STUDENT ATTENDANCE AND MONITORING POLICY

1. Policy Aims

1.1. The attendance and monitoring policy of London School of Commerce & IT (the College) is intended to assist the College in enabling students to achieve their learning goals and simultaneously comply with regulatory requirements.

1.2. The policy applies to all students enrolled in any course offered by the College. LSCI encourages 100% attendance of the scheduled sessions. The adjustments can only be made where there is medical evidence or proof of extenuating circumstances.

1.3. The Administration Department keeps the record of each student's attendance on a daily basis. The College expects strict adherence to the College Attendance Policy.

2. Attendance Rules

2.1. Students are required to attend all classes as per the class timetable for each 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 via the Student Portal. 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 40 minutes after the start of the session will be marked as Late. Students, who are over 40 minutes late, will be recorded as absent.

2.3. The tutor will record attendance in the class on a printed attendance register. This will be done within 20 minutes for the morning session. For theafternoon session, the tutor will record attendance within last 20 minutes of the class to ensure student remain in the class till the end.

2.4 Similarly, if a student leaves the class between 40 - 20 minutes to the end of the session, will be considered as Left Early. Students leaving more than 40 minutes earlier than the end of the session will be marked as absent for the afternoon session.

2.5. Similar rules for attendance and punctuality are required in online teaching sessions. 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 joining the class 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.

2.6. For online teaching sessions, students are required to ensure that their personal IT devices are fully functional with internet connection well before the online teaching sessions. They should try their best to avoid giving excuses for IT Device disruptions after the online class has started.

2.7. In order to ensure their active presence in the class, **they MUST keep their video camera on throughout the entire session**. However, the microphone can be on and off according to the requirement of the tutor.

2.8. It is the responsibility of the student to adhere to the attendance policy. They will be notified if any changes are made.

3. Policy Guidance

3.1 Possible reasons for reporting absence could include:

- 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)

3.2 Excuses for late arrival or leaving early may be granted where an emergency situation has occurred provided that the student completes the Late Arrival / Early Leaver Form, (attached at the end of this document as Appendix 1) and obtain approval from the teacher. However, such leave should be limited to a maximum of three occasions in a Semester.

4. Notification of cancellation of enrolment for new students

4.1. This letter will be issued to a new student who has missed the first two weeks of classes of an academic course. Such letter will notify the student that their enrolment will be cancelled due to their non-attendance for the first two weeks of the course commencement.

5. Attendance warning letters

5.1. 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.

5.2. These warning letters will be issued at any point of the semester when the unauthorised absence rate falls below 80%. Such letter will reflect on their up to date attendance rate and therefore advising them to attend classes regularly to improve low attendance.

6. Final Warning Letter

6.1. 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:

6.1.1. Remind student about the consequences of non-attendance;

6.1.2.   Invite the student to meet 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.

7. Notification of Deregistration

7.1. This letter will be issued to such student who has received the final warning letter and failed to meet the Principal or an authorised member of the Monitoring Team.

7.2 LSCI reserves the right to de-register a student and notify the relevant authority in the event of no response from the student.

8. Attendance recording and monitoring

8.1. The tutors will have access to the online student database to input the attendance data from the attendance sheet.

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

8.3. Accuracy of data on the attendance sheet and student database will be checked by the Principal.

9. Code of Conduct during the teaching and learning sessions

The Code of Conduct to be followed during the online and face to face teaching delivery is appended as Appendix 2 below.

London School of Commerce & IT

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:

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Code of Conduct during the teaching and learning sessions

The following Code of Conduct must be adhered to by every LSCI student during the teaching and learning sessions (both online and face to face).

1. Must attend all classes with punctuality
2. Listen attentively and participate actively in all teaching and learning activities during the sessions.
3. Show respect to each other and don't get involved unnecessary chatting.
4. The medium of teaching is English and therefore using any other language during the session is not allowed.
5. The **video camera MUST be switched on during the entire session**. However, the microphone can be on and off according to the requirement of the tutor. It is a mandatory requirement, without which the attendance will be recorded as absent. The lame excuse of poor internet connection is not acceptable. **One should seat in an upright position** respecting others.
6. **Eating food including chewing gum is not allowed** during the class. Only non-alcoholic drink like water is allowed if necessary.
7. **Smoking is strictly prohibited** during the class and within the LSCI building.
8. One should NOT cause any nuisance such as muting others microphone, during the course delivery using online platforms like Zoom, Blackboard etc.
9. No one should take photographs of the fellow students and teachers or make a recording of fellow students as this is against the General Data Protection Regulation (GDPR).
10. Everyone should follow descent dress code while attending the online and face to face classes. Putting on shorts or torn jeans should be avoided.
11. The Equality and Diversity Policy must be followed and everyone should respect each other.