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MONT ROSE<sup>®</sup>  
COLLEGE

# Student Attendance and Absence Policy 2025– 2027

**Approved by:** Academic/Quality Assurance Board

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## Introduction

1. Mont Rose College is extremely strict about discipline, punctuality, and regularity to ensure that all students are successful in their learning.
2. The student services department monitors each student's attendance daily and, in doing so, can establish the students who are engaging fully and those at risk of non-progression or withdrawal. We aim to identify at-risk students early to intervene, re-engage and lower the chances of withdrawal from studies. We emphasise implementing the attendance policy and how we can assist in achieving the best learning outcomes.

## Policy Aim

3. This policy applies to all students enrolled at Mont Rose College. The aim of the policy is to ensure that all students understand the importance of attending all classes and tutorials and not letting attendance fall below 80% to ensure that they gain the maximum benefit from their studies.

## Policy Standard

4. Mont Rose College expects:
  - The student's attendance is to be 80%, whether they study full-time or part-time.
  - Attend punctually and for the full duration of the sessions.
  - Know that if they arrive more than 20 minutes after the session's scheduled start time, they will be marked as late; any learners arriving more than 30 minutes after the session's scheduled start time will be marked absent.
5. The students with disability can get approval for agreed absence/lateness as a reasonable adjustment upon acceptance by the Programme Manager and the Welfare Officer.
6. All student must:

- Notify the student services department before the scheduled class if they cannot attend.
  - Book non-emergency appointments and holidays outside of term time to avoid a decline in attendance percentage and refusal of authorised leave.
  - Make full use of the available resources to support their learning.
  - Complete and submit formative and summative assessment tasks within agreed-upon times.
7. The student services department treats the breach of the Attendance Policy as serious misconduct and may lead to suspension/withdrawal from the course.
  8. The student, who are required to attend placements as part of their course, must maintain adequate attendance and complete the placement within the given time frame. Unsatisfactory attendance or failure to complete the placement may result in suspension or withdrawal from the course.
  9. The student registration is confirmed to the Student Loan Company once they attend six classes. After the registration, the students usually receive their maintenance money within 3-5 working days.

## Authorised Absence

10. The student services department can grant six days of authorised leave per semester for personal or compassionate reasons. Wherever possible, such absences should be requested in advance and at the earliest available opportunity. Students should not normally be absent from scheduled teaching sessions for more than five working days and must contact the student services department where they cannot attend, e.g. due to a short-term illness or emergencies.
11. Requests for absences of more than 5 working days will only be considered if the attendance percentage is satisfactory and assignment submissions are up to date. Such requests must be made in writing and will only be considered with documents to support the extended absence. Some reasonable exemptions to the rule may apply on a discretionary and case-by-case basis. The evidence documents should be professionally translated (if applicable).



12. The prolonged absence due to sickness must be discussed with the relevant Programme Manager and Welfare Officer to agree if a Special Arrangement Plan could be set in place. The student would have to strictly adhere to the Special Arrangement Plan to remain in the course during the absence period. If it is decided that the student cannot adhere to the Special Arrangement Plan, they will be advised to interrupt the studies and return once they can fully engage.
13. If due to unforeseen circumstances a student requires to temporarily change the study pattern (for example: change of working hours, childcare arrangements), they must discuss with the Programme Manager to see if the Special Arrangement Plan as well as extra tutorials provided on different times, that are convenient for the student, could be arranged. The student will have to maintain at least 80% attendance to comply with the Special Arrangement Plan. Such requests will only be considered if the student has maintained excellent attendance and academic track records prior to requesting the change.
14. Request for authorised absence may be refused where the attendance pattern or academic performance gives cause for concern, and students may be advised to interrupt their studies to avoid suspension.

## Monitoring

15. The lecturer completes the attendance register twice during each class. For the morning sessions, the attendance will be completed and submitted at 10.00 am and 1.00 pm and for the afternoon sessions at 6.30 pm and 8.45 pm with the below entries:
  - Present
  - Absent
  - Late
  - Left Early
  - Special Arrangement
16. Students who arrive twenty minutes late will be marked as late, and those who come after thirty minutes will be marked absent.

17. The student services department visits the classes on a regular basis to review and audit the marking of attendance.
18. Only the student services department will change an absent mark to authorised leave once it has been granted, following a review of personal circumstances on a case-by-case basis.
19. The student services department monitors students' attendance daily to identify declining attendance, which starts the communications designed to encourage learners to re-engage with their studies.
20. The learners may be withdrawn following all failed communications, where learners are deemed to be no longer attending or academically engaging. The Student Loan Company and the awarding body will be informed.

### **Non-Compliance with Attendance Policy**

21. Non-compliance with the attendance policy will result in disciplinary action against the student. If the attendance is below 80%, the college will issue the student's first non-attendance warning letter/email regarding their absence. The student must contact the student services department within five working days to provide reasons for unauthorised absence.
22. If the student fails to respond or attend, a second non-attendance warning letter/email will be sent, giving five working days to return to classes or inform the attendance department of their unauthorised absence.
23. If the student fails to contact the student services department, a pastoral meeting with the student services, the Welfare Officer and the Programme Managers will be offered to ensure welfare support, if required, is provided. A student has five working days to contact and take advantage of the pastoral support offered.
24. If the student fails to attend the pastoral meeting and does not inform the student services department, a Suspension Letter is issued, and Student Finances are suspended with immediate effect. The student must contact the College within five working days to discuss the resumption day. Failure to return to discuss the resumption day may result in withdrawal.
25. For new students who do not attend their classes and who do not inform student services of the reasons for not attending or do not respond to any

correspondence that has been made during the 14-day cooling-off period, we reserve the right to withdraw their application.

## Appeals and Complaints

26. Learners can appeal against a recommendation to suspend/withdraw from their studies under this policy. All learners should do so in writing within ten working days of formal notification of the decision by emailing [attendance@mrcollege.ac.uk](mailto:attendance@mrcollege.ac.uk).
27. The student services department will review the case to ensure proper procedure (as outlined above) was followed. Extenuating circumstances may be considered where these are genuinely beyond a learner's control or ability to foresee, and which seriously impair their ability to attend to their teaching and learning.
28. The appeal outcome will be communicated to the student within ten working days. If the student is not happy with the decision, they can submit a complaint.
29. A complaint must be in writing. An informal complaint could be sent to [attendance@mrcollege.ac.uk](mailto:attendance@mrcollege.ac.uk).
30. If it is impossible to solve the issue informally, the student must read and follow the [Student Complaint Policy & Procedure](#) and complete the Student Complaint Form, available on the Mont Rose College website:

## Withdrawing from or interrupting the studies

1. If the student is considering withdrawing from the College or interrupting studies for any reason, they must consult the student services department and seek advice if they have a particular problem.
2. If a resolution is not found, they must inform the student services department, which will provide the appropriate form to complete. It is imperative that the correct procedure is followed should the student decide to re-enter higher education at a later stage.
3. The student must refer to the [Transfer Policy](#) if they are transferring to a different course or institution.

4. The student must refer to the [Fee Policy](#) and the [Refund and Compensation Policy](#) to understand the financial implications in various circumstances.
5. The students who are under welfare, who are considering withdrawing, must communicate their withdrawal decision to the Welfare Department at [welfareofficer@mrcollege.ac.uk](mailto:welfareofficer@mrcollege.ac.uk)

