



ICON College of Technology and Management

1. Attendance Policy

- Attendance and Authorised Absence

Students are expected to attend all classes and other contact sessions (such as tutorials including any extra classes that have been arranged for the student). The student's class attendance will be recorded via fingerprint reader.

If a student misses a class or contact session without providing a valid reason for this absence, then this will be recorded as an Unauthorised Absence ("A") on the attendance register. All students should familiarise themselves with the Attendance procedure in part 4 (Admission) of Quality Assurance and Enhancement Manual.

Students receiving support from Student Loans Company are subject to the Attendance Policy of the SLC and the College is required to report to the SLC student non-attendance.

Students must complete an Authorised Absence Application form (available from reception, Helpdesk and ICON VLE) supported by valid documentation to apply for a period of authorised absence which is usually granted for a maximum period of two weeks.

Note: Examples of valid reasons for not attending a class or contact session include serious personal illness or injury.

Where a student is aware of a valid reason for not attending a future class, e.g. a pre-arranged hospital appointment, s/he must complete an Authorised Absence Application form in advance giving as much notice as possible

If a student has a valid reason for failing to attend a class or contact session and has not received prior authorisation, s/he must complete an Authorised Absence Application form (available in Reception and ICON VLE) and submit it to the Student Attendance, Monitoring and Reporting Section on the day of the student's next attendance or within seven days of the absence (whichever is earlier).

- Lateness

Students must attend classes on time (i.e. at 9:30am for the morning sessions, at 2:00pm for the afternoon sessions and at 5:30pm for the evening sessions). Students must remain for the complete duration of the class (i.e. 4 hours). A student who meets these requirements will have "P" recorded on the attendance register.

Students cannot be signed in after 15 minutes of the start of the class, but they are allowed in for another 15 minutes. Any student who comes in after 30 minutes will be required to enter the class after the break when they will be allowed to sign in. Sign in process will be recorded via fingerprint reader only.

If a student provides a valid reason (supported by documentary evidence) then their record will be amended to indicate "Present" on the attendance register by the student monitoring

team. A record of this decision and a copy of the supporting evidence will be kept on the student's file.

If the College considers a student's attendance is not of a satisfactory standard (regardless of the reason for any absence), the College will provide a written notice to the student that continued failure to attend the course to a satisfactory standard may result in dismissal from the course. If following such notice, the students' attendance continues to be unsatisfactory, the College reserves the right to withdraw the student with immediate effect from the course.

- Consequences of Low Attendance

Students receiving support from Student Loans Company (SLC) should be aware that the College is required to report attendance to the SLC and poor attendance can lead to Student Loans being withdrawn. Also, students will not be able to submit their assignments if their expected attendance is below 80% in line with the College Attendance Policy. In this respect, students will be notified and if their attendance continues to be poor the potential for failure and dismissal from the Course greatly increases. In the event if student attendance still continues to be low and is below 50%, the College will refuse to accept assignment(s) and a student needs to repeat the unit following semester.

Bishop Grosseteste University's [Attendance, Engagement and Absence Policy](#) allows students to submit assessment if attendance below 50% but if a student does not engage then they may be withdrawn from the course and / or be required resit modules with attendance.

The College will also inform the following authorities who may take the action as indicated below:

- Transport for London (who may stop the students 30% discount on travelling)
- Local Council (who may cancel exemptions from council tax)
- Student Loans Company (SLC)

2. Confirmation of Student Registration and Attendance with the Student Loan Company (SLC)

Confirmation of Registration will normally be undertaken in conjunction with the first Confirmation of Attendance to the SLC each year.

The following procedure will be carried out to confirm registration and attendance with the SLC:

1. Lists of students are exported from ICTM, and used to create Excel files, based upon banding of attendance percentage at any given liability point. A review of student attendance and, therefore, potential confirmation of attendance to the SLC is not undertaken until at least two full teaching weeks have been completed from the given liability point.
2. The bandings mentioned in one (above) are differentiated in the following manner:
 - 80%-100% attendance - attendance is in accordance with ICON minimum attendance requirements, therefore, attendance is confirmed with the SLC without communication to the relevant students;

- 65%-79% attendance - attendance is below ICON minimum attendance requirements, but not significantly so, therefore, attendance is confirmed with the SLC and relevant students are sent a warning letter stating that their attendance must improve by the end of the given semester;
 - 40%-65% attendance - attendance is significantly below ICON minimum attendance requirements, therefore, whilst attendance will be confirmed with the SLC, relevant students are sent a strongly worded warning letter stating that their attendance must improve by the end of the given semester and they must submit all of their assignments for that semester on time. They are informed that if either of these conditions is not met then they may face suspension from the College and that the SLC will be informed of the same in accordance with College policy; and
 - Attendance 39% or below – attendance is NOT confirmed with the SLC. Relevant students are sent a letter informing them that they must contact the College by a certain date to explain their non/poor attendance or they will be deregistered from the College and that the SLC will be informed of the same in accordance with College policy.
3. No list of students will have their attendance confirmed with the SLC unless, and until, that list has been checked by at least one Administrative Officer to ensure that the attendance percentage for each student is accurately recorded. Once checked, the list will be signed and dated by the relevant Administrative Officer(s). Once confirmed with the SLC has taken place the Director of Admissions will sign, date and retain the relevant list.
 4. On receipt of fees for the students on the lists above, the College will reconcile all payments to ensure that they match the correct fee liability. If the College receives either an overpayment for one of its students, or any payment for a student who is not registered at the College (defined as 'Beneficiary Not Identified'), the Director of Admissions will send an 'electronic task' informing the SLC of the incorrect payment so it can be refunded. Similarly, if there is an underpayment of fees then the Director of Admissions will send a task in the same way. The College accounts section will maintain a list of all 'Beneficiary Not Identified' and periodically advise the Director of Admissions to contact the SLC where the SLC has not actioned the 'electronic task'.