

London Academy of Trading

Attendance Policy

Version 1.2

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1. Attendance Overview

This policy is applicable to all assessed LAT programmes involving 100% on-campus lecturing time.

As part of your commitment to your learning you are expected to attend all lessons of your programme of study. Attendance is monitored regularly throughout your London Academy of Trading (LAT) course, and you risk failing to achieve the objectives of your programme if you do not demonstrate satisfactory attendance and progress. It is therefore important that you inform us of any absence, either intended or otherwise within 24 hours.

LAT students are expected to:

- Attend ALL scheduled lessons that form their programme of studies;
- Arrive on time to the scheduled sessions and to remain until the end of the session;
- Be aware that excuses will not be accepted after a two (2) week period from when the absence occurred.

2. Attendance Monitoring Procedures

2.1. Record Keeping

Attendance monitoring is achieved by paper registers maintained on a daily basis by LAT Academic staff.

2.2 Student Security Passes

Upon successful registration with LAT, all students will be issued with security passes. All students must be aware of the following:

- Your LAT security pass must be carried/worn at all times for attendance monitoring and security reasons;
- If you are requested by a member of staff to present your security pass whilst on campus you must do so immediately;
- Your security pass remains the property of LAT at all times and must be returned to the security office following completion of your course of study;
- Your security pass can be retained by any member of staff if they believe there are valid reasons you are not entitled to it. Reasons include (but are not limited to); withdrawal from the course; cancellation of visa; suspension of your account due to outstanding fees etc.

3. Absences and Notifications

3.1. Punctuality

Please note that arriving late to class and leaving early is disruptive to both other students and to the tutor. LAT reserves the right to refuse entry to students who arrive more than 15 minutes late in order to avoid disruption of a class. All students must be aware of the following:

- You are expected to arrive on time and stay until the end of the session;
- If you arrive more than 15 minutes late you will only receive half attendance for that session and may be refused entry to the class until after the break;
- In order to record half attendance for a session you must be present for a minimum of 50% of the class;
- Persistent lateness will affect your percentage of attendance and may result in disciplinary action;
- If you are going to be more than 15 minutes late to class for any reason, please inform the LAT Academic staff as soon as possible to make arrangements for your late arrival.

3.2. Authorised Absence

Although 100% attendance is expected, it is understood that sometimes you might not be able to attend your scheduled sessions.

Reasons and evidence that may be considered for authorised absence include but are not limited to;

- Appointments with a physician, dentist or other recognised licensed/certified medical practitioner;
- Pregnancy and related illness;
- Maternity/paternity leave (*Please note that given the length and nature of LAT courses, in the event of requesting maternity/paternity leave you might be required to defer your course in its entirety to a later date*);
- Wedding ceremony;
- Religious Festivals¹;
- Interview Assessment Days (e.g. applications for Graduate Schemes);
- Employment-related issues;²
- Extreme weather conditions;
- Other circumstances as determined at the discretion of LAT.

Please note that LAT recommends that every student meets a minimum attendance percentage of 80% in order to give yourself the best opportunity to achieve the learning objectives of your programme.

Please also note that you as the student are solely responsible for catching up on any missed work as a result of absence.

3.2.1 Extenuating Circumstances

LAT recognises that occasionally there are extenuating circumstances that prevent your attendance at your course.

Extenuating Circumstances for the purposes of this policy can be defined as circumstances that are acute, severe, unforeseen and outside of the students' control which they feel may have had a significant impact on their academic performance, (e.g. a summative assessment). Such circumstances might include, but are not limited to; illness, injury, personal/family problems or bereavement.

If you require leave for exceptional circumstances outside official holiday periods, you must email admin@lat.london with Cc. to tutors@lat.london as soon as practically possible.

