



STUDENT ATTENDANCE POLICY

1. POLICY AIMS

- 1.1. The Attendance policy of European College of Law and Business (ECLB) is intended to assist the College in enabling students to achieve their learning potential and simultaneously comply with regulatory requirements.
- 1.2. The policy applies to all students enrolled in any course offered by the College. ECLB encourages 100% attendance of the scheduled sessions. The adjustments can only be made where there is medical evidence or proof of extenuating circumstances.
- 1.2. The Administration Department keeps the record of each student's attendance on a daily basis. The College expects strict adherence to the ECLB Attendance Policy.

2. ATTENDANCE RULES

- 2.1. Students are required to attend all classes as per the class timetable for the particular course. If a student cannot attend a teaching session, the student must inform the College as soon as possible and provide a valid reason for absence. This should be supported by documentary evidence wherever applicable, such as medical certificates.
- 2.2. Students must be punctual for all classes. Students will be marked as present if they arrive within the first 20 minutes of the start of the lesson. Students who arrive between 20 and 30 minutes after the start of the session they will be marked as Late. Students who are over 30 minutes late their attendance will be recorded as absent.

- 2.3. The tutor will record attendance in the class in a printed attendance register. This will be done after 20 minutes for the morning session. For the afternoon session, the tutor will record attendance towards the end of the session to ensure continuous presence in the session and not leaving before the class ends.
- 2.4. Similar rules for attendance and punctuality are required in an online teaching session. Students are required to log in and join the session from the very start of the class. They are also required to remain engaged with the lesson and the teacher till the end of the class. If a student is found to be present at the beginning of the session and then becomes silent and non engaging with the lesson and the teacher for the most part of the class, will be recorded as absent.
- 2.5. For online teaching sessions students are required to ensure that IT devices are fully functional including internet and power. Excuses for disruption after the online class has started will hamper the learning seriously.
- 2.5. It is the responsibility of the student to adhere to the attendance policy. They will be notified if any changes are made.

Policy Guidance

- 2.6. Possible reasons for reporting absence could include:
- Students are allowed to take time off only in case of a personal illness; illness of spouse, children, parents and other close relatives: medical records or doctor's notes should back this up.
 - Bereavement of a close relative or family emergencies
 - Immediate travel needs for unavoidable circumstances
 - Medical appointments
 - Religious festivals
 - Any other unavoidable circumstances (e.g.- arson or flooding at home)
- 2.7. Excuses for late arrival or leaving early may be granted where an emergency situation has occurred provided that the student complete the Late Arrival/Early Leaver Form attached obtains approval from the teacher. However, such leave should be limited to a maximum of four occasions in a Semester.

3. NOTIFICATION OF NON-REGISTRATION LETTER TO NEW STARTERS

- 3.1. This letter will be issued AFTER a student has missed the first two weeks of classes of an academic Semester. Such letter will notify the student that their registration / enrolment will be cancelled through their no show for the first two weeks of the course commencement.

4. ATTENDANCE WARNING LETTERS

- 4.1. The College monitors the daily attendance of students as well as the cumulative percentage of attendance on a regular basis. The cumulative rate of attendance of a student for a particular semester will not be carried forward to the next semester. The warning notifications will be sent by email and followed up by phone calls if required.
- 4.2. These warning letters will be issued at any point of the semester when the unauthorised absence rate falls below 80%. Such letter may:
 - 4.2.1. Remind the student that classes have been missed;
 - 4.2.2. Remind the student of the importance of attending all classes;
 - 4.2.3. Request an explanation as to why classes have been missed;
 - 4.2.4. Ask the student to contact the College as soon as possible to discuss their absences.

Final Warning Letter

- 4.3. A Final Warning Letter will be sent to students who have already received two consecutive warning letters and who failed to provide adequate explanation/information with documentary evidence to justify their absence. Such letter may:
 - 4.3.1. Remind the student about the consequences of non-attendance;
 - 4.3.2. Invite the student to meet with the Principal or any other authorised member of the monitoring team to discuss any problems they might be experiencing that could be the cause of their poor attendance.

Notification of Deregistration

3.6. This letter is to be issued to any student who has received the final warning letter and failed to meet with the Principal or an authorised member of the Monitoring Team.

3.7 ECLB reserves the right to deregister the student and notify the relevant authority in the event of no response is received from the student.

5. ATTENDANCE RECORDING AND MONITORING

5.1. Tutors will have online access to the student database management system to populate the already captured attendance data.

5.2. Attendance monitoring will be done weekly by the admin team under the supervision of the Principal.

5.3. Accuracy of capturing attendance data and online recording will be checked by the Principal.

LOGO

Late Arrival/Early Leaver Form	
Student Name:	Date:
Course:	Student ID:
Teacher Name:	Time of Arrival / leaving:
Reason for Late Arrival / Leaving Early:	
Authorised by the teacher:	Signature & Date: