School of Coding & AI

Student First Always

HIGHER EDUCATION

Student Attendance and Leave Policy

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal	SGill	01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI
Company Number: **10808021 Registered in England & Wales**
Registered Address: **Unit 8-8b, Newton Court, Westrand, Pendeford Business Park, Wolverhampton, WV9 5HB**

1. Purpose
This Attendance and Leave Policy sets out the guidelines for student attendance and leave at School of Coding & AI. The policy ensures that students understand their responsibilities regarding attendance, how to request leave, and the consequences of unauthorised absences. This policy complies with UK educational legislation, including **The Education Act 1996** and **The Education (Student Attendance Targets) (England) Regulations 2005**.

2. Scope
This policy applies to all students enrolled in courses at School of Coding & AI, regardless of age or programme type.

3. Attendance Requirements
3.1 General Attendance
- Attendance is compulsory for all scheduled classes, labs, and Institute activities.
- Students are required to maintain a minimum attendance of **85%** in each course, as mandated by **The Education (Student Attendance Targets) (England) Regulations 2005**.
- Regular attendance is crucial for academic success and participation in assessments.
- Students must attend classes on time and remain for the entire session unless authorised to leave early.

3.2 Absence Reporting
- Students must inform the Institute administration of any absences in advance where possible. For illness or emergencies, absences should be reported within 24 hours.
- Notifications of absence should be made through the Institute's official channels (e.g., email or the attendance system).

4. Leave Entitlements
4.1 Authorised Absence
- Authorised absence may be granted for the following reasons:
  - Medical appointments or illness (medical documentation may be required for absences longer than 3 days).
  - Family emergencies.
  - Religious observances.
  - University visits or other educational events approved by School of Coding & AI.
- Requests for authorised absence must be submitted in writing to the administration at least one week in advance, where possible, and be supported by relevant documentation (e.g., medical certificates or invitation letters).

4.2 Unauthorised Absence
- Unauthorised absences are any absences not approved by the Institute administration.

This includes:
    - Skipping classes without prior notification.
    - Absences for non-urgent personal matters, such as leisure activities.
- Unauthorised absences will result in disciplinary action, which may include verbal or written warnings, detention, suspension, or in serious cases, expulsion.

5. Procedures for Requesting Leave

5.1 Short-Term Leave (up to 3 days)

- Short-term leave requests should be submitted via email or through the attendance system at least 24 hours in advance, where possible.
- For medical-related absences, students must provide a doctor's note for absences exceeding 3 days.

5.2 Long-Term Leave (more than 3 days)

- Long-term leave requests must be submitted at least one week in advance (except in emergencies) and must include appropriate documentation (e.g., a medical certificate or travel confirmation).
- The administration will assess the request and notify the student of approval or rejection within 2 working days.

6. Consequences of Poor Attendance

- Students who fail to maintain 85% attendance will be subject to academic review.
- Persistent unauthorised absences may result in:
    - Warnings (verbal or written).
    - Detention or additional academic work to make up for missed sessions.
    - Suspension or expulsion from the Institute, depending on the severity and frequency of absences.
- School of Coding & AI reserves the right to inform parents or guardians (for students under 18) of any serious attendance issues.

7. Monitoring and Appeals

7.1 Monitoring Attendance

- Student attendance will be monitored regularly by the Institute administration.
- Students will be notified if their attendance falls below the required threshold, and they will be given an opportunity to improve before disciplinary action is taken.

7.2 Appeals

- Students have the right to appeal any decision regarding attendance-related disciplinary actions.
- Appeals must be submitted in writing within 5 working days of receiving the decision.
- The appeal will be reviewed by the Institute administration, and a final decision will be communicated within 10 working days.

8. Compliance with UK Legislation

This policy complies with relevant UK educational legislation, including:

- **The Education Act 1996**: Governing compulsory education and student attendance requirements.
- **The Equality Act 2010**: Ensuring that attendance policies are non-discriminatory.
- **The General Data Protection Regulation (GDPR) 2018**: Ensuring that attendance records are maintained confidentially and used for legitimate purposes only.

9. Review and Updates

- This policy will be reviewed annually to ensure compliance with UK legislation and to address any changes in the Institute's operational requirements.
- Any updates or changes to the policy will be communicated to students via email and the Institute's website.

This Student Attendance and Leave Policy aims to promote consistent attendance and provide clear guidelines for authorised absences, ensuring that all students at School of Coding & AI are well-supported in their academic journey while meeting legal requirements.