



Attendance Policy

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Related Policies	

Amendment History

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Irish Baptist College

Attendance Policy

Introduction

1. This policy is based upon the expectation that students should be present for all timetabled teaching and learning sessions or scheduled supervisions. It outlines the procedures related to recording, monitoring and responding to student attendance records.
2. A robust attendance policy responds both to the expectations of validating bodies and the College's own desire to proactively support student wellbeing and academic success. It also enables the College to meet the reporting requirements of external regulatory bodies.
3. This policy relates to both students enrolled on Higher Education theology courses or one of the other College courses, or parts of courses, at the Irish Baptist College.

Higher Education Theology Courses

Recording Attendance of Taught Undergraduate and Taught Postgraduate Students

4. Daily student attendance is recorded.
5. It is the responsibility of the Registrar in conjunction with the Director of Training and the Director of Postgraduate Studies to ensure that appropriate procedures are in place to record and monitor the attendance of all taught students.
6. The attendance of all taught undergraduate and taught postgraduate students in timetabled lectures and seminars is recorded. This will provide evidence of a pattern of activity which can help the College to ascertain whether the aims of this policy are being met.

Monitoring Attendance of Taught Undergraduate and Taught Postgraduate Students

7. Monitoring student attendance is designed to identify causes for concern and initiate appropriate responsive action.
8. Attendance for all students is monitored informally by lecturers on a continuous basis in order to pick up concerns as soon as possible. The aim is to ensure that students understand their responsibility in the learning process and remain engaged with staff in a positive way so that the process goes forward effectively and obstacles are overcome.

constructively. Lecturers should alert the Director of Training or the Director of Postgraduate Studies if a student is absent from class on a regular basis. On a formal basis attendance is monitored through the production of attendance reports that provide the attendance percentages for each student. These attendance reports draw on the recorded information and are produced by the Librarian/Administrative Assistant at the end of each semester. These reports highlight attendance figures that fall below 85% and show where a pattern of absence across modules raises concerns about a student's wellbeing.

9. The end-of-semester attendance reports will be sent by the Librarian/Administrative Assistant to the Principal and Director of Training, who will follow up any attendance concerns according to these guidelines:

- **Taught Students**

- Students whose overall attendance for any module has fallen between 75% and 85% will be sent an email reminding them of the College's expectation that they should be present for all timetabled teaching and learning sessions.
- Students whose overall attendance for any module has fallen between 50% and 75% will be asked to explain their pattern of attendance by email or by appointment.
- Students whose overall attendance for any module has fallen below 50% will be asked to make an appointment to see the Principal and Director of Training.

- **Taught Master's students**

- Students who have not attended 75% of lectures and all agreed Supervision meetings will be required to meet with the Director of Postgraduate Studies.

Authorised and Unauthorised absence

10. The College's expectation that all students should attend every timetabled teaching or learning session or required supervisory session. However, the College recognises that situations arise which lead to unavoidable absences. For this reason the College distinguishes between "authorised" and "unauthorised" absences.

- **Authorised absence**

An absence may be recorded as authorised in the following circumstances:

- Personal illness / health problems (including planned operations);
- Close bereavement;
- Serious personal difficulties;
- Care issues (which could not be predicted or planned for);
- Exceptional and unpredictable circumstances (e.g. major

- unforeseen disasters);
- Significant conference attendance or mission activity recommended or agreed by the Principal or the Director of Training of the College;
- Parental leave;

Authorised absence will only be recorded if:

- For unexpected absence the student conveyed their apologies before 9.30am by email or telephone call to the Registrar on the day of absence;
- For planned absences permission has been gained from the Principal as far in advance as possible.

- **Unauthorised absence**

An absence will normally be recorded as unauthorised in the following circumstances:

- Family celebrations;
- Holidays;
- Paid employment;
- Funerals beyond family;
- Extra-curricular activities (e.g., sports and leisure activities; pursuing hobbies);
- Conference attendance or mission activity which is not recommended or approved by the Principal or the Director of Training of the College;
- Avoidable practical issues (routine traffic delays, over sleeping, non-essential appointments).

Unauthorised absence will always be recorded if the student fails to take the initiative to inform the College of unexpected or planned absences.

Persistent Lateness or Early departures

The procedure may also be applied to students who are repeatedly late to or leave lectures early. The College recognises that situations arise which lead to unavoidable lateness or early departure (for example, catastrophic events, personal difficulties, medical appointments or sudden sickness). Students who are persistently late or leave early will have to explain their absence to the Director of Training.

Internal Procedures

13. To report absence, students need to complete the “Request for Absence” Form from the Registrar. The slip should be returned to the Registrar or Principal. The Registrar will update the attendance record.

14. Students need to be aware that the College has an obligation to report on non-attendance to some external bodies for reasons relating to professional development, funding or visa requirements. Confidentiality regarding non-attendance cannot therefore be assumed.

Other College Courses

15. The Evening class, Women's Discipleship Course, Ladies Study Fellowship and the GAP Year in Theology all require a satisfactory level of 75 % attendance. Attendance will be recorded by the lecturer and submitted to the Registrar. Satisfactory attendance in class is required to successfully complete the course.