

ATTENDANCE POLICY

Policy Statement. The aim of this policy is to provide a clear guidance to students, parents, staff and others out the RNC expectations regarding the management of student absence from classes.

Attendance refers to the scheduled time spent on college programmes and this can be categorised as lectures, workshops or tutorials as specified in the RNC Weekly Schedule.

RNC expects regular and consistent attendance of students. RNC considers that presence in classroom is critical to any student's success and achievement of their learning goals.

Poor attendance can be one of the main signs of disengagement with the student's programme of study and RNC will attempt as far as possible to ensure that students remain fully engaged and succeed on their programme.

RNC monitors all students' attendance on a daily basis. Each case of absenteeism is different and will be treated individually.

Scope. This policy applies to all students enrolled in year one of all HND programmes organized in collaboration with South Tyneside College.

Responsibilities. The RNC Director, all secretary staff and have responsibility for the implementation of the policy.

Parents and students:

- If a student is going to be absent from College, the Parent or the student must contact the college between 8.00 and 9.00 am on the same day.

-If a student is absent for three consecutive days or more, the parent may be asked to provide medical evidence for the absence. This will enable the College to allocate authorised absence on the register. The direct number for the college absence line is: 0756130192

- Parents should ensure that college has their contact numbers, to allow college to follow up unexplained absences.

Procedure to be followed by all staff:

- It is the RNC instructors' duty to insert absences in the Class Catalogue every day, during their courses.
- RNC Secretariat will extract absences on a separate sheet, on a weekly basis.
- When a student accumulates 50 absences she/he receives Warning 1. The limit for the number of absences is 80 pe student per Block. Student accumulating 80 absences is subject to expelling.
- When student accumulates 25 absences the secretariat will contact student's parent/carer or the next of keen and discuss reasons of absences, trying to understand the situation and find solution to stop absenteeism of respective student. If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence.
- The following actions of a student will result in an additional absence: unauthorised leave from class room during the course, as wel as late arrival after the course starts.

Related Policies:

- Student behaviour policy