



ATTENDANCE POLICY AND PROCEDURES

| | |
|-----------------------|---|
| Scope and Purpose | This document outlines the attendance policy and procedures, applying to students at Belfast Bible College. |
| Who uses the process? | Monitoring staff and students within the college |
| Process review | This process should be reviewed following the end of each academic year |
| Date last reviewed | May 2022 |
| Date next review | August 2023 |

1. Belfast Bible College Goal and Mission

Bible College's goal is to equip 21st century disciples through theological education that is orientated towards a lived-out faith that impacts the world.

The mission of BBC is therefore to offer students a range of academic, spiritual and practical avenues of biblical formation and training for global mission and church-based ministry facilitating each student to achieve their full potential.

With this in mind, BBC will want all students to benefit from their time here and we believe that comes from fully engaging in studies, classroom and College Community Life.

Therefore, information relating to academic achievement, attendance in class and engagement in Community Life will form the basis of all references provided for students by the college to prospective employers or other interested bodies such as mission agencies, training institutes, colleges or universities. A strong reference will reflect good engagement across all three areas. This information will be collected and monitored throughout the year.

2. Policy Framework

This policy has been developed in accordance with the existing regulations, policies and procedures. This list is not exhaustive.

- BBC College Handbook



- BBC UoC Handbook
- BBC Students at Risk Procedures
- BBC Code of Conduct
- BBC Undergraduate Students' Commitment to Responsibilities form

3. Policy Principles

As stated in the Belfast Bible College Code of Conduct, the college expects students to be academically diligent in their approach to learning. Examples of academic diligence are attendance at lectures, punctuality and submission of work on time, as well as diligence in setting aside personal study time.

Students are expected to attend all classes and attendance should not fall below 80%. For those students on a Student Visa, UKVI regulations are that attendance should not drop below 90%.

The expectations regarding student attendance are set out in this document and also provided in the College Handbook.

4. General Requirements regarding student attendance

Students are expected to take responsibility for organising their studies and ensuring they are aware of their timetable and expectations for attendance at all activities relating to their programme of studies. Students should arrive on time for all classes.

Students are required to attend and make themselves available to undertake all activities related to their programme of studies during the semester dates published by the college, all students are encouraged to engage in the life Community Life of the college, including weekly chapel attendance, and other organised Community Life activities. (There is also an



expectation that students will attend any examination or assessment that takes place outside of semester dates.)

5. Attendance Monitoring

The College ensures through the College handbook that students are aware of their attendance requirements.

The College has a responsibility to remind students of the importance of attendance and especially the clear link between attendance and assignments and/or examinations and performance. This is emphasised during orientation and at initial meetings with Personal Tutors and reinforced throughout the year by Module Tutors.

Students are responsible for recording their attendance at classes or the library when on site by ensuring they have signed the registers. These registers will be checked in the case of a fire or other emergency on site.

Monitoring for each students' attendance levels will take place on a regular basis.

For Classroom activity including placements

Where appropriate, students must inform the relevant administrator in advance for any intended absence. Retrospective excusable absences must be reported within one day of return to study. The relevant administrator will inform the Module Tutor as appropriate.

Absences will be excused if shown to be for one of the following reasons:

1. Illness of student (illness of more than 3 days must be certificated by a Medical Practitioner)
2. Emergency dental appointment



3. Serious illness of close family member
4. Bereavement of close family member
5. Funeral of close family member/friend
6. Domestic crisis
7. Wedding of close family member/friend
8. Obligation to attend any appointments with government bodies, including UKVI
9. Interview related to post-study employment or further study (UK and EU nationals only)
10. Self-isolation during the COVID 19 pandemic

However, where reported absences accumulate to a student missing more than 20% of class, the student can arrange a meeting with the Advisor of Studies.

6. Action in the event of non-attendance

An email will be sent once a student's attendance drops below the required 80% attendance in any given semester, advising student of the student support services available at BBC and the impact of attendance on end of year references. If an International student's attendance on a UKVI Student Visa drops below 80% the Academic & Student Affairs Manager is informed. Student attendance below 60% in any given semester requires a meeting to be arranged with the year group's Advisor of Studies. It is the student's responsibility to respond to these emails and attend the meetings. If they do not, this will impact their end of year reference.

7. Action in the event of concern for a student's well being

Academic support is offered first through the Personal Tutor. Further confidential support and advice is also available from the Advisor of Studies with regard to academic support and



the Pastoral Care Coordinator with regard to Pastoral Care. This support can be accessed by students at any stage.

Further information regarding attendance for Student Visa students can be found under the UKVI Student Visa Student Arrival & Attendance Monitoring Processes on the website.

8. Data protection

All student attendance records are kept in accordance with the Data Protection Act 1998. See the BBC Data Protection Policy for details.

In line with the Data Protection Act 1998, students are entitled to a copy of all their personal data held by us.

9. Responsibilities, Policy Approval and Review

This document, as well as all other policy, procedure and guidance documents relating to students studying at Belfast Bible College, will be available to all, monitored regularly and reviewed and evaluated periodically.

The Principal has overall responsibility for the attendance policy, including its approval and annual review.

The Academic Office Administrator has responsibility for overseeing the monitoring of attendance.

10. Policy Communication

This policy will be included in staff and student induction.