

LCCA

**London College of
Contemporary Arts**



LCCA Student Attendance and Withdrawal Policy 2021-22

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1. Policy Statement

1.1 LCCA are committed to ensuring that all students have the opportunity to successfully complete their programme of study, and that all students are treated fairly and equitably. When students enroll at LCCA they are bound to the Colleges and UCAs regulations and Student Charter, and students who do not meet these academic and ethical goals may be subject to penalties, including withdrawal from the programme.

1.2 Students may be withdrawn from their programme for the following reasons which will be outlined in this document;

1. Student withdrawal based on poor or non-attendance,
2. Student withdrawal based on academic failure,
3. Voluntary withdrawal,
4. Withdrawal following disciplinary action or academic misconduct.

2. Student Withdrawal based on Attendance

2.1 LCCA has a process in place for monitoring student attendance. Registers are used to monitor the attendance of students during scheduled activities. LCCA follows the requirements set out in the UCA Common Credit Framework (CCF) in relation to attendance requirements that states:

3.8.1 Students of the University are required to take responsibility for their own learning, and as such it is every student's responsibility to ensure that they attend the learning activities provided by the University. The University is responsible for reporting accurate information to HEFCE and the SLC about students who are actively engaged in studying and their eligibility for financial support.

Accordingly, any student who is absent from their studies without authorisation for an extended period may be deemed by the University to have withdrawn from their course.

2.2 LCCA monitors attendance in line with these requirements and uses a letter-based system to do the following:

- Provide students with a formal warning and reminder to students of the need to attend sessions and invite them to have a meeting with the Student Support Team to discuss any issues they may be facing,
- A second email/letter to inform students of their withdrawal based on non-engagement.

2.3 Student absences are considered as either authorised or unauthorised. To have a recorded authorised absence, students are required to inform LCCA of any absence, and in certain cases will be required to provide evidence to support the absence. All uninformed absences and those with no evidence when requested will be considered as unauthorised and will impact on your attendance levels. Appendix one highlights what would be considered as authorised and unauthorised absences.

Students are contacted by the Student Support Team after missing 10 days (either authorised or unauthorised), using a letter to initiate discussion to remind students of the importance of attending and inviting them to a meeting to discuss any support needs required.

2.4 If a student does not engage with this process and/or has not attended any timetables activities for 10 consecutive course days (two weeks) without informing LCCA of any issues that may be causing the absence (unauthorised absence), the student will be considered for withdrawal at the Attendance and Retention Board (ARB). The Student Support Team will take practical measures to contact students in this position to ensure their welfare, ensure they are still studying and inform them that they are being considered for withdrawal.

2.5 The ARB will review student withdrawals on a case-by-case basis to ensure every student has been provided with every opportunity to attend and complete their programme and confirm the termination of enrolment in line with UCA regulations.

2.6 Following the termination of enrolment, the student has the right to appeal to the ARB. The student must submit a request for an appeal to the Head of Quality Assurance within 10 working days of the outcome. The written request must state the grounds for appeal and provide relevant evidence.

2.7 The Head of Quality Assurance will review the appeal if it meets the following criteria in line with UCAs CCF:

1. That new information is to hand which was not available for consideration at the time the decision was taken,
2. That there is evidence of significant and substantive administrative or procedural error in the making of the decision to remove the student.

The Head of Quality Assurance will review the decision considering;

1. The rationale for the original decision;
2. Written representation from the student, including mitigating evidence where appropriate to explain the unauthorised absence; and
3. Written representation from the Course or Unit Leader to support or refute the appeal.

2.8 The Head of Quality Assurance, having considered the evidence shall either:

- I. Reject the appeal, in this case the withdrawal decision stands
- II. Uphold the appeal and refer the case to the ARB for consideration and a decision on how the student will be reinstated and supported.

2.9 The decision of the Head of Quality Assurance and ARB is final. The outcome, including the reasons for the decision, shall be notified via a Completion of Procedures letter to the appellant within 5 working days of the hearing.

2.10 An attendance grading system will be adapted to identify the level of resources and support

required for students and will supplement the existing policy, this has been sent to UCA for final approval.

3. Student Withdrawal based on Academic Failure

3.1 LCCA encourage students to progress in their chosen programme of study, where they will be able to complete their course in a timely manner and within the designated maximum study time. In addition, as per SFE and UCA regulations, it is a mandatory condition for students to demonstrate that they are continuously committed to their studies and intend to complete their course within the allowed time.

3.2 Students must take the first opportunity to be assessed for each of the required units of the programme each term, as designated in the unit handbook. The only exclusion is where a student has approved extenuating circumstances. See the Assessment and Feedback Policy for further details.

3.3 UCA's Common Credit Framework, Assessment Policy and LCCAs Assessment and Feedback Policy outline the requirements around assessment. Decisions on withdrawals based on academic failure are made by the Board of Examiners. In line with the CCF, students may be offered resits and retakes where assessment has not been passed.

3.4 Students are required to meet the credit requirements for an award at the required levels. Students who do not meet these requirements after resit and retake opportunities have been exhausted will be considered for an appropriate exit award. See CCF Section 6.

3.5 The Student Support Team will contact students who fail to submit on their first sit to discuss their situation and offer support where required.

