



Empire College London

Student Attendance Policy

Attendance at Empire College London is mandatory. Students are required to attend all classes and take responsibility for their learning. Learning is a shared experience, and students are expected to contribute to promoting collective understanding. Once enrolled, students commit to working towards achieving academic success. Students must participate in and engage fully with the allocated timetable. To facilitate this, we have an effective system in place to monitor attendance.

Absence can often indicate various academic or personal issues. Therefore, all relevant staff, including tutors, must be aware of which students attend regularly and which do not. When attendance problems are identified, management will take appropriate action. Unexplained absence is unacceptable and may result in withdrawal from the course.

The following procedures should be followed to monitor and address non-attendance.

Procedures for Dealing with Attendance.

1. Tutors must make it clear to students that they are expected to attend scheduled classes and any additional time/tasks assigned by the college. Tutors should point out that students may be excluded from their course if they fail to attend regularly.
2. College staff, including tutors, are responsible for monitoring attendance. Tutors should possess accurate and up-to-date group profiles of students expected to attend.
3. The College has a required level of attendance set at 80%.
4. Where there is a systematic non-attendance, the student will be contacted.

Such contact will:

- Remind the student that classes have been missed.
- Remind the student of the importance of attending all classes.
- Request an explanation as to why classes have been missed.
- Invite the student to discuss with their tutor or a management team member any problems they might be experiencing that could be the cause of their low attendance.

International Students

The College is required to ensure that all Student visa holders are actively engaging with their studies

Students studying courses at RQF Level 5 or below:

Students must attend a minimum of 15 hours per week of classroom study. If a student does not achieve 85% attendance in their classroom-based study in any month, they will be required to provide reasons for their non-attendance. Records of the reasons for non-attendance and the actions agreed upon with the students and the college will be maintained in individual files to monitor future attendance.



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Where a student's attendance falls below 70% for three consecutive months, the College will withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance.

The College has a legal obligation to report the continued absence to the UKVI so that the concerned departments can take the necessary action. If a student is reported to the UKVI it may result in the current leave being curtailed or invalid, which may lead to the removal from the UK.

Authorised Absence:

Sickness Absence

If you are unable to attend the College due to health reasons, you must inform the College via email to attendance@ecl.ac if studying at the London site. adminbham@ecl.ac if studying at the Birmingham site.

If four or more consecutive classes have been missed due to health reasons, you must provide valid evidence for the authorisation of leave.

Special Leave

Special leave may be granted for various reasons, including bereavement, attending court, maternity, domestic distress, or participating in an educational event. Evidence of the need for special leave must be provided. Leave will be granted at management's discretion.

In the event of a late return from an authorised leave period, the student must inform the College as soon as possible. Extension of leave will be granted at the management's discretion.

Holiday leave

Students should avoid booking holidays during term time as this will not be authorised.

Monitoring and Evaluation of the Policy - Attendance and Academic Engagement

The management is responsible for ensuring the continuous and effective implementation of this policy. The policy is reviewed annually to ensure it is always in full compliance.

Student attendance and academic engagement will be monitored throughout the semester. Consideration of the following will take place on non-attendance:

- Are there a number of consecutive unauthorised absences?
- Is there a continuous period of unauthorised absence?
- Are there a number of irregular unauthorised absences? If so, how many are there, and what is their frequency?
- Is any non-attendance linked with late submission/non-submission of coursework?
- Is lack of attendance/engagement impacting on academic progress?