

**ISTITUTO MARANGONI LONDON
ATTENDANCE POLICY
2024-2025**

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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. Authorised Absence – an absence that has been authorised by the Student & Academic Services team upon receiving relevant and valid evidence.
- 2.2. Giving notice - to provide evidence to a member of the Student & Academic Services team of absence for a timetabled teaching event.
- 2.3. 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.
- 2.4. UKVI – the United Kingdom Visa and Immigration authority.
- 2.5. 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an attendance below 70% for 3 consecutive months will have their visa cancelled (if applicable) and their enrolment withdrawn.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 75% attendance. Students who are unable to attend learning events should inform the school and provide evidence where appropriate. The maximum period of non-engagement prior to intervention must not exceed 60 days.
 - 3.1.3. Students in the dissertation period of the Postgraduate Degree programme must sign in at the School at least once during their dissertation, in order to meet the minimum attendance requirement.
 - 3.1.4. If a student does not meet the minimum attendance requirement mentioned above, this may result in students having their visa cancelled (if applicable) and their enrolment withdrawn. Students are also required to schedule at least three meetings with their dissertation supervisors for updates on their research; one of

which needs to be in person at the School (where the student will sign in at the School).

- 3.1.5. If a student decides to carry out their research overseas for their dissertation, they must seek approval from their Programme Leader, Supervisor and Visa Compliance Manager via Change of Study Location (Dissertation) Approval Form, which can be found on the VLE.
- 3.1.6. It should be noted that if a student is overseas for a long period of time for their dissertation, sponsorship will be withdrawn but the student will remain enrolled on the Programme. Student will still be required to schedule at least three meetings with their dissertation supervisors for updates on their research.
- 3.1.7. Students are requested to communicate details about absences to the Attendance Officer by email to attendance.london@istitutomarangoni.com
- 3.1.8. Students may request an authorised absence from the Attendance Officer. An absence may only be approved if it is unavoidable and will not adversely affect academic progress.
- 3.1.9. 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.
- 3.1.10. Students attending the in-School Industry Project must also maintain sufficient attendance, during the placement term by attending weekly or bi-weekly dependent on their course. Two missed contact points may result in students having their visa cancelled (if applicable) and their enrolment withdrawn.
- 3.1.11. 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 (refer to Placement/Sandwich Year Handbook) whilst on placement may result in students having their visa cancelled (if applicable) and their enrolment withdrawn.
- 3.1.12. Students are requested to communicate details about absences whilst on placement by email to the Careers Team on careerservice.london@istitutomarangoni.com
- 3.1.13. Students on the School-led Accelerator Programme should meet the minimum attendance requirement outlined above in 3.1.2.
- 3.2. 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.
- 3.3. Students should ensure punctuality in attendance to timetabled teaching events at all times.
 - 3.3.1. Tutors & programme leaders reserve the right to refuse entry to timetabled teaching events, should students arrive late.

- 3.3.2. Arriving to any teaching event 10 minutes after the scheduled start of the event is recognised as being late.
 - 3.3.3. Arriving late to a timetabled teaching event without valid evidence may mean that a student is still admitted to the class, any such absences will be marked as attended yet late.
 - 3.3.4. If students are late for more than 25% of classes per term, they will receive a first academic warning.
 - 3.3.5. Attendance is recorded & monitored from the first to the last timetabled teaching event. Students whose attendance raises concerns will be contacted by the Attendance Officer
 - 3.3.6. 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 whilst it is the Tutor's responsibility to ensure they record the attendance of all students in their classes. Any disputes in recorded attendances should be referred to the attendance team on attendance.london@istitutomarangoni.com
 - 3.3.7. Students are responsible to give notice to the Attendance Officer (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.
- 3.4. 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, subject to whether the Student has met attendance requirements prior to being marked as "notified absence".
 - 3.5. 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 the Attendance Officer via attendance.london@istitutomarangoni.com
 - 3.5.1. 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.

4. NON-ATTENDANCE AND ATTENDANCE COMMUNICATION

- 4.1. Students should only record their own attendance at timetabled teaching events. If a student is found to record another student's attendance, will invoke the IML Student Code of Conduct and Student Disciplinary Procedures.
- 4.2. The Attendance Officer will issue formal warnings to students who do not meet the attendance requirements mentioned in Section 3.
- 4.3. At the end of week three, the Attendance Officer will issue an Attendance Concern email to students who fall below the attendance requirement, as a reminder of attendance engagement requirements and to ensure the students wellbeing.
- 4.4. The Attendance Officer will also send the Programme Leaders weekly reports of student's attendance to organise Attendance Concern meetings with the students between week four and five to make early interventions before the student falls below the attendance requirements detailed above and a First Academic Warning Letter is sent to the student at the beginning of week six.

4.5. The Attendance Concern meeting with the Programme Leader or designated Personal Tutor may result in the following:

- student being referred to the Extenuating Circumstances process at the School, where the student will apply for Extenuating Circumstances using the IML Extenuating Circumstances Policy, which can be found on the VLE. An Extenuating Circumstances Panel may decide on the basis of extenuating circumstances presented by the student, to set aside a formal warning from being issued. Where this is the case, this will be communicated in writing to student by the Student & Academic Services Team.
- student being asked to consider suspending studies and the Student and Academic Service Team will be informed. Students and Programme Leaders should refer to IML Suspension of Studies, Programme Change and Withdrawal Policy on the VLE.

