



Cambridge Muslim College Attendance Policy

1. Purpose

This policy sets out the procedures for monitoring and dealing with student attendance (or lack of), with the aim of ensuring consistent and fair treatment for all.

2. Scope

This policy applies to students on the College's BA (Hons) programme.

3. Principles

- 3.1. Students must attend three twelve-week terms for each year of their studies. The term dates are published by the College.
- 3.2. Students must aim for 100% attendance for all scheduled lectures, seminars and related academic activities for the programme. A minimum of 80% attendance is expected. If a student is feared to be falling below this, they will be expected to explain their situation and request an exemption from this attendance expectation as outlined below. In the case of unsatisfactory explanation, they are liable for disciplinary measures as outlined below.
- 3.3. Students are expected to be aware of their timetable and to check the College academic calendar regularly for any class changes.
- 3.4. Students are expected to arrive on time for all lectures and activities. Any late attendance after 10 minutes from the beginning of the lecture will be considered as an absence.
- 3.5. Students are expected to complete all reading and assignments set within the normal timescales, unless otherwise agreed by the BA Programme Manager.
- 3.6. In the event of non-attendance, the College has a duty to follow up promptly so that students can be supported and given every opportunity to succeed.

4. References

- QAA UK Quality Code for Higher Education, Chapter B3 (Appendix 1)
- Period of Registration Policy
- Extenuating Circumstances Policy

5. Responsibility

- 5.1. The BA Programme Manager is responsible for overseeing the implementation of this policy.
- 5.2. It is the responsibility of the lecturers to take attendance for each class.
- 5.3. The College Coordinator (BA) is responsible for maintaining a record of student absence.
- 5.4. Students are responsible for informing the College Coordinator (BA) of any unplanned absence and providing necessary documentation for extended absence.

6. Procedure

6.1. Record Keeping

- 6.1.1. The College Coordinator (BA) must closely monitor attendance by liaising with the lecturers and/or physically entering the lecture room to check on attendance.
- 6.1.2. The College Coordinator (BA) will email any absent students who have not sent in an email by 9am, requesting a reason for absence and reminding them of the College's expectations.
- 6.1.3. The attendance of make-up classes will not be recorded or calculated (as these are exceptions to the timetable, and occasionally not all students can attend). The College Coordinator (BA) must use a method of recording attendance that automatically calculates ongoing attendance percentage. Cases that are dropping to 80% must be reported to the BA Programme Manager.
- 6.1.4. At the end of each term the College Coordinator (BA) will report back about the general attendance during the term to the Faculty Board.

6.2. Planned and Unplanned Absence

- 6.2.1. Unplanned Absence: Students must inform the College of any unplanned absences (e.g. sickness) by emailing the College Coordinator (BA) before 9.00am on the day of unplanned absence, including a brief reason. Students must continue to notify the College each day of absence, before 9.00am. Students must provide a witness certificate or doctor's note for absence of more than one week.
- 6.2.2. Planned Absence: Students must request permission for any necessary planned absence (e.g. medical appointments) by emailing the College Coordinator (BA), who will forward the planned absence request to the BA Programme Manager. The BA manager may discuss this with the student, if needed. The email must provide enough details to allow the BA Programme Manager to make a fair and reasonable decision whether the student can be exempted on that occasion.

6.3. Extenuating Circumstances

- 6.3.1. Students unable to keep up with the 80% attendance requirement due to personal circumstances must make an application for extenuating circumstances. In the application they must state the reason for being unable to attend fully and provide accompanying evidence as required.
- 6.3.2. The BA Programme Manager will verify the authenticity of evidence submitted and convene a panel of three members of the Faculty Board to investigate the application. The timescale for the panel investigation will be no later than seven

- days from the date of the student's submitting the extenuating circumstance application.
- 6.3.3. If the review panel approve of the application, the student will be exempted from the 80% attendance requirement. Instead, the panel will suggest an appropriate requirement based on the student's circumstances. The BA coordinator will monitor the student's attendance. If it falls below the requirement recommended by the review panel, the student will be asked to explain themselves, as in the measures for consistent absence outlined below.
 - 6.3.4. If the review panel does not approve of the application, the student will be expected to maintain the 80% attendance requirement.
- 6.4. Consistent Absence
- 6.4.1. Students at risk of falling below the required 80% attendance must meet with the BA Programme Manager, who will discuss the reasons for their absence and what support measures might be put in place. A report of this meeting and any recommendations should be forwarded to the College Coordinator (BA) to be stored in the student's record.
 - 6.4.1.1. Should poor attendance be the result of challenging personal circumstances, pastoral support will be offered, in confidence, through the College welfare team. The student will also be asked to submit an extenuating circumstance application as outlined above.
 - 6.4.1.2. If persistent absence is due to a lack of interest, engagement or commitment, the student will be warned that failure to improve their attendance may result in suspension or termination of registration.
 - 6.4.2. If inadequate attendance continues over a further period of four weeks, they will be asked to meet with the BA Programme Manager to explain and/or rectify the situation.
 - 6.4.2.1. The student will be told that their attendance will be carefully monitored, and substantial improvement is expected within the next four weeks.
 - 6.4.2.2. The student will be reminded that suspension or termination of registration will be considered in the event of no measurable improvement.
 - 6.4.2.3. A written record will be made of this meeting and of the warning issued.
 - 6.4.3. If, four weeks later, the student is still failing to meet the attendance requirement, the BA Programme Manager will raise his/her case to the Faculty Board for consideration of suspension or termination of registration or any further option the Board sees fit.

This policy has been adapted with reference to All Nations College, with grateful acknowledgment.

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	March 2017	New policy
01	26 April 2018	<ol style="list-style-type: none"> 1. Formatting change 2. Policy number assignment 3. Reassignment of policy ownership to BA Programme Manager
02	03 April 2019	<ol style="list-style-type: none"> 1. A minimum of 80% attendance is expected but not required for passing 2. The procedure for Extenuating Circumstances will be followed if a student's situation prevents them meeting the 80% attendance expectation 3. Disciplinary measures will be followed if a student fails to satisfactorily explain their extenuating circumstances 4. Late attendance after 10 minutes of starting lecture will be considered as absence 5. The BA manager will raise any case of failure to meet the attendance requirements to the Faculty Board

Appendix 1

QAA UK Quality Code

The QAA UK Quality Code for Higher Education, Chapter B3: Learning and Teaching, states the following Expectation:

‘Higher education providers take deliberate steps to engage students, individually and collectively, as partners to enhance their learning experience.’

The eighth Indicator states the following:

‘Higher education providers take deliberate steps to assist every student to understand their responsibility to engage with the learning opportunities provided and to shape their learning experience.’