

Version Control Statement

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1. Introduction

This Attendance policy is applicable to all Foundation, Undergraduate & Masters students studying at Istituto Marangoni London. The document details the School's policy and expected compliance.

Attendance at timetabled teaching events, virtual teaching events & placements have a substantial impact on how successful your studies with Istituto Marangoni will be. We monitor and track attendance to identify students who may potentially require support or assistance.

2. Istituto Marangoni Definitions

2.1. Attendance Misconduct – attempting to alter your own or other students' attendance either by request of that student or not.

2.2. Authorised Absence – an absence that has been authorised by the Student & Academic Services team upon receiving relevant and valid evidence.

2.3. Giving notice - to provide evidence to a member of the Student & Academic Services team of absence for a timetabled teaching event.

2.4. Timetabled Teaching Event – a timetabled teaching event is any scheduled teaching event. This includes face to face classes, lab sessions, pattern cutting, arranged placements and online classes.

2.5. UKVI – the United Kingdom Visa and Immigration authority.

2.6. Unauthorised Absence -any form of absence from a timetabled teaching event that has not been authorised by Student & Academic Services team.

3. Attendance Requirements

3.1. Students are expected to attend and actively engage with all scheduled and timetabled teaching events (including submission of assessments) throughout their studies. Certain programmes are subject to specific attendance requirements as detailed below:

3.1.1. Students on Foundation programmes must meet a minimum of 85% attendance each month. Failure to do so will result in further investigation by the Student & Academic Services team. Foundation students with an attendance below 70% for 3 consecutive months will have their visa cancelled (if applicable) and their enrolment withdrawn.

3.1.2. Students enrolled on Undergraduate and Postgraduate Degree programmes should aim to attend the full range of learning events for their course and meet a minimum of 80% attendance on the end of each term. Students who are unable to attend learning events should inform the school and provide evidence where appropriate.

3.1.3. Students are requested to communicate details about absences by email to attendance.london@istitutomarangoni.com

3.1.4. Students may request an authorised absence from IML Student & Academic Services Department. An absence may only be approved if it is unavoidable and will not adversely affect academic progress.

3.1.5. We acknowledge that circumstances may occur which prevent a student from attending a scheduled learning event and would look to support students experiencing challenges where possible.

- 3.1.6. Students on placement or Sandwich year must comply with their workplace regulations on attendance and engagement. Students should maintain contact with their placement tutor and ensure that they respond promptly to communications from school staff. Timesheets should be sent to the school as directed on a regular basis (Postgraduate Programmes – weekly, Undergraduate Programmes – bi-weekly). Failure to engage or meet the expectations of the school and workplace (referrer to Placement/Sandwich Handbook) whilst on placement could result in the termination of studies and time on placement.
 - 3.2. Students are expected to attend all timetabled teaching events. Blended learning/online students are expected to be present in the virtual classroom adhering to the same responsibilities and manners as would be expected in face-to-face teaching.
 - 3.3. Students are expected to engage & participate through timetabled teaching events, group work, placement and dissertation phases (if applicable) and all teaching & any other learning methods throughout their studies.
- 4. Students should ensure punctuality in attendance to timetabled teaching events at all times**
- 4.1.1. Tutors & programme leaders reserve the right to refuse entry to timetabled teaching events, should students arrive late.
 - 4.1.2. Arriving to a teaching event 10 minutes after the scheduled start of the event is recognised as being late.
 - 4.1.3. Arriving late to a timetabled teaching event without valid evidence may mean that a student is still admitted to the class, however their attendance will be recorded as absent.
 - 4.2. Attendance is recorded & monitored from the first to the last timetabled teaching event. Students whose attendance raises concerns will be contacted by Student & Academic Services Team.
 - 4.3. It is the student's responsibility to ensure that their attendance has been correctly recorded at timetabled teaching events & to regularly check their own attendance record.
 - 4.4. Students are responsible to give notice to the Student & Academic Services team (attendance.london@istitutomarangoni.com) if for any reason that they are not going to be able to attend a timetabled teaching event, providing as much notice as possible.
 - 4.4.1. Students expecting prolonged absence(s) (longer than two weeks of teaching) should contact their Programme Leader to discuss the possibility of alternative study arrangements. Students can also contact the Student & Academic Services Team, if they wish to discuss reasons for prolonged absences, and where pastoral support can be offered.
 - 4.5. A Student that provides evidence for absence from timetabled teaching events will have their attendance marked as “notified absence”, which will not affect their overall absences on their attendance record.
 - 4.6. Students are not required to disclose evidence or reasons to teaching staff, for their absence, however they are required to disclose or provide it to a member of the Student & Academic Services team.
 - 4.6.1. A student may inform their tutor or programme leader; however, this is at the discretion of individual students and should be done in addition to not instead of giving notice to the Student & Academic Services team.

