DOCUMENT DETAILS

Document Name:	**Higher Education Attendance Policy**			
Approval body:	Learning and Quality Committee			
Approval date:	February 2026			
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Document author	Assistant Principal Higher Education			
Document owner	Vice Principal Innovation and Improvement			
Applicability	Students	X	Staff	X
	Governors	X	Other	X
Summary	The purpose of this document is to set out the college's HE attendance information and requirements.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
Higher Education Academic Board	February 2025
Higher Education Academic Board	March 2026

Approval body	**Date approved**
Learning & Quality Committee	February 2025
Learning and Quality Committee	March 2026

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	Yes

POLICY CHANGES

Key updates	**Impact**	**Section reference**
Text - Work placement or work-related working where applicable added as a form of engagement	NA	1.2
Text - For example, in a work-related environment or setting	NA	1.5
Removal of Coronavirus register mark	NA	3.1.3
Text - Faculty Area Manager (FAM) replaced with Curriculum Manager	NA	3.4.1

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1. Introduction

1.1 Nottingham College recognises that deciding to study a higher education course is a life-changing choice for all students, at whatever time in their lives they may choose to study. Students make a major commitment investing finance and time to achieve a qualification which will play a key part in influencing their future life choices.

1.2 Engagement includes:

- attending all scheduled teaching sessions (including lectures, seminars, tutorials, and workshops)
- completing independent and group study activities outside scheduled teaching
- work placement or work-related working where applicable
- undertaking all assessments.

1.3 Poor attendance on the part of individual students may also detract from the overall learning experience of the group, in some cases preventing other students from achieving their full potential, particularly where group assessments or projects and peer learning are involved.

1.4 The college monitors student attendance making use of attendance registers (which lecturers complete online) in a way that is appropriate for the course and its mode of study.

1.5 Support is offered to students facing difficulties that may be hindering their progression. Where courses feature specific attendance requirements, for example in a work-related environment or setting, these will be signposted to students at the outset.

2. Objective

2.1 This attendance policy is the document that defines Nottingham College's rules of higher education student attendance, to reduce absences, ensure that students can engage in learning and support, complete assessment activities in line with awarding body and course schedules, encourage a productive learning environment, and successfully complete their qualification.

3. Policy Statement

3.1 Attendance procedure and register marks

3.1.1 Students will be advised about attendance requirements and the importance of attending classes, both orally and in writing through induction events, course and module handbooks and via StudentNet.

3.1.2 Attendance at, and in consequence, absence from timetabled sessions will be recorded and monitored following the eRegister system.

3.1.3 The range of permitted marks is:

Attendance calculation	Register code	Description and comments

Present	**1**	Present	Where a student is physically present within a learning activity on campus
	2	Late	Where a student is physically present within a learning activity on campus but is not punctual and arrived late to class.
	5	Present	Working student is elsewhere under the care of college staff, e.g. library, exam, educational visit
	W	Present- Work placement	Student on authorised work placement where attendance can be confirmed with employer
	V	Present- Virtual	Where a student has attended a live virtual session is taking place through Microsoft Teams, Google Classroom or Zoom. This includes students who may be self-isolating but are well enough and engaging in learning.
Absence	**3**	Unauthorised absence	College have not been notified of student's absence.
	4	Authorised absence	Student has notified college of reason for absence
Neutral	**6**	Neutral	Religious holiday
	8	Neutral	Class cancelled – must be authorised by a manager. If a class does not run because there is no cover in place, but students still attend to get a register mark, the class register should still be marked as class cancelled (8) for all students as no scheduled learning has taken place. Students' attendance will not be penalised by using the class cancelled mark. If students are set work to complete in the LRC or at home they should log this via their EILP or alternative appropriate method
	X	Suspended	This is to be used if a learner has been suspended pending investigation

3.2 Absence reporting

3.2.1 If a student is unable to attend their normal timetabled classes, they should follow the contact procedure outlined in their course handbook as soon as they are aware that they will not be attending.

3.2.2 The primary point of contact for HE students should be their designated course leader, although messages can be left with the HE Office or the college's main absence line: (0115) 9 100 100 - option 1.

3.2.3 The student should give a target date by which they will be able to resume their attendance. This will enable the course delivery team to identify how best to support the student during their period of absence.

