



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 required to pass or receive credits for each module.
- 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.
- 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 absences and providing necessary documentation for extended absences.

6. Procedure

- 6.1. Planned Absences
 - 6.1.1. Students must request permission for any planned absences, (e.g. medical appointments) by emailing the College Coordinator (BA) who will forward the planned absence request to the BA Programme Manager.
 - 6.1.2. The email must be sent at least one week in advance of the planned absence and should include a reason for the planned absence, providing enough detail to allow the BA Programme Manager to make a fair and reasonable decision whether the student can be exempted on that occasion.
- 6.2. Unplanned Absences
 - 6.2.1. 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.
 - 6.2.2. Students must continue to notify the College each day of absence, before 9.00am.
 - 6.2.3. Students must obtain a doctor's certificate for absences of more than one week.
 - 6.2.4. In the case of a serious and unforeseen event which is likely, in the student's opinion, to prevent or adversely affect their ability to attend College activities, students should make a formal request that the College's extenuating circumstances procedures are applied, following the Extenuating Circumstances Policy.
- 6.3. Record Keeping
 - 6.3.1. The College Coordinator (BA) must closely monitor attendance by liaising with the lecturers and/or physically entering the lecture room to check on attendance.
 - 6.3.2. 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.
 - 6.3.3. 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.
 - 6.3.4. At the end of each term the College Coordinator (BA) will prepare an attendance summary document.

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.
 - 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 significantly improve their attendance to meet the target minimum of 80% may result in suspension or termination of registration.
- 6.4.2. If the non-attendance issue continues over a further period of four weeks, to the extent that the student is still at risk of falling below the required 80% attendance, 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 80% minimum attendance requirement, the BA Programme Manager will recommend either suspension or termination of registration to the Faculty Board.
- 6.4.4. As a third option, and at the discretion of the Faculty Board, the student may be offered the opportunity to re-take the entire year, re-attending all classes and submitting the required assignments. Assignments submitted will be on different questions than those submitted in the previous year.
 - 6.4.4.1. In the case of re-taking a year (or part of a year), additional tuition fees will be payable.
- 6.4.5. A student may re-sit a year only once.

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 change2. Policy number assignment.3. Reassignment of policy ownership to BA Programme Manager

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.’