

Policy Document Information

Version Number	Next Review Date	Responsible Person	Approved By
1.0	20-01-2026	Academic Coordinator	Academic Dean

1. Purpose

The purpose of this policy is to establish clear expectations regarding student attendance at the London Academy for Applied Technology (LAAT). Regular attendance is vital for academic success, active engagement in the learning process, and the overall development of students.

2. Scope

This policy applies to all students enrolled at LAAT, covering:

- In-person classes (where applicable)
- Live online sessions
- Self-paced learning activities
- Workshops, tutorials, and assessments

3. Attendance Requirements

3.1 General Expectations

- Students are expected to maintain a minimum attendance rate of 75% for all scheduled classes, live sessions, tutorials, and other academic activities.
- For self-paced learning, students must engage regularly with the Learning Management System (LMS) and complete assigned tasks within the specified deadlines.
- Consistent attendance demonstrates commitment, enhances academic performance, and promotes personal growth.

3.2 Participation Requirements

- Active participation in discussions, group activities, and learning exercises is encouraged.
- Students must be punctual for all classes and sessions, as late arrivals can disrupt the learning environment.

4. Recording Attendance

- **Live Sessions:** Attendance will be recorded at the beginning of each session by the instructor.
- **Self-Paced Learning:** Engagement will be tracked through LMS activity, including log-ins, assignment submissions, and participation in online discussions.
- **Attendance Monitoring:** Regular attendance reports will be reviewed by the Academic Team to identify and support students with low attendance.

5. Absence and Reporting Procedures

5.1 Reporting Absences

- Students must notify LAAT of any absence in advance by emailing acad.coordinator@laat.ac.uk with the reason for absence.
- In cases of illness or emergencies, students should report the absence within 48 hours of the missed session.

5.2 Acceptable Reasons for Absence

- Medical illness (a doctor's note is required for absences exceeding 3 days)
- Family emergencies or bereavement
- Religious observances
- Personal emergencies or unforeseen circumstances (subject to review)

5.3 Unauthorised Absences

Absences without valid reasons or proper notification will be marked as unauthorised. Repeated unauthorised absences may trigger academic warnings and further disciplinary actions.

6. Managing Low Attendance

- First Warning: Students with attendance below 75% will receive an attendance warning and be required to attend an academic support meeting.
- Second Warning: Continued poor attendance will result in being placed on academic probation, with mandatory support sessions and close monitoring.
- Final Stage: Persistent non-attendance without improvement may lead to suspension or withdrawal from the programme.

7. Impact on Academic Performance

- Low attendance can affect:
 - Academic performance and assessment outcomes
 - Eligibility for reassessments and resubmissions
 - Access to learning resources, academic support, and extracurricular opportunities

8. Mitigating Circumstances

- Students facing long-term health issues or personal challenges may apply for mitigating circumstances. Supporting documentation (e.g., medical certificates, official letters) will be required. The Academic Team will review each case to determine appropriate support measures or adjustments.

9. Appeals Process

Students have the right to appeal decisions related to attendance (such as warnings, probation, or withdrawal).

- Appeals must be submitted in writing within 10 working days of receiving the decision.
- The appeal should include relevant evidence to support the case.

10. Policy Review

This policy will be reviewed annually to ensure its effectiveness and alignment with LAAT's academic objectives and best practices.