4.6. When attendance is reviewed again at week six, if the attendance continues to fall below the attendance requirement mentioned above, the Student will receive a First Academic Warning Letter. The Student will be encouraged to get in touch with the Student and Academic Services to discuss the reasons for non-attendance and develop an action plan together to ensure the student returns to their timetabled teaching events. The action plan will be formally recorded on the student's record. The student may also be signposted to appropriate support where required.

4.7. If a student remains under or has fallen again under the attendance percentage requirements detailed above in the following terms and has not resumed engagement after the "first academic warning letter" at the appropriate level, they will be issued a Second (final) Academic Warning Letter.

4.8. If the student fails the conditions of their "second academic warning letter" and has not resumed engagement at the appropriate level, a Withdrawal Notification will be issued to the student.

4.9. After the issuance of a first or second academic warning, students are permitted to provide evidence to justify any absences or to resume attending and engaging with the School.

4.10. Any warnings that were issued in the previous term, still stand in a new term so if a student is issued a first and second academic warning in term 1, they will be issued a Withdrawal Notification if their attendance falls below the requirements in the next term.

4.11. Where a student receives a Withdrawal Notification, and is unhappy with the decision, they may invoke the appeals procedures mentioned in Section 6.

5. STUDENT ROUTE VISA AND STUDENT VISA ATTENDANCE

5.1. Istituto Marangoni London is required to be compliant with UKVI and Home Office procedures in line with the expectations of licenced sponsors.

5.2. Student attendance is monitored and recorded in compliance with UKVI requirements and in line with the responsibilities of visa sponsorship.

5.3. Visa students are expected to remain in attendance to a sufficient level, as detailed in the Immigration Rules and Guidance.

- 5.4. Failure to engage with intervention attempts, to sufficiently justify significant absence, or to sufficiently re-engage following intervention may result in a report to UKVI, cancellation of a student's visa (if applicable) and withdrawal from their programme of study.
- 5.5. Students will be permitted to take twelve (12) classed slots authorised absence per term upon the provision of sufficient UK issued medical evidence. If a student requests more than twelve (12) classed slots to be authorised, the request will be dealt with under the Fitness to Study Policy.
- 5.6. However, if you have had a short-term illness or circumstances that affects you no more than five (5) classed slots, you can submit a self-certification claim to the Attendance Officer. Please note, you can only submit a self-certification claim twice in any one academic year.
- 5.7. Authorised absence for students in placements will be calculated in working days; therefore, students will be permitted to take 10 working days authorized absence per term upon the provision of sufficient UK issues medical evidence. As mentioned above, students should also ensure that they comply with their workplace regulations on attendance and engagement.

6. APPEALS

- 6.1. If the student is unhappy with decision of the Withdrawal Notification, the student may appeal by submitting an application and sufficient evidence via email within 5 working days of the letter being issued, to the Quality Assurance Team on complaints.london@istitutomarangoni.com
- 6.2. The Quality Assurance Team will review the application and evidence to decide whether the appeal will be considered by the Extenuating Circumstances Panel or the non-attendance withdrawal panel.
- 6.3. The appeals considered by the non-attendance withdrawal panel, will consider the application, evidence submitted and the student's overall attendance on the Programme thus far.
- 6.4. The decision of the panel will be communicated to the students within 5 working days.
- 6.5. In exceptional circumstances where the student is unhappy with the panel decision, the student may ask that the panel decision be reviewed by the investigating officer within 5 working days of receiving the decision.
- 6.6. The final decision will be made by the investigating officer and communicated within 5 working days of receiving the request to review.
- 6.7. Upon the decision being issued by the investigating officer, a completion of procedures (COP) letter will be issued by the Quality Assurance Team and sponsorship withdrawn (if applicable) within 10 working days.

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

Appendix 1: Non-Attendance Appeal Panel

Non-Attendance Appeal Panel Terms of Reference and Membership Version Control Statement

Introduction

The Non-Attendance Appeal Panel reports to the School Director and shall conduct its business in accordance with its terms of reference.

The Non-Attendance Appeal Panel is responsible for:

1. considering all appeals against a non-attendance withdrawal and determine on the basis of the application and documentary evidence whether to approve the appeal, reject it or defer it back pending further information or clarification.
2. Sending applications to the investigating officers if student appeals the Panel's decision.

Membership

- Student an Academic Services Manager (Chair)
- Two academic assessors
- Visa and Compliance Manager

In Attendance:

- Attendance Officer (Secretary)

Investigating Officers:

- School Director
- Director of Education
- Registrar
- Head of Learning and Teaching
- Career Service And Industry Relationship Manager

Quorum

The quorum shall be three members of staff one of whom should be the Chair, with at least one Programme Leader and a member of the Registry. Individuals in attendance are not members of the Panel and are not eligible to vote or participate in the Panel's decision making.

Frequency of meetings

The Non-Attendance Appeal Panel will meet up to at least once per term to ensure any student appeals are dealt with in a timely manner.