

## **Bee Zee Institute of Beauty Therapy**

### **Recording Student Attendance**

#### **Daily**

The daily attendance is recorded both manually and on a computer system (Student management system). The Software generates automated reports and alerts the users in the following ways

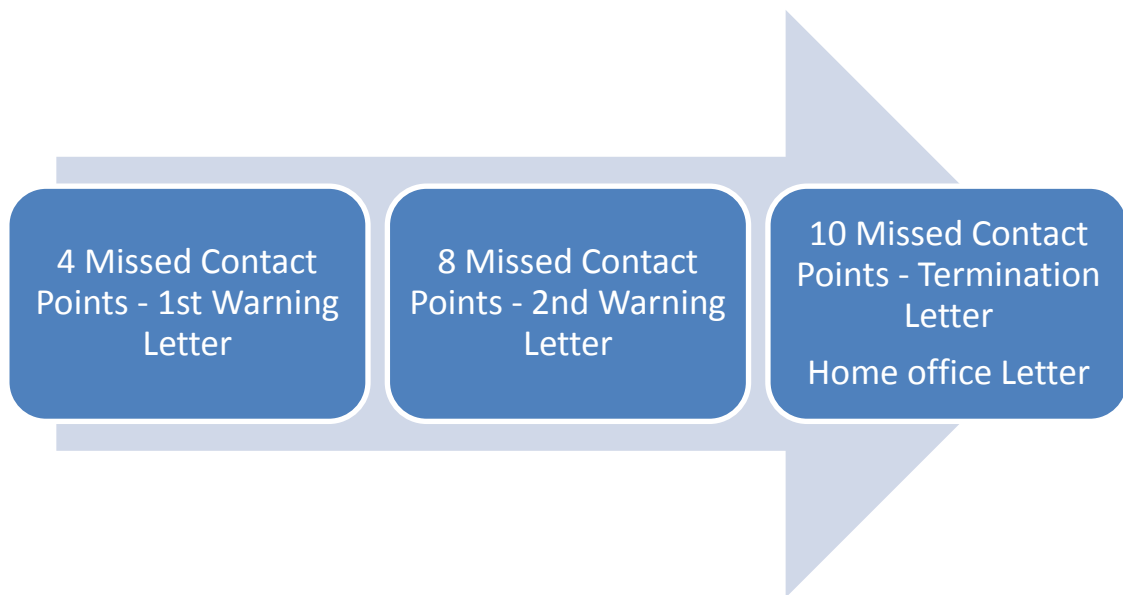
- When a student misses 4 continuous contact points the software issues 1<sup>st</sup> warning letter.
- When a student misses 8 continuous contact points the software issues 2<sup>nd</sup> warning letter.
- When a student misses 10 continuous contact points the software issues termination letter to the student and also reports to the Home Office.

The College expects every student to attend every timetabled session and to be ready to begin work at the scheduled start of each timetabled session, in order to benefit from the prompt start time and the maximum work learning time, as well as to prepare the student for the world of work or higher level studies.

The expectation is 100% punctuality and attendance.

As part of the same process, there will be an undertaking on the part of the College to ensure that all learning activities start promptly, run for their scheduled learning time and alternative arrangements are put in place when a lecturer has an unplanned absence.

## Attendance Warning Procedure



- 1 contact point = Morning Session/Afternoon Session
- Students who attend classes after 15 minutes of the Session start time will be considered absent for that session.