPORTING EVIDENCE
(Navy/Army/Air Force) and is required to undertake annual training.	Commanding Officer stating that the commitment cannot be moved to another date.
<p>Victim of Crime</p> <p>The student was the victim of a crime that was reported to the appropriate authority for investigation and the nature of the crime was such that it was likely to have prevented the attendance at a teaching event.</p>	Copy of police/crime report.
<p>Other exceptional and personal circumstances that do not come under the categories listed</p> <p>Where students believe they have experienced severe and exceptional circumstances that are not listed here but would reasonably be considered as valid extenuating circumstances, then they should discuss this with the Student Wellbeing Coordinator.</p>	Where the Student Wellbeing Coordinator considers the extenuating circumstances to be valid, they will confer with the Master and/or Registrar and will confirm to the student the nature of the evidence required to support the submission.

Title	Student Attendance	Author	Student and Academic Support
Location	NCH Academic Handbook	Approved by	Academic Board
Version	5.0	Last updated	
Publication date	September 2015	Review date	July 2017
Related policies	Extenuating Circumstances Policy; Student Code of Conduct and Disciplinary Procedures, NCH Terms and Conditions		
Quality Code	UK Quality Code Chapter B4		