3.6 When any student, who is considered having a disability or a learning difficulty has not made a satisfactory academic progression in their studies, The Disability Officer will ensure that a student has received all the appropriate support in the first place. When evidence had been seen that all steps had been administered, but the Academic Board decides to withdraw the student, the decision does not relate to disability, but is based on the student's academic progression not being at the appropriate level.

4. Voluntary Withdrawal

4.1 Students who are considering withdrawing from their programme are advised to discuss the matter with their Course Director before they make a final decision. Depending upon the reasons the student has for considering withdrawal, the Course Director may be able to refer the student to sources of specialist support available at LCCA.

4.2 If a student decides to withdraw regardless, they should inform their relevant Student Support representative, who will complete necessary administration steps to finalise the withdrawal.

5. Withdrawal following Disciplinary Action or Academic Misconduct

5.1 This section is to be read in conjunction with the Disciplinary Policy and Procedure and the LCCA Assessment and Feedback Policy, along with UCAs Assessment Policy and the CCF.

5.2 LCCA has a Student Code of Conduct ensures that students and staff can work in a safe and mutually respectful environment and that academic integrity is always applied. Where there is a breach of conduct, students will be subject to review and the possibility of disciplinary action.

5.3 Where there is an allegation of academic misconduct, the academic misconduct procedures will apply, see the CCF, UCAs Academic Misconduct Policy and LCCAs Assessment and Feedback Policy. Severe academic misconduct penalties may lead to student withdrawal. Please refer to these documents for the full process.

5.4 Breaches of the Student Code of Conduct include but are not limited to:

- Aggressive or violent behaviour;
- Damage or the perceived threat to damage the College's buildings, students and/or staff and/or their property;
- Any activity involving the unauthorised use of drugs or alcohol;
- Tampering with safety equipment (e.g., discharging of fire extinguishers, setting off building alarms deliberately and without valid cause, etc.);
- Breaches of the College's policies with reference to Harassment/ Bullying or Equal Opportunities;
- Breaches of the College's policies in regards to plagiarism, contract cheating, using essay mills or any form of academic misconduct.

5.5 Under such circumstances an investigating officer will be appointed to gather all information relating to the case. This will be presented to the Student Disciplinary Panel who, based on all evidence and the surrounding circumstances, will decide an appropriate course of action.

5.6 The decision will consider the nature of the offence, the specific circumstances surrounding it, the frequency of occurrence or whether it is a first offence, and ultimately the risks of allowing the student to remain enrolled with LCCA. If the risks are found to be unacceptable only then the Panel will move for the withdrawal of the student from their programme.

No formal disciplinary outcome will be concluded unless a disciplinary meeting has been held. Formal withdrawal from a study programme is an absolute last resort of any disciplinary proceedings.

5.7 All students have the right to appeal against the withdrawal decision by making a written appeal to the Head of Quality Assurance (quality@lcca.org.uk). The grounds for appealing a withdrawal based on disciplinary actions are:

1. The rationale for the original decision;
2. Written representation from the student, including mitigating evidence where appropriate to explain the action in question and
3. Whether there have been any procedural irregularities.

5.8 All appeals must be submitted within 10 working days. The Head of Quality Assurance will determine whether there are grounds and either reject the appeal or submit it to the Student Disciplinary Panel for review.

5.9 The Head of Quality Assurance will inform the students of the outcome within 10 working days of the panel. All decisions from the panel are final.

6. Appeals

6.1 All students have the right to appeal against a withdrawal decision. The appeal process will depend on the nature of the withdrawal, and the processes are outlined in sections 2-5.

6.2 Students have 10 working days to submit an appeal, and all appeals would need to demonstrate they meet the grounds for appeal for the relevant withdrawal. Appeals submitted outside the timeframe will be considered as out of time and not accepted.

6.3 Once a student has completed LCCA or UCAs internal appeals or complaints procedures, LCCA will issue the student with a Completion of Procedures Letter. If the student is still dissatisfied, the student may direct their complaint to the Office of the Independent Adjudicator within twelve months of the date on which the Completion of Procedures Letter was issued. Information on the complaints covered by the Office of the Independent Adjudicator and the review procedures is available at:

<http://www.oiahe.org.uk/>.

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Appendix One – Absence Types – Authorised and Unauthorised

Authorised Absences

- Death or illness of an immediate family member; spouse, parent, grandparent, guardian, sibling, son or daughter (members of extended family will not be accepted). Maximum 1 week.
- Appointments with a physician, dentist or other recognised licensed/certified medical practitioner. Maximum 1 day.
- Pregnancy and related illness. Maximum 2 weeks providing sufficient documentation is provided.
- Wedding ceremony: evidence of scheduled marriage ceremony will be required prior to the event and marriage certificate required within 48 hours of the marriage taking place. Maximum 1 day.
- Wedding of immediate family members, for the day of the event only. (parent or legal guardian, siblings or children) – Maximum 1 day. Weddings of extended family members will not be considered for authorised absence.
- If you are ill and your attendance would endanger your health or the health of others, a medical certificate needs to be provided if the illness exceeds 2 days. For example, infectious diseases. Maximum 2 weeks.
- Terminal illness – if in the unfortunate event you are diagnosed with a terminal illness, in line with the pastoral care offered to students, we will arrange a meeting to confirm whether your studies can continue or not.
- Accident e.g. Car accident, hospitalisation etc. Maximum 2 weeks subject to evidence being provided.
- Summons letter for appearances in court or an appointment with a legal officer. Maximum 1 day.
- Exams scheