

1.1 ATTENDANCE POLICY

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Version Control			
Previous Version	New Version	Date	Update/Notes
V4.1	V4.2	14-04-2026	Enhanced authorised absence section and revised the attendance thresholds.

POLICY FRAMEWORK

IVY Academic Network recognises that regular attendance and active academic engagement are central to student learning, progression, achievement, and success. Attendance is not only a record of presence in class. It is also an important indicator of whether students are participating in their studies, accessing support, meeting academic expectations, and remaining connected with the learning community.

This Policy sets out the expectations for student attendance and academic engagement across IVY Academic Network. It also explains how attendance will be recorded, how absence will be reported, how students will be supported where attendance concerns arise, and how persistent non-attendance will be managed.



SCOPE

- This Policy applies to all students registered with IVY Academic Network across all campuses, programmes, levels, and modes of study.
- It applies to face-to-face classes, online classes, tutorials, seminars, workshops, laboratories, studios, academic support sessions, assessments, examinations, presentations, field visits, placements, induction sessions, and any other compulsory academic activity.
- Where a programme has specific attendance, requirements set by academic regulations, professional requirements, placement rules, or external academic arrangements, those requirements must also be followed.

PRINCIPLES

- IVY Academic Network expects students to attend all scheduled learning activities and engage actively with their studies.
- Attendance and engagement will be monitored fairly, consistently, and transparently.
- Students will be informed of attendance expectations at induction, through programme handbooks, module guidance, and relevant academic communication.
- Attendance concerns will be addressed through a supportive and staged approach before formal action is considered.
- We will consider students' individual circumstances, including illness, disability, bereavement, caring responsibilities, religious observance, transport disruption, or other serious personal circumstances.
- Reasonable adjustments may be considered for students with disabilities, long-term health conditions, or other recognised support needs.
- Attendance records will be handled in line with the Data Protection Policy and used only for academic, support, quality assurance, compliance, and institutional purposes.

STUDENT RESPONSIBILITIES

- Regular attendance is expected in all classes.
- Attendance expectations must be clearly communicated to students at the start of each semester or teaching block.
- Students are expected to attend all scheduled teaching and learning sessions unless they have a valid reason for absence.
- Students are expected to arrive on time, remain for the full session, participate constructively, and complete required learning activities.
- Students must engage with both on-campus and online learning activities, including learning management systems, digital resources, academic emails, assignments, assessments, and support sessions.



- Students must inform the relevant department or campus office as soon as possible if they are unable to attend a class or required activity.
- Students are responsible for catching up on missed work, accessing learning materials, contacting tutors where needed, and completing any missed learning requirements.
- Students must check their official communication channels regularly and respond to attendance or engagement concerns in a timely manner.
- Students must not ask another student to mark attendance on their behalf or provide false attendance information. Any false attendance record may be treated as misconduct.

CAMPUS RESPONSIBILITIES

- Teaching staff are responsible for recording attendance accurately for each scheduled class or learning activity.
- Programme lead and coordinators are responsible for monitoring attendance patterns and identifying students who may be at academic risk.
- Programme coordinators are responsible for contacting students where attendance concerns may indicate academic, personal, wellbeing, or adjustment needs.
- Campus management is responsible for ensuring that attendance procedures are followed consistently.
- Quality Assurance Nominee is responsible for monitoring attendance and engagement trends across campuses and programmes as part of quality assurance review.

AUTHORISED ABSENCE

- An authorised absence is an absence approved by the institution for a valid reason.
- Valid reasons may include illness, medical appointment, bereavement, family emergency, religious observance, disability-related reason, approved institutional activity, official representation of IVY, placement requirement, or other serious personal circumstance.
- Students must request authorised absence as early as possible and provide supporting evidence where required.
- Authorised absence does not remove the student's responsibility to catch up on missed learning or complete required assessments.
- Where absence affects assessment submission or examination attendance, the student may need to apply through the Extenuating Circumstances Policy or relevant assessment procedure.
- It is still a student's responsibility to notify programme lead/coordinator/teacher of any impending class absences.



INSTITUTION-AUTHORISED ACTIVITIES

- Absence may be authorised where a student represents IVY Academic Network in an approved academic, co-curricular, sports, cultural, leadership, community, competition, conference, placement, or external engagement activity.
- The staff member responsible for the activity must submit the names of participating students, activity details, dates, duration, and purpose to the relevant department before the absence occurs.
- The department will inform relevant teachers where students have approved institution-authorised absence.
- Students must also inform their teachers and remain responsible for completing missed academic work.
- Institution-authorised activity should be planned in a way that minimises disruption to teaching, learning, and assessment.

INDIVIDUAL ABSENCE REQUESTS

- A student may request authorised absence for personal, medical, religious, family, emergency, or other valid reasons.
- The request should be submitted to the Head of Department, Programme Leader, Coordinator, or relevant campus office.
- The authorised staff member may approve or reject the request based on the reason, evidence, timing, frequency of absence, and impact on the student's academic progress.
- If a student is absent without prior approval due to emergency circumstances, the student must inform the institution as soon as reasonably possible, and provide supporting evidence.