5. Attendance Misconduct

- 5.1. Students should only record their attendance at timetabled teaching events.
- 5.2. Students found to be marking themselves or other students' attendance either by request of that student or not will be deemed to be committing attendance misconduct.
- 5.3. The first instance of *Attendance Misconduct* will result in a marked absence on the student's record and a formal written warning detailing the consequences of further misconduct and the expectations for continued attendance.
- 5.4. A second instance or persistent *Attendance Misconduct* will result in an Attendance Misconduct meeting with a member of the Student & Academic Services Team & either the School Registrar or Director of Education.
- 5.5. Students that witness another student committing attendance misconduct should inform a member of the Student & Academic Services team via email.

6. Student Route Visa and Student Visa Attendance

- 6.1. Istituto Marangoni is required to be compliant with UKVI and Home Office procedures in line with the expectations of licenced sponsors.
- 6.2. Student attendance is monitored and recorded in compliance with UKVI requirements and in line with the responsibilities of visa sponsorship.
- 6.3. Visa students are expected to remain in attendance to a sufficient level, in line with UKVI's expectations.
- 6.4. Visa students that miss five consecutive days of timetabled teaching events without notifying Student & Academic Services, will be contacted by the Student & Academic services team as a first stage intervention.
 - 6.4.1. Students engaging by remote/distance learning are expected to maintain appropriate contact as detailed in this policy. Students engaging remotely are liable for further intervention or withdrawal if they do not engage with their course appropriately for a period of 30 days or more.
 - 6.4.2. Students engaging with their learning in person or through an in-country hybrid model are subject to the appropriate contact thresholds detailed in this policy. These students are also liable for further intervention or withdrawal if they do not engage with their course appropriately for a period of 60 days or more.
 - 6.4.3. Points 5.4.1 and 5.4.2 also apply to students on placement or sandwich year activities.
- 6.5. A student that misses ten consecutive days of timetabled teaching events without giving notice to Student & Academic services, will be given a 5-day deadline to respond with details of the reasons for non-attendance. If sufficient re-engagement occurs, the student will be monitored and continue their studies.
- 6.6. Failure to engage with intervention attempts, to sufficiently justify significant absence, or to sufficiently re-engage following intervention will result in a report to UKVI, cancellation of a student's visa and withdrawal from their programme of study.

7. Attendance warning communication

- 7.1. The Student & Academic Services Department will issue formal warnings to students who are not meeting attendance requirements.

7.2. A PDF copy of the letter will be sent to the student's IML email account and personal email account registered on the Student Data Management system.

7.2.1. An Attendance Concern Letter will be normally issued as a reminder of attendance engagement requirements.

7.2.2. A First Academic Warning Letter will be usually issued if the student fails the conditions of their "attendance concern letter".

7.2.3. A Second (final) Academic Warning Letter will be issued if the student fails the conditions of their "first academic warning letter".

7.2.4. An Intent to Terminate Registration Notification will be issued if the student fails the conditions of their "second academic warning letter".

7.3. An Exceptional Factors Panel may decide, on the basis of extenuating circumstances presented by the student, to set aside a formal warning. Where this is the case, this will be communicated in writing to the student by the Student & Academic Services Team.

If you are unsure of any of the information contained within this document, please email: academicservices.london@istitutomarangoni.com