3.3 Commitments outside of college

3.3.1 The college recognises that students may need to undertake part time employment to support their studies or may have other commitments such as childcare or family/religious events. However, the college does expect its students to, wherever possible, fit these commitments around their timetabled sessions to participate fully in the course.

3.4 Prolonged or repeated absences

3.4.1 If a student misses a significant number of sessions (e.g., 3 or 4 classes in sequence for a particular module) they will be contacted by a member of staff, normally the Course Leader, Wellbeing Coach or Curriculum Manager. The college wants to help its students to begin attending again and the staff member will explore appropriate ways to support the student moving forward.

3.4.2 The college will take all reasonable steps to avoid the final step of withdrawing a student. However, where, having explored all reasonable avenues, a student is no longer engaging with their course; arrangements will be made to withdraw them from the course and from the college.

3.4.3 The college is obliged to report the act of withdrawal to external authorities as appropriate. This could include the Student Loan Company, local authority (for council tax exemption), an employer (or similar sponsor), or any professional, statutory, or regulatory bodies.

3.5 Suggested attendance level for HE students

3.5.1 All students should strive to achieve 100% attendance. Unless there are exceptional circumstances, attendance should not drop below 85%. This is the figure advised to students on the HE Bursary Application Form as being required to receive their termly payment.

3.6 Prolonged or repeated absences – the process

3.6.1 Members of staff should follow a step-by-step process to support students with prolonged or repeated absences.

3.6.2 This process is outlined in the flowchart below. The flowchart refers to three letters written to students during the prolonged or repeated absences process, and sample letters are included in the appendices for convenience, although it is appreciated that colleagues may wish to customise these to suit the individual circumstances.

3.6.3 For prolonged absence flowchart and template letters please refer to appendices 1 and 2.

3.7 Withdrawal - student record update

3.7.1 When withdrawing a student, the Head of Faculty (HoF) must submit an e-change request on ebs:ontrack confirming the last date of attendance and the reason for leaving (e.g., ‘Personal’, ‘Ceased to Attend’, ‘No Contact’, ‘Employment’). MIS will confirm the withdrawal on EBS and close the student’s academic record.

3.7.2 The HE Office will advise the Student Loans Company (SLC) and finance will send a final invoice for any outstanding fees.

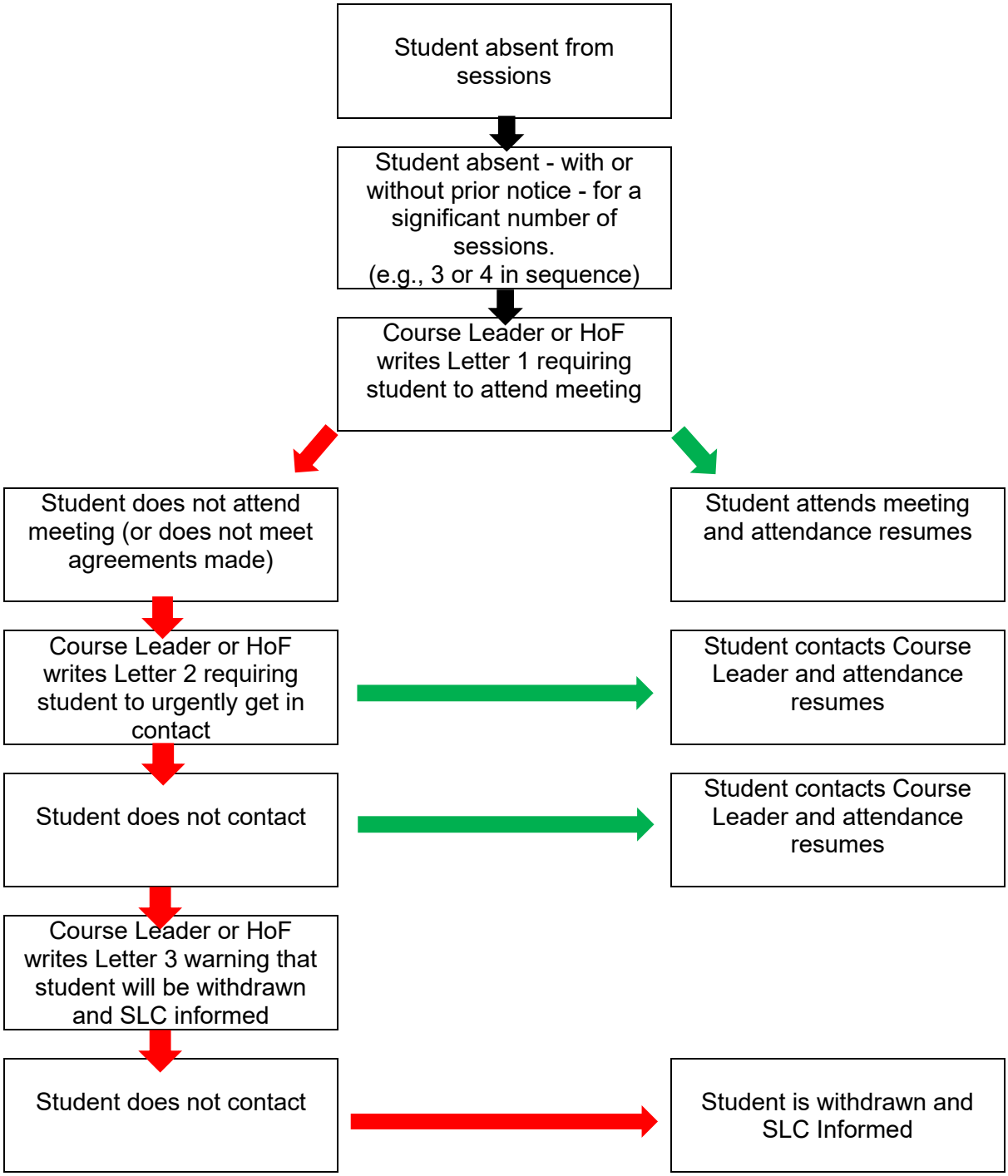
3.8 Suspension (’Intercalation’) – student record update