RELIGIOUS OBSERVANCE CONFLICTS

- IVY Academic Network will make reasonable efforts to support students who need to observe religious obligations.
- Students who expect to miss classes, assessments, or required activities due to religious observance should inform the relevant department in advance.
- Absence for religious observance does not remove the student's responsibility to complete missed learning or assessment requirements.
- During the absence students are themselves responsible for keeping up with the missed classes.
- Where a religious observance creates an assessment conflict, the student should follow the relevant assessment or extenuating circumstances procedure.



MAKING UP MISSED WORK

- Students are responsible for making up work missed during any absence, whether authorised or unauthorised.
- Where authorised absence from a module totals more than 10% of the scheduled teaching time, it is at the discretion of the Programme Leader or Head of Department whether the student will be permitted to make up the missed work; authorised absence does not automatically relieve a student of the responsibility to make up work that has been missed.
- Teachers should provide reasonable guidance to students who have authorised absence, where this is practical and fair to other students.
- Make-up arrangements may include access to learning materials, alternative task, tutorial support, recorded session where available, or direction to relevant academic resources.
- Where a student misses a substantial part of the module, the department may advise the student on academic risk, support options, withdrawal, deferral, repeat study, or other available academic route.
- If authorised absences become frequent or exceed a level that affects learning outcomes, the department may require a formal academic support meeting.

ATTENDANCE CONCERN STAGES

IVY Academic Network will use a staged approach to attendance and engagement concerns.

Stage 1: Early Concern. Where attendance or engagement begins to decline, the student may receive a reminder from the teacher, Academic Coordinator, or Programme Leader.

Stage 2: Support Contact. Where poor attendance continues, the student will be contacted to understand the reason and may be referred to academic support, counselling, wellbeing support, or campus advisory services.

Stage 3: Formal Warning. Where attendance remains poor without valid reason, the student may receive a written warning and may be required to attend a meeting with the Programme Leader, Head of Department, or Head of Institute.

Stage 4: Academic Risk Review. Where non-attendance seriously affects learning, assessment, or progression, the case may be reviewed for further academic action under the relevant academic regulations or student support process.

Stage 5: Further Action. Persistent non-attendance, failure to respond to communication, or failure to engage with support may lead to restrictions on assessment eligibility, referral to the Student Support or Student Conduct process, suspension of enrolment, withdrawal, or other action allowed



under applicable academic regulations.

A student subject to formal action under Stage 3, 4 or 5 of this Policy has the right to appeal the decision. An appeal should be submitted in writing to the Head of Institute within ten working days of being notified of the outcome, stating the grounds for appeal. The outcome of an appeal will be communicated to the student in writing.

ATTENDANCE THRESHOLDS

- IVY Academic Network sets minimum 80% attendance expectations.
- Students will be informed about attendance requirement at the start of the programme or semester.
- Students who fall below the required attendance level may be required to attend support meetings and may face academic consequences where learning outcomes, assessment eligibility, or progression are affected.

TEACHER ATTENDANCE POLICY

- The Programme Head/Programme Lead (PH/PL) is responsible for ensuring that lectures are conducted according to the timetabled hours.
- Teachers are required to mark their attendance either manually in the teacher attendance register or through the biometric system.
- PH/PL must maintain a record of teacher attendance in alignment with the timetable to ensure accountability.

LATE ARRIVAL AND EARLY DEPARTURE IN CLASS

- Students are expected to arrive on time and remain for the full duration of the session.
- Repeated late arrival or early departure in class should be treated as a concern.
- A student who arrives significantly late may be marked late or absent.
- Teachers should follow attendance rules consistently and communicate them clearly at the start of the course.

ONLINE AND BLENDED LEARNING ATTENDANCE

- For online and blended learning, attendance and engagement may be recorded through live session attendance, participation logs, learning platform access, assessment submission, discussion board activity, tutorial attendance, or other approved engagement indicators.



- Students must use their own institutional login details and must not share passwords or allow another person to attend or participate on their behalf.
- Non-engagement with online learning may be treated in the same way as non-attendance in face-to-face classes.

PLACEMENTS, INTERNSHIPS, AND EXTERNAL LEARNING

- Students undertaking placements, internships, fieldwork, work-based learning, or external learning activities must comply with attendance requirements set by IVY and the host organisation.
- Students must inform both IVY and the host organisation if they are unable to attend.
- Repeated absence from placement or external learning may affect assessment, progression, placement continuation, or professional suitability.
- Placement attendance concerns must be reported to the Programme Team and Student Placement Office.

ATTENDANCE MONITORING

- Programme teams and departments will monitor attendance and engagement regularly.
- Attendance register/LMS may be reviewed weekly, fortnightly, monthly, or at key points in the academic term, depending on programme structure.
- At campus level, it is the responsibility of the Head of Institute, Head of Department, or Programme Lead to keep track of attendance across all programmes.
- Attendance reports should identify students at risk, repeated absence patterns, modules with low attendance, reasons for absence where known, and actions taken.
- Attendance trends may be discussed in programme meetings, departmental meetings, academic review meetings, and quality assurance meetings.
- Quality Assurance Nominee at the campus is required to monitor attendance in all schools at campus
- Quality Assurance Department (Head Office) may require campus-level attendance reports for institutional monitoring.

REVIEW OF POLICY

- This Policy will be reviewed annually or when required by the Quality Assurance Department in consultation with academic departments, campus management, student support teams, and senior leadership.
- Approved changes will be communicated to staff and students through appropriate



institutional channels