

## **Attendance and Absence Policy**

### Attendance

All students have to attend classes and should be punctual. All students must sign in at the front desk at the beginning of each day and sign out when they leave the building.

Attendance is tracked by teachers on the online Portal. Teachers complete the attendance in the first 15 minutes of the day. Students who are marked as 'Present' will have that counted as "1". All students not in class will be marked as "Absent" which is counted as "0". Any absences affect the students' overall attendance grades and are monitored. Students who are late will only be marked once they arrive by the Administrator and will have the number of minutes they are late noted down as well. Students can view their attendance records on their portal.

MDA College grants students who have genuine reasons for absence as "Authorised Absence". This affects their overall attendance percentage. This is given for:

- Pre-arranged College holidays given by management.
- Public holidays and religious holidays
- Emergencies like hospital appointments with proof
- Pre-agreed appointments with proof like embassy summons one week before.

Students who do not provide proof will not be given an "Authorised Absence" even in emergencies or with genuine reasons. Management will need to see the original letter and will take a copy to keep on your records. Management might reject any applications for an absence if they do not believe that this is a genuine reason; for example, a doctor's appointment should be scheduled outside of study hours and cannot be given as an "Authorised Absence". The decision of management is final.

Students who are absent for three days without any "Authorised Absences" will be sent a warning by email, explaining that they must attend classes. Students who receive a second warning must attend a meeting with the MDA management to discuss their attendance. Students who receive a third warning may be expelled from the College if management decide that no acceptable reason has been given for their absence. This will be reported to UKVI and may result in the student having their visa taken away. Please see the Reporting to UKVI Policy for more information.

If the attendance is lower than 80%, or there is an unauthorised absence of two weeks, the student cannot get a certificate or a confirmation letter. This will be reported to the UKVI, as the College has a duty to inform the Home Office of persistent non-attendance. This may result in the termination of any student visa. Students who reach 85% or lower attendance will be sent a warning letter to advise them that they cannot graduate if they get below 80% attendance overall.

The Administrator will check attendance at 9.45am and will call any students to check on their whereabouts. Students with visas must be aware that absences will be reported to UKVI.

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Management

If a student is late by more than 15 minutes, they can only attend the next lesson. Students arriving more than 15 minutes after the scheduled start of a lesson must report to the Administrator and remain on the premises until the next break.

It is each student's responsibility to provide us with a written explanation of absences. Students must complete an "Absence Note", available from the Administrator to get an authorised absence. This must be signed by Administrator either before they are absent (in the case of appointments) or afterwards with proof of explanation.

Students who miss 10 consecutive days without contacting the College will be reported to the UKVI and will automatically be considered expelled and no refund will be given.

#### Visas and certificates

Students, who are on a visa, studying on a course of 12 weeks or more, can take planned leave. Students must give one week's notice and take a minimum of one full week. Only full weeks can be taken and a maximum 4 weeks in 1 year (1 week per 12-week term).

Students who are on dependant visas and sponsored by their embassy in the UK can take a planned absence of minimum two weeks. The embassies will be notified and will not be invoiced. If the absence is less than two weeks or the College is not informed in advance, the embassies will be charged until the end of the period indicated in the sponsorship letters.

In order for a student to be eligible for a certificate, she/he has to attend at least 80% of the duration of the course.

#### Absence

Absence from classes does not give the student the right for a refund of the course fees for the previously agreed duration of the course.

If you cannot attend the classes because of a non-serious issue such as health problems or loss of a relative, then you will not be entitled to any refund. You may not be accepted on the course again.

Persistent late arrival or absences will be recorded and considered by teachers when they are evaluating the students. If you are more than 15 minutes late, you may be denied entry to class. Continuous lateness will be treated as absence.

#### Waivers

MDA College awards students some extra leniency in specific situations, such as when students are fasting for religious reasons, unwell, have family emergencies or issues at home. MDA management will decide if a situation is serious enough to allow some relaxation of rules temporarily.

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