3.8.1 If a student is suspending their studies (officially called ‘Intercalation’), the Course Leader will have already discussed this with the student and completed an intercalation request form.

3.8.2 The HoF will submit an e-change request on ebs:ontrack as a withdrawal, selecting ‘student taking agreed break in learning’ as the reason and adding a note stating when the student is due to return.

3.8.3 The HE Office will inform the Student Loans Company of the suspension and arrange to contact the student prior to resuming their studies.

Appendix 1- Prolonged or Repeated Absence Process Flow Chart



Appendix 2 Prolonged or repeated absence – example template letters

The flowchart refers to three letters. Suggested examples are offered here.

Letter - 1
Dear [Student Name] Reference: Attendance for [Course Name] It has been brought to my attention that your attendance is below the college targets. It is vitally important that you fully re-engage and demonstrate your commitment to the course. The academic team have expressed concern and would like to help. Consequently, I am requesting you to attend a meeting with me here at the college on [Date – Time] at [Campus - Room] to discuss your attendance and how we should proceed. Please bring along any supporting evidence for your absence. Should you wish to discuss this further, please don't hesitate to contact me on [Contact phone number and email address].

Letter - 2
Dear [Student Name], Reference: Attendance for [Course Name] It has been brought to my attention that you have not attended any sessions since our meeting on [Meeting date and time]. As discussed, we are very concerned that you are at risk of seriously falling behind with work and ultimately, of being unable to progress with your course. Or You have not responded to my letter requiring you to attend a meeting to discuss attendance issues. At this point, there are several options available including, but not limited to, re-engaging with your course, applying for extenuating circumstances, suspending your studies or withdrawal. It is important that you contact me without delay so that we can identify the best way forward. Please can you contact me by [Date], to discuss the next steps. If I do not hear from you by [Date], you will be withdrawn from the programme without further notice. You should be aware that, in this event, necessary information will be shared with Student Finance England.

Letter - 3
Dear [Student Name], Reference: Withdrawal from [Course Name] As your attendance has unfortunately not improved. Or As I have written to you on two previous occasions, the first inviting you to a meeting to discuss your attendance on [date] and the second requiring you to contact me by [date] and I have not heard from you. I can confirm that we have now withdrawn you from the course with effect from the last day of your attendance, [date]. This information will be passed to Student Finance England in due course. I wish you all the very best for your future.