

Student Attendance Policy

Policy Statement:

Open Academy London recognises that full attendance and attention to punctuality is key to success with students following the good example set by the staff.

Attendance and punctuality is the responsibility of all but closely monitored by the Open Academy London, assisted by the staff members. Where attendance and/or punctuality falls below the expectations of the Academy, action will be taken by the Academy Management Team following the Academy Code of Conduct and Disciplinary Procedures.

The students are strongly encouraged to attend online/physical classes/webinar regularly and participate in all the activities required during the course. A minimum of 85% attendance is mandatory for all students, failure to meet this requirement without a valid reason will result in further actions by the course management, such as deferral or withdrawal. This covers all sessions identified on the student's Individual Learning Plan (ILP) and timetable, including Functional Skills, Learning Support, Tutorial and Enrichment.

Open Academy London will monitor and register student's attendance for all scheduled classes.

We reserve the right to not put you forward for any exam and to withdraw you if you continuously fail to complete your homework/ course work and not attend at least 85% of your classes.

However, the Academy also recognises that, for some of our students, adhering to these expectations could be too demanding; therefore absences/lateness due to illness/disability, religious commitments and some personal circumstances will be considered on an individual basis. Return to Academy following a period of absence will be encouraged and supported.

NB: For students who are under 19 or considered vulnerable, parents / guardians / supporters will be kept informed.

Monitoring Procedures for Students:

1. Attendance is expected to be minimum 85% and all students are expected to arrive on time for the start of each session.
2. Students must report any absences to the assessor via the telephone line (0208 049 7448) or email (info@openacademylondon.co.uk) before 08:30 of each day of absence. In certain circumstances, students may request authorised absence in person by collecting a form at the front desk or by downloading a form from the website.
3. Students who arrive after the start of a session will be marked as late, with the number of minutes recorded. Late arrivals are expected to join their group/session, causing minimal disruption and should discuss their reason for lateness with the tutor at the next break or close of session. This will be recorded.
4. Students requiring to leave a class early for any reason must notify their tutor prior to the lesson starting.
5. All unreported absences will be followed up by the course tutors on a daily

6. basis. If contact is not possible by telephone or in person, a letter will be sent home.
7. Any unresolved attendance or punctuality issues will result in an informal meeting (Stage 1) with the student and Assessor where the reason for non-attendance/punctuality will be investigated. Targets will be set and recorded on the student's ILP. Any necessary support will be agreed and put in place. Targets will be monitored and reviewed by the Assessor until they are met.
8. If attendance or punctuality targets are due to long-term illness/disability, a specific action plan will be discussed with the student and put into place by
9. his/her Assessor and monitored by the management.
10. If the attendance/punctuality targets are not met or are below the Academy target, a formal Hearing may be arranged (see Code of Conduct and Disciplinary Procedures).
11. Continued unacceptable levels of attendance/punctuality may result in further disciplinary action, final warnings and, if necessary, exclusion from Academy.
12. A student who is absent from their course after receipt of letter 3 without
13. explanation in excess of 4 consecutive weeks and who has not been in contact with the Academy to discuss their absence and intentions to return, will be assumed to have withdrawn from the course.