



### **Procedure for addressing students failing to meet 80% attendance requirements.**

Where a student contravenes the Caspian School of Academics Student Attendance requirements they will be subject to the Student Attendance Disciplinary Procedures as outlined below:

#### **Step 1:**

1. Students will be spoken to by the School Attendance Officer or other appropriate senior manager.
2. Students will be expected to explain absences and provide/agree an action plan for improvement which will be closely monitored.
3. Within the first two weeks of starting a course or a new term students must have at least 80% attendance and will be given a formal warning that should their attendance not meet the 80% requirement by week 4 they will be at risk of being withdrawn and maintenance allowances stopped.

#### **Step 2:**

4. If a student's attendance fails to improve following Step 1 by week 6, they will be invited to a meeting with a senior academic manager or with the Head of Quality. A final written warning will be provided confirming that continued poor attendance will result in their withdrawal from their course.

Warnings may also include conditions. The School may decide to:

- Not to enter a student for assessments
- Not to submit their coursework for verification
- Not to allow them to progress to the next stage of their course

#### **Step 3:**

5. Where the attendance of a student continues to be of concern they will be referred to the Principal or the School Disciplinary Committee who will decide whether to withdraw the student.
6. A letter explaining this decision will be sent to the student on behalf of the Principal. Where students are excluded, they have the right to appeal against the decision.

## **Appeals**

Students wishing to appeal the decision to exclude them must do so in writing to the Principal within 5 days of the letter of withdrawal. They must state why they are appealing the decision. The letter of appeal will be reviewed by the Principal, Head of Provision and an independent senior manager.

Where there are no clear grounds for the appeal and the School has followed its' procedures correctly the appeal may be rejected. Where grounds for appeal are clear, the Appeals Panel and the concern will be dealt with in line with the School's Appeals Procedure. The Appeal Panel's decision is final.

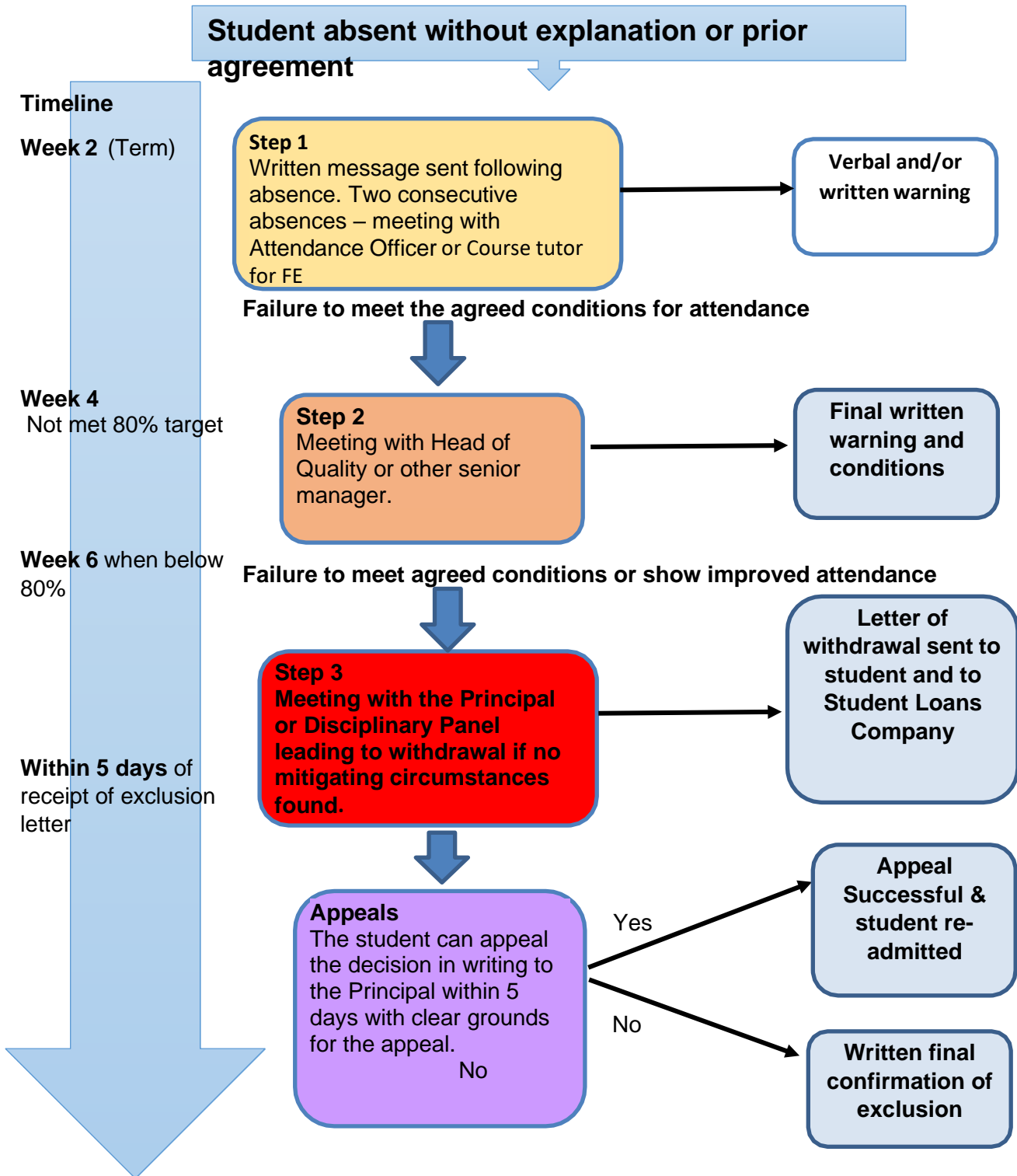
Other related documents

- a. Attendance Policy
- b. Enrolment form and terms and conditions
- c. UK Quality Code for Higher Education: Student Engagement



# Student Absence Procedure

A student may be excluded from the School if his/her attendance falls below the 80% requirement without evidence of extenuating circumstances and supporting evidence. The flow charts sets out the procedures to follow up on absences.



***N.B. Failure to maintain attendance will result in termination of studies and funding.***