

Attendance Monitoring Policy and Procedures

London College of Engineering and Management (LCEM) is an independent educational institution with commitment to providing quality education. LCEM offers educational programmes that enhance the employment prospects of our students, provide an environment that is intellectually stimulating and conducive to acquisition of knowledge and skills, while ensuring that the social and cultural needs of the students are met. We are here to nurture people into professionals.

LCEM is committed to comply with the rules and regulations of the accrediting and the licensing authorities.

Students Attendance Monitoring Policy

1. LCEM will take actions against the students who do not attend their courses.
2. LCEM will require a Medical Certificate after 3 days of absence.
3. LCEM will report to the UKBA within 10 working days if students do not enrol on their courses within the enrolment period. The report will include a student's reason for non-enrolment.
4. LCEM will report to the UKBA if a student misses 10 consecutive sessions. The report will be sent within 10 working days of the 10th missed contact.
5. LCEM will withdraw its sponsorship within 28 calendar days of the 10th missed contact if student has not submitted a valid proof of absence, their attendance has not been improved and/or they have not shown any intention to continue their studies.
6. LCEM will report within 10 working days if a student decided to discontinue or defer their studies. If possible, the report will include the contact details of the new institution that sponsors the student

LCEM applies the following procedures to monitor students' attendance.

Students are expected to attend all their sessions regularly and punctually. Failure to do so could affect their progress and reduce their chances to achieve the qualifications for which they study.

All Accrediting Bodies and the UKBA require LCEM to keep accurate records and to monitor students' attendance thoroughly.

LCEM strictly adheres to the UKBA rules and therefore students with poor attendance (less than 85%) and/or absent for two consecutive weeks will be reported to the UKBA within 10 working days.

LCEM will ask and remind its students to:

- Be punctual according to their time tables
- Sign in before each session
- Attend at least 85% of the sessions
- Inform the college administration with a valid reason for being absent. Only serious illness will be considered as a valid reason to miss lectures. Produce a medical certificate/appropriate documents in the case of illness

LCEM will ask and remind its students NOT to:

- Sign in for another student. This is considered as academic misconduct and LCEM can withdraw its sponsorship for that particular student and report to the UKBA.
- Change groups without prior approval from the Admissions Coordinator. If done so, their attendance will not be recorded.

A discretionary half an hour time may be considered for students to sign in after the session has been started.

ID Cards Scanning Device will be collated immediately after the given time to sign in.

Once the attendance is collated it will be held on LCEM data system and its hard copy will be kept in Attendance Monitoring File.

If a student misses their session, Admissions Department will contact them after each missed session and ask for the reason of absence.

If a student attendance record shows that they have missed 10 consecutive sessions Admissions Department will contact a student and ask for the valid reason of absence and accompanied proof (e.g. Medical Certificate). A report will be sent to UKBA within 10 working days of the 10th missed session.

If student's attendance is not improved and a valid proof has not been submitted to the College and/or a student shows no intention of study, LCEM will withdraw its sponsorship within 28 days of the 10th missed contact.

THE ITALIC TEXT will be changed when the new attendance monitoring system, the VIZUAL, is implemented.