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Related policies/procedures/guidance/forms	Mitigating Circumstances Policy Fitness to Study Policy General Academic Regulations General Student Handbook
Staff member responsible for update	Katie Jack

Amendment History

Version	Revision Summary	Date Approved	Author
2022.1	- Updated contact details - Improved clarity - Updated terminology	28/08/2026	Policy Working Group

Attendance Policy

1. Policy Statement

1.1 Attendance is essential to the successful completion of any program in the College. Students are expected to attend all lectures, arrive to classes on time and be present until the end of the classes.

1.2 The College expects a minimum of 80% attendance from all students.

1.3 Permission to be absent may be granted to students to attend to health, personal issues or other extenuating circumstances upon production of relevant evidence or documentation. Students must request permission by using the forms available on any of the College platforms (VLE, Teams, Website etc.) or by sending an email to your campus coordinator.

1.4 Students must inform the college of the reasons for absence at the very earliest possibility by sending an email to the campus coordinator on the first day of absence except if it is an emergency for which the College will also require evidence.

1.5 Consistent poor attendance and lack of communication to provide justification for absences activates the due diligence process, which may eventually lead to a suspension of registration from the College.

2. Authorised and Unauthorised Absences

2.1 Authorized absence is one that has been requested ahead and approved by the College within the time window provided and backed with supporting evidence where necessary. Authorized absence still counts as an absence, but the information gives us context/reason for the absence which is taken into consideration when decisions are being made about a student.

2.2 If a student is unable to get to college because of mitigating circumstances, some of which might be emergencies and cannot make a request to connect to their classes online, he/she may be able to self-certify their absence based on Mitigating Circumstances Policy. They can request to self-certify their absence by sending an email to the campus coordinator.

2.3 Students may be allowed to self-certify to be absent only once a term/semester. This self- certification will be seen as an authorized absence. Any additional request to be absent will need to be supported with appropriate documentation similar to the documents acceptable for extenuating circumstances.

3. Attendance Monitoring and Due Diligence

3.1 When a student is absent or misses 1 class, the College activates the attendance monitoring process which includes a series of communications, and all the process is recorded for tracking and training purposes.

3.2 Unauthorised absent students after 1 class are sent an e-mail or SMS by the campus coordinator as a “welfare check” and an initial notification of absence in the record.

3.3 After 1 week of confirmed Unauthorised absence, the due diligence process starts with the 1st formal warning letter/email sent out informing the student of possible suspension if absences continue. If the student does not respond after 1 week, it results in a 2nd formal warning letter/email. This can progress to a formal notification of suspension after 3 weeks of absence and after 4 weeks, the final stage would be a suspension of registration which will also reflect in the student loan company (SLC). Emails will usually be sent to the student's College email address.

3.4 Where there are more than 4 weeks of authorized absences, the student will be reviewed under the 'Fitness to Study' policy which should be read in conjunction with this policy. Please refer to Programme Handbook and the policies section on our website christredeemer.ac.uk

4. Attendance monitoring for learners studying via Blended Learning

4.1 Blended learning is when part of a student's learning takes place online and part of it takes place in person. The monitoring process for students on a Blended Learning course monitors online and physical classes.

4.2 For a student to be marked as present in an online class, the student must have their camera on and is seen to be in a space ready to learn. The lecturer may remove a student from their online classroom and mark them as absent if the student does not have a valid reason to have their camera off or are not in a suitable location.

4.3 Students can request to have their camera off only if they are given permission by the lecturer. Equipment malfunction will only be considered once. If it occurs as a reason frequently, the student may be marked as absent.

4.4 Physical classes are very important for blended learners. If a student misses a physical class, unless they self-certify, the due diligence process will start. Even if they are attending online classes and continue to be absent for physical classes, official warnings will be issued in line with section 3.3.

5. Request for Online Access

5.1 Students can request to join classes online 2 days in a term/semester. Such requests should be made 24 hours before the class begins so that the Student Support Team can have enough time to review the request and either approve or not approve it. If there is an emergency, students must complete the online form as well as call the college so we can attempt to review your circumstances quickly.

5.2 If a request is not approved and the student does not attend the class physically; it will be marked as an Unauthorised absence. This will be considered on a case- by-case basis and all efforts will be taken by the College to prevent any abuse of the Online Access request system.

5.3 The detailed criteria for joining classes online and the Online Access Request form are available on the VLE, Teams, website etc. All students can email the student support office to clarify the procedures.

5.4 Any request for prolonged access to classes online (more than two days in a term) will need to have been agreed either during the admission process or after a mitigating circumstance review. If a student wishes to make a request for prolonged access to classes online during the program, this will need to be agreed by the Learning Enhancement Officer.

6. Late Arrival

6.1 The college views punctual arrival for all lectures, workshops, presentations, group work etc. as an important part of attendance.

6.2 Students are advised to arrive about 15 minutes before class starts to prepare their desk space and settle in the class.

6.3 Traffic congestion and overcrowding in public transport is a common problem in London so students must allow sufficient time for their journey to college. This is not viewed as a satisfactory reason for lateness.

6.4 Students who arrive 15 minutes late will be marked as 'late' on the attendance.

6.5 Students coming in after 30 minutes will be regarded as late and may be denied access by the Lecturer.

6.6 Students with mitigating circumstances may be permitted to leave class early by the Lecturer in line with college policies, however such students must do so quickly and quietly without disruption to other students. Leaving a

classroom before the class ends is also marked in the student's attendance record.