



## **Ashton College**

**POLICY No:** 1018

**RESPONSIBILITY:** Vice President

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### ***POLICY***

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**TITLE:** Student Attendance

**CATEGORY:** Student

**APPROVED BY:** Vice-President

**EFFECTIVE:** July 9, 2007

**REVISED:**

**RELATED POLICIES:**

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#### **1. Purpose**

This policy outlines the approach taken at Ashton College to encourage students' attendance, which will result in improving students' success rates. This policy applies to full-time students enrolled in Ashton College's School of Business. Other arrangements apply to other students.

#### **2. General Principles**

- Each instructor will record, monitor and report on the attendance of all students for all of their time-tabled classes
- Any absences will be considered to be unauthorised unless there is a valid reason.
- Ashton College will not automatically accept sickness as a valid reason for unauthorised absence. Instructors may request a doctor's note.

#### **3. Student Responsibilities**

Full-time students are expected to:

- Report any absence due to illness or other reason to Ashton College reception desk by 10:00 am on the first and all subsequent days of absence either by phone or e-mail.
- Leave a voice-mail message in the event that there is no reply to telephone calls to the reception desk
- Unless it is an emergency, do everything possible to avoid unnecessary absences by making medical appointments outside class time
- Avoid going on vacation during scheduled classes
- Arrange appointments with advisers outside of study time
- Provide medical evidence to support absences of more than 3 consecutive days. This medical evidence can either be faxed to Ashton College or presented to the instructor upon returning to class
- Give prior notification to the Instructor in the event of any foreseen authorised absences
- Catch up on any work missed due to absences

#### **4. Calculation of attendance**

- Each class day of absence during each module will be considered as one day of absence out of a total of 20 days.
- Regular Statutory holidays do not count as class days
- If a student is more than 15 minutes late for class, he/she will have to wait until break time to join his/her class and will be marked as late. Each late equals to 1/2 day-absent for that day.
- Likewise, if a student misses the afternoon class, he/she will be marked as 1/2 day-absent for that day.
- All these half-days of absence will count as part of the attendance rate

#### **5. Computing of attendance**

- Instructors in all classes will record the attendance of all students for all of their classes
- Instructors will calculate the attendance of all students twice per academic term; once after two weeks and at the end of the academic term
- If a student has more than one instructor in a specific module, all instructors will liaise with one another and provide the student with an overall attendance rate
- The attendance rate for all students will be posted in the classroom on the third Monday of each module so that students have enough time to make improvements

#### **6. Requirements**

- Students are required to have a minimum attendance rate of **75%** in each module.

- On the fourth Wednesday of each module, the instructor will calculate the students' individual attendance rate for the entire module.
- If, despite having been informed of his/her poor attendance rate in the first two weeks of the module, a student has a final attendance rate below the required minimum, the instructor will analyse each case individually and determine whether the absences were authorised or not.
- If the absences were authorised the student will be allowed to complete the module.
- If the absences were not authorised, the student will receive an incomplete grade.
- The instructor then has the discretion to ask the student to make up any missed exams or assignments by the last Friday of the module. A student who makes up exams/projects can't receive a grade higher than 65%.

In certain circumstances, Ashton College will deem absences to be authorised.

#### **Absences authorised in advance**

Absences should only be authorised in advance when there is a good reason, such as the following:

- A medical appointment which cannot be arranged outside class hours
- A religious holiday
- Graduation days
- A visit to a university either to attend an open day or for an interview
- A career related interview
- A work experience placement which is an integral part of the course
- Participating in a significant extra-curricular activity; i.e. taking part in a regional or national event
- Attendance at a funeral
- Severe disruption to a student's mode of transport as a result of an industrial dispute or adverse climatic conditions whereby there is no practical way of getting to Ashton College
- Approved study leave

Absences that could not be foreseen in advance will normally be treated as unauthorised absences if that student has not informed Ashton College by 10:00 am on the day in question unless it is an exceptional case such as an emergency situation involving oneself or a close family member.

#### **Unacceptable reasons for absence**

The following reasons for absence would not generally be acceptable:

- Personal vacations
- Part-time employment
- Leisure activities
- Birthdays