

Policy: Student Attendance

Policy Reference: A-AB-006
Version: 2
Person Responsible: Registrar

1. Policy Statement

Attendance in class, participation and group work are an important means of learning and in many classes is essential to the educational objectives of the course, problem and project based learning, academic success and reinforces the strategic mission of the Polytechnic.

Upon enrolling in a course or a programme at Bahrain Polytechnic students must have taken into account work, family, religious and all other commitments and are able to attend all scheduled classes.

The Polytechnic recognises the significant subsidisation of fees, and that the investment students and their sponsors make when a student enrolls in a course and believes that, as a responsible institution, it has a duty of care to monitor attendance, and to act on non-attendance, so that students can be supported to complete their programme of study. Attendance is a key component in student retention, progression, achievement and employability.

2. Definitions

3. Application

People:

- All students admitted to Bahrain Polytechnic Undergraduate Degree and Foundation Programmes.
- All academic and administrative staff of Bahrain Polytechnic.

Processes:

- Recording of class attendance
- Attendance actions

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulations

5. What is Expected:

Bahrain Polytechnic shall:

- Ensure that all enrolled students are given accurate and timely information on the attendance requirements, timetabling and locations for each course.
 - Courses taught at Bahrain Polytechnic have an 80% attendance requirement. This allows 20% absence in recognition of extenuating circumstances.
 - Programmes and courses offered to specific cohorts, for professional development or for the community where specific attendance requirements are varied from 80% must be approved by the Academic Board and the attendance requirements must be published separately in programme handbooks or course documentation in accordance with the guidelines.
 - Attendance is highly correlated with academic performance, students admitted to Bahrain Polytechnic are expected to attend all classes and be on time.
- Automatically withdraw students from a course with a failing grade 'WA' Withdrawn Attendance where they are enrolled in courses but exceed the absence limit (do not meet the attendance requirement). .
 - Courses that have significant non-classroom content such as work placement will include weekly supervision that is recorded to ensure attendance at the workplace as agreed and ongoing progress towards learning outcomes.
- Support students required to attend events for their programme of study for /by Bahrain Polytechnic. They will be offered opportunities to meet the session / learning outcomes where possible through Alternative Study Arrangements (ASA).
- Support students competing in International sports events officially representing Bahrain, who are in good academic standing and whose attendance and participation in their courses is good. They will be considered for Alternative Study Arrangements where possible.
- Support students with significant and/or chronic health conditions, who may apply to be considered for Alternative Study Arrangements with a minimum of 50% attendance.
- Identify the at risk students due to absenteeism, and refer them to student service to provide them with the needed support.
- On application, consider the exceptional circumstances of students with a WA, and if approved, amend the grade to Withdrawn (W) or a final grade.

Academic staff shall:

- Remind students of the importance of regular attendance at scheduled sessions

- Maintain accurate student attendance records. Tutors shall record attendance on the day of the class and attendance records are published to students on the Student Management System (Self Service Banner).
 - Unsatisfactory attendance will be documented, including absence (failure to attend) and/or late arrival at, or early departure from, scheduled learning and teaching sessions.
- Identify students 'at risk' and where necessary, refer them to the support services available.

6. Key Dates

First Approved:	10 December 2014 by BoT
This Version Approved:	26 June 2015 by BoT
Next Review Date:	4 years from this version's approval date or as required

7. Links and Related Documents

All Bahrain Polytechnic Academic Policies and Procedures, particularly:

- A/AB/001 Programme Approval
- A/AB/009 Student Rights and Responsibilities
- A/AB/010 Admission Policy
- A/AB/012 Credit Recognition
- A/AB/018 Enrolment and Academic Progression
- A/AB/019 Recognition of Academic Excellence
- A/AB/026 At Risk Student Support
- A/AB/015 Timetabling

Related Procedures:

- P/A/AB/006-1 Attendance Actions Procedure
- P/A/AB/006-2 Alternative Study Arrangements Procedure