3.3. Attendance Monitoring and Attendance Warnings

LAT makes every effort to monitor students' attendance to ensure they give themselves every opportunity to achieve the learning outcomes of the course(s) and get the best possible value from their time with us. All students must be aware of the following:

- Your attendance will be regularly monitored by the administration team to ensure you have satisfactory levels of attendance;
- If you are absent from class and no excuses are submitted you will receive an attendance warning;
- After receiving an Attendance Warning you may provide a reason for your non-attendance. LAT will assess reasons for non-attendance on a case-by-case basis and respond in a timely manner;
- Absence due to illness that does not exceed two (2) days may be authorised without any medical documents;

¹ Whilst LAT embraces religious faiths and beliefs, where possible we will accommodate major religious festivals, however we cannot accommodate daily religious practices

² Depending on the individual circumstances, LAT may use their discretion to allow **limited absence** from class provided the student can demonstrate that learning outcomes will not be adversely affected

- Excuses and evidence submitted more than two (2) weeks after the absence occurred will be rejected and absence will not be authorised;
- If a student's overall attendance drops below 80% they may be invited to a meeting with the LAT Academic staff to further discuss their absence;
- In the event a student is not attending classes on a regular basis without valid reason the student may be subject to disciplinary action.

Course Attendance Warning Categories:

For Postgraduate Certificate courses:

- One (1) absence – **Informal Written Attendance Warning;**
- Two (2) absences – **Formal Written Attendance Warning;**
- Three (3) absences (or below 80% course attendance) - **Severe Attendance Warning.**

4. Absence Authorisation

4.1 Submitting an excuse via email

If you are absent for valid reasons, you must submit an attendance excuse. To do so, you need to email tutors@lat.london. If you missed classes on more than one day you must submit an excuse for all of them.

You must include evidence for the absence as well as the reason for your absence and a description of your circumstances. If you are found to be submitting fraudulent documents as evidence of your absence you will be subject to disciplinary action.

4.2. Students leaving early

Where possible you should ensure that you book any personal appointments outside of class time. If you need to leave prior to the scheduled ending time of class, you need to inform the LAT Academic staff at the earliest possible opportunity.

4.3. Submitting Medical Documents

If your absence due to illness exceeds two (2) days, an original medical certificate is required. (Please note that prescriptions are not a sufficient substitute for official medical documents and cannot be considered in order to authorise absences).

Medical documents must originate from NHS registered doctors. The three most common forms of medical documents are:

- **Statement of Fitness for Work** – those must specify the period the student has been unfit for studies and also must be stamped and signed by doctors;
- **Medical Certificates issued by GPs** – the period of time the student was unfit for studies must be specified. Please note that if the document is written on a headed paper containing the surgery's details and doctor's signature, no stamp is required;
- **Medical Certificates issued by hospitals/Discharge from hospital letters**

We will also be considering original medical notes coming from dentists and dental care professionals registered with General Dental Council, the organisation which regulates dentists and dental care professionals in the United Kingdom.

Medical documents issued outside the United Kingdom will be considered in case students have fallen ill during term time and needed to return to their home countries and an absence authorisation request has

been submitted for our assessment, provided the medical notes come from a licensed clinic or hospital abroad. All documents must provide transparent information about the practitioner's opinion and their assessment and the date of the consultation must be shown. The period the note covers, clear reasons and be signed and stamped by the clinic or hospital.

If the medical documentation is not in English the student must provide an independent certified translation. This document would only be considered if the following are clear: the authorities' full name, position/ company name, signature, date, stamp or seal.

If there are any doubts over the validity of a medical document, the LAT has the right to contact the surgery/doctor to verify the document. If it is discovered that fraudulent documents have been submitted you may be subject to disciplinary action.

Please note that excuses and evidence submitted more than two (2) weeks after the absence will be rejected and absence will not be authorised.

5. Students Access to the Attendance Policy

LAT makes every effort to regularly notify students about the Attendance Policy, and does so in the following ways:

- Students will be given information regarding the Attendance Policy during Induction
- This full Attendance Policy may be requested by students at any time during their course

Please note that ultimately the student is responsible for their own attendance, and therefore for familiarising themselves with both the Student Handbook and Attendance Policy.



Version Control Table

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