

ATTENDANCE POLICY

Mattersey Hall College is a Christian College whose main aim is to help train, equip and form the next generation of Christian Leaders. In line with the historic aim of the college, this includes providing appropriate training for ministry (understood in the widest sense of that term) and the development of students' critical skills that enable them to engage with analyse and evaluate theory and praxis.

Mattersey Hall College is well aware of the commitment and investment made by students and (where applicable) their sponsors when students enrol on one of our programmes, and we take very seriously our responsibility to support students in their learning so as to enable them to complete their studies successfully and to achieve their full potential. This includes offering support to maintain good attendance.¹ Further details of what we believe students have a right to expect from us is set out in the 'Our Commitment' statement, which is posted on the College website.

Attendance at lectures, and at other teaching sessions related to the programmes of study, is an important part of the teaching and learning process, and plays a key role in academic achievement, progression and employability. Students who engage directly with their learning will not only have a more rewarding experience, but will, generally, perform better. Consequently, the College expects students to attend all lectures and related activities (including induction sessions and health and safety events). Good attendance at timetabled sessions also plays an important part in the College's internal Diploma awards.

We expect students to arrive in good time for lectures, and should stay for the duration of the lecture. Arriving late or leaving early can be disruptive, discourteous to the lecturer and to other students, and unprofessional. Whilst it is appreciated that in exceptional cases this may be unavoidable, we expect students to make every effort to be present for the whole lecture. A register of attendance will be taken during each lecture, and an ongoing record of attendance for each student will be maintained and monitored. It is the responsibility of the Academic Department to ensure that all lecturers maintain an accurate record of student attendance; and that attendance information is recorded, collated and monitored.

If a student knows that he or she is likely to miss, or be late for, a lecture for a legitimate cause (e.g. doctor's, dental or hospital appointments that cannot be arranged at any other time, interviews), we ask that he or she contact the Academic Department and, where possible, the

¹ In the case of Distance Learning students, attendance on campus is not expected, but as part of our responsibility to maintain good contact with students we will encourage and monitor ongoing communication with Personal Tutors and Module Tutors, and where this falls below expected levels, will contact students directly to find appropriate ways forward, and to offer continuing support.

relevant lecturer(s). Where an absence cannot be anticipated in advance, for example due to accident or illness, we expect the student to contact the Academic Department with an explanation as soon as possible.

Attendance is deemed unsatisfactory where, without a satisfactory explanation:

- Students fail to attend teaching and learning sessions on a regular basis;
- Students, repeatedly, arrive late for lectures or leave lectures early.

Students who are unable to attend assessment sessions (including examinations) due to unforeseen circumstances (including illness), should refer to the Mitigating Circumstances procedure. For more details see the College's 'Assessment Policy' (on the College website), or contact the Academic Department.

Where a student's attendance is deemed unsatisfactory the student will be contacted by the Director of Studies to ask for an explanation of the unsatisfactory attendance and, in conjunction with the Pastoral Team, to discuss how future attendance may be improved. Where this intervention is unsuccessful the student may receive a formal warning, which will remain on his or her student record and will have an impact on the award or classification of the College's internal Diploma, and on any future references given by the College. There will also be intervention both pastorally, and by the Academic Department, where a large number of authorised absences appear to be having a negative impact on a student's learning.

We recognise that periods of absence from lectures may be necessary, for example, in case of illness. Where there are likely to be long gaps in attendance students should discuss the situation with the Director of Studies, and provide any relevant documentation. If a student has an ongoing condition that makes attendance at lectures difficult, this, too, should be discussed with the Director of Studies and the Disability Officer. In such cases, the College will make reasonable adjustments to facilitate attendance. The student, too, is expected to reciprocate and to make every reasonable effort to attend lectures as regularly as possible. We also expect a statement from an appropriate authority – such as a GP or a DSA assessment of need – clearly indicating that the condition requires frequent absence from lectures.

A copy of this policy will be made available to all students. The importance of attendance and the action taken in the case of unsatisfactory attendance will be emphasised, too, in the College Handbook and the Course Handbook.

Revised, March 2019