



Policy:	Attendance Monitoring Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to promoting high levels of student engagement, attendance, and punctuality as key contributors to academic success, progression, and achievement.

The purpose of this policy is to establish a clear framework for monitoring, recording, and managing student attendance. Regular attendance is essential for effective learning, attainment of academic standards, and the development of professional behaviours expected by employers.

This policy aims to ensure that students attend and engage fully with their programme of study, support retention and progression, provide clear expectations regarding attendance, identify students at risk of disengagement, and ensure compliance with external requirements where applicable.

2. Scope

This policy applies to all students enrolled at Kingsford Education Group (KEG), regardless of programme, level, or mode of study.

It applies to all scheduled teaching sessions, including lectures, tutorials, workshops, and practical sessions, and to all staff involved in teaching, student support, and administration.

3. Principles of Attendance

KEG recognises that regular attendance is fundamental to academic success and student development. Attendance is closely linked to learning outcomes, progression, and employability. Students are expected to attend all scheduled sessions, arrive on time, remain for the full duration of teaching activities, and engage actively in their learning.

KEG adopts a supportive approach to attendance monitoring, recognising that poor attendance may indicate underlying issues. Early intervention and appropriate support will be provided where necessary.

4. Attendance Expectations

Students are expected to achieve 100% attendance and fully engage with all scheduled learning activities.

- Where attendance falls below expected levels, this will be monitored and addressed through structured intervention processes.

- Reasonable adjustments may be made for students with disabilities, caring responsibilities, or other recognised needs, in line with KEG policies.

5. Recording and Monitoring Attendance

Attendance will be recorded at every scheduled session by the lecturer or authorised staff member.

- Attendance will normally be completed within the first 15 minutes of each session.
- Attendance may be recorded as present, authorised absence, unauthorised absence, sick, or late arrival.
- The Student Services Department is responsible for maintaining attendance records and monitoring patterns of attendance.

6. Authorised and Unauthorised Absence

Students are responsible for notifying KEG of any absence and providing appropriate evidence where required.

- Absences will be authorised only where valid reasons and supporting evidence are provided.
- Authorised absences may include illness, medical appointments, bereavement, religious observance, severe travel disruption, or genuine family emergencies.
- Unauthorised absences include holidays during term time, employment commitments unrelated to the programme, and leisure activities.
- Absences will be recorded as unauthorised where no valid reason or evidence is provided.

7. Absence Due to Illness

Students who are unable to attend due to illness must notify the Student Services Department on the first day of absence, normally before 9:30 am.

- Medical evidence may be required for extended absences.
- Students who become unwell during the day must inform their tutor or Student Services before leaving to ensure that the absence is recorded appropriately.

8. Absence Due to Appointments

Students are expected to arrange appointments outside scheduled teaching hours wherever possible.

Where this is not possible, students must inform relevant staff in advance and provide appropriate evidence.

Failure to provide evidence may result in the absence being recorded as unauthorised.

9. Monitoring and Intervention

KEG operates a structured approach to monitoring attendance and supporting students whose attendance falls below expected levels.

Where attendance declines, KEG may take the following steps:

- Issue an initial warning and request explanation
- Arrange a meeting with Student Services or academic staff
- Develop an attendance improvement plan

Students are expected to engage with these processes and take responsibility for improving attendance.

10. Non-Compliance and Disciplinary Action

Persistent non-attendance or failure to engage with attendance monitoring processes will be treated as a serious matter.

Disciplinary action may be taken in accordance with the Student Disciplinary Policy. This may include formal warnings, suspension, or withdrawal from the programme.

All decisions will be fair, proportionate, and evidence-based.

11. Withdrawal and Interruption of Study

Students who wish to withdraw from or interrupt their studies must consult with their tutor and Student Services.

Formal procedures must be followed to ensure accurate records are maintained and that students are informed of any academic or financial implications.

Failure to follow formal procedures may result in adverse consequences.

12. External Reporting Requirements

KEG may be required to report attendance information to external bodies, including awarding organisations or regulatory authorities.

This may include reporting low attendance, withdrawal, or changes in programme status.

Such reporting will be conducted in accordance with relevant requirements.

13. Responsibilities

Students are responsible for attending all scheduled sessions, notifying absences, and engaging with support processes.

Academic staff are responsible for recording attendance accurately and identifying concerns.

Student Services is responsible for monitoring attendance, communicating with students, and coordinating interventions.

Kingsford Education Group (KEG) is responsible for ensuring that attendance monitoring systems are effective, fair, and aligned with regulatory expectations.