



# The London Interdisciplinary School

## Attendance Policy

### Introduction

This policy sets out the principles, policies and procedures relating to student attendance at the School.

### Scope

This policy applies to all registered students of the School.

### Principles

Students are expected to maintain a good attendance to their course. As set out in the Student Conduct Policy and Disciplinary Procedure, students are expected to be punctual in attending all teaching and learning activities; where a student is likely to absent or delayed for an activity that they are expected to attend, they are expected to inform the relevant teaching staff in good time.

Regular or extended periods of absence will be monitored by the School. If the School identifies that a student is struggling with their studies, their personal tutor will work with the relevant learning staff student support services to put in place a plan to support the student in question, as per the Academic Progress Policy.

Where students are unable to provide a reasonable explanation for their absence, under the provisions of the Academic Progress Policy, the School may issue a warning, or in more serious cases, decide to terminate that student's registration

### Policies

Students are required to be in attendance at the School during the 15 weeks of each term and whatever additional time is required by the programme of study for which they are registered.

If a student experiences a long period of ill-health (more than one week) or there are other reasons why they may not attend classes or assessments, they should inform the Learning Director as soon as possible, enclosing evidence from a qualified medical practitioner. The Learning Director or their nominee will then take steps to determine any additional support required for the student to ensure that they are up to speed when they return to their studies, and may advise the student's personal tutor to agree a learning plan with the student in question. Further detail on learning plans and additional support provided to those with poor attendance is set out in the School's Academic Progress Policy.

Tier 4 International Students (non-EEA and Switzerland citizens) are required to be in attendance at the School for all classes and contact points throughout the duration of the programme. The School has a responsibility to tell the Home Office if a Tier 4 International Student has a long period of absence without a reasonable explanation.

Where students are unable to provide a reasonable explanation for an absence that either lasts longer than a week and/or results in them missing a coursework deadline or assessment date, they will be subject, as appropriate, to the provisions of the Academic Progress Policy.

Where students are unable to provide a reasonable explanation for their absence, the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

A student may be presumed to have withdrawn and terminated their registration if they are absent from a term without prior approval for a period of 15 working days.

### **Extraordinary Deferral of Examination and Assessment Procedure**

*(from the Examinations Regulations and Procedures)*

If a student fails to submit work for an assessment component by the deadline or to attend an examination without good cause, they shall be deemed to have failed the assessment component or examination and will be assigned no marks for it.

The School has an inclusive approach to examination and assessment. To this end, the School will ensure that examinations and assessments can be sat at multiple, spaced sittings, to limit the need for deferrals. All students will be allowed to draw on 100% extra time during the examination. In the case of coursework, the submission deadlines will be set within a range of weeks to allow for later submissions, again to limit the need for deferrals. Students will be advised to attend the earliest examination sittings and to submit coursework at the beginning of the submission period, in order to allow contingency for unforeseen circumstances arising (e.g., illness) that would mean that their sitting or submission would be delayed. It is the responsibility of students to manage their examination sittings and assessment submissions so that they allow for contingency for being ill or having other good cause for missing an examination sitting or being delayed in submitting coursework. Students will not be penalised for sitting in later examination sittings, drawing on extra examination time, or submitting work at the end of the submission window.

Where a student has an enduring condition (such as learning difficulties or disabilities), the student is responsible for disclosing this to their personal tutor or the Student Experience Department with one calendar month's notice if they wish reasonable adjustments to be made to accommodate them in sitting an examination or submitting an assessment. Where a student fails to do so, they will not be permitted to apply for an Extraordinary Deferral on the grounds of reasonable adjustments for their condition.

Where Extraordinary Mitigating Circumstances impair a student's ability to prepare for or sit/submit an examination/assessment even in spite of the multiple sittings arranged or the

extended deadline for coursework, the student may apply to the Learning Director, or their nominee, for an Extraordinary Deferral. An Extraordinary Deferral is a request for an additional examination sitting to be set, or for an extension to the submission deadline period. This application for deferral must be made in writing (email or letter) by 12pm on the working day before the last sitting of the examination or final deadline for the submission, and must provide objective and authoritative evidence (e.g., a medical note) of the mitigating circumstances justifying a deferral. The standard of evidence will need to be high to justify a deferral given the School's arrangements to accommodate the need for unexpected late submission and late sittings.

Where an Extraordinary Deferral application has been made, it will be at the discretion of the Learning Director to grant or deny the request based on the evidence submitted and given the flexible arrangements for examination and submission that have already been made. In exercising his/her discretion, the Learning Director must be satisfied that:

- The illness or other good cause would have a significant adverse impact on the student's performance in the examination or would prevent the student from sitting the examination or submitting the assessment; *and*
- The illness or other good cause would have precluded the student from attending any of the scheduled examination sittings, or from submitting their work at any earlier point in the submission window; *and*
- The student did not have an earlier opportunity to notify the Learning Director so that any reasonable adjustments could be accommodated to mitigate for their condition.

Where the Learning Director or their nominee is satisfied that these conditions have been met, the student will be withdrawn from the examination or assessment and arrangements will be made for deferral. The Learning Director will process any deferral applications by 6pm on the day before the assessment or submission deadline. Where a student has not received confirmation of Extraordinary Deferral by this time, they should assume that their request has not been granted, and should therefore expect to sit the examination or submit their assessment.

The Learning Director will make a record of any Extraordinary Deferrals granted and submit them to the Assessment Department.

<b>Name of policy/procedure:</b>	<b>Attendance Policy</b>
<b>Document owner:</b>	<b>Hannah Kohler, Head of Student Experience</b>
<b>Date Originally Created:</b>	<b>02/2019</b>

<b>Last reviewed:</b>	<b>02/2019</b>
<b>Reviewed by:</b>	<b>[name and job title]</b>
<b>Audited by:</b>	<b>[name and job title]</b>
<b>Date of Audit:</b>	<b>MM/YYYY</b>
<b>Date of next review:</b> (annually unless otherwise agreed)	<b>MM/YYYY</b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Student Conduct Policy and Disciplinary Procedures</b> <b>Examinations Regulations and Procedures</b> <b>Academic Progress Policy</b> <b>Academic Appeals Procedure</b>

<b>Version Control</b>			
<b>Version</b>	<b>Author [name]</b>	<b>Date</b>	<b>Brief summary of changes</b>
<b>1</b>	<b>Hannah Kohler</b>	<b>20/02/2019</b>	<b>Original draft</b>