



Student Attendance and Lateness Policy (Teaching weekends) 2025

Policy Name	Student attendance and lateness policy- teaching weekend
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date uploaded	Oct 2025



Introduction

The College expects all students:

- To participate fully in the learning activities associated with each module and to undertake **all components** of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:

"I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal."

- To adhere to the College's Student Charter which can be found [here](#), and the University of Derby's Student Code of Conduct which can be found [here](#).

2. Monitoring sessions.

The College will monitor engagement at taught sessions from the first week of teaching and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. Taught sessions can be lectures (face to face or online), tutorials, seminars, clinical labs, workshops or clinic. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

The Student Terms and Conditions which can be found [here](#) will be considered as breached in any of the following circumstances, unless the student has negotiated alternative acceptable arrangements with the Module Leader(s) or Head of Education

- The student has missed any 3 taught sessions for **one module**, face to face or on-line, either consecutively or intermittently without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.
- The student has missed 3 or more weekends of scheduled taught or on-line sessions for **more than one module** within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be terminated. A record of the termination and the reason for it will be held on the student record.
- The student has **missed two full consecutive** weekends.

Policy Name	Student attendance and lateness policy- teaching weekend
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date uploaded	Oct 2025



3. What to do if you are going to miss a session?

Please email admin@collegeofosteopaths.ac.uk at least 24 hours in advance of the affected weekend of lectures (if possible) in order for the absence to be recorded.

Policy Name	Student attendance and lateness policy- teaching weekend
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date uploaded	Oct 2025