



# Attendance Monitoring

Students are required to attend all class sessions, exams or vivas and appointments made with tutors in support of their academic work. Students will be made aware of the attendance requirements at induction, through the Student Handbook and by notices in the class rooms.

## **Recording Attendance**

Class tutors will be responsible for maintaining the class register of attendance. The class register is to be marked 10 minutes after the class has started.

**Lateness** - Students arriving up to 29 minutes after the class has started will be marked "Late"

**Absence** - Students arriving 30 minutes or more after a class has started or not arriving for a class will be marked absent. Class tutors and administrators will consider any notification by the student of unforeseen circumstances that may cause lateness of absence (e.g. bomb scare on the transport system or acts of terrorism.)

**Left Early** - Students who leave a class before it is completed will be marked "Left Early"

**Present** - A student is recorded as present if they present at the start of the class.

The manual Attendance Register will be given to the compliance office each day for entry on to the Student Administration System. The student administration system operative will select the appropriate symbol against a session to record the student's attendance. Options currently available are listed in the table below. These may be altered according to requirements.

Symbol	Indication
A	Absent (more than 29 minutes late or not present)
AC	Administrative Contact (contact via Email, Fax, or to pay fees etc)
AW	Absent with permission
BH	Bank Holiday
CL	Compassionate leave (death of a close relative)
EX	External examination
HL	Home Leave to home country
HT	Half-Term
L	Late (Arrival 10 to 29 minutes after the class has started)
P	Present at the start of the class
S	Sick ( a doctor's certificate is provided)
TC	Telephone contact

The following table identifies areas that must be monitored and actions required for students holding a Tier 4 visa. All reportable events to UKBA must be reported within 10 working days of the occurrence.

Situation	Written warning	Report to UKBA Within 10 working days
Failure to enrol within the enrolment period		✓
If a student misses 4 consecutive contacts with the College without permission	✓ 1st Warning	
If a student misses 8 consecutive contact with the College without permission	✓ 2nd Final Warning	
If a student misses 10 consecutive contacts with the College without permission	Suspension from College	✓
If the student moves to another college and stop attending Pinnacle International College		✓ Include details of the new college if known
If a student is persistently late attending classes (85% punctuality required)		✓
Any information which suggest that a student is in breach of the conditions	Inform the police	✓

### Summary of Attendance

At the end of each term, a summary of each student attendance will be placed on their file and a copy emailed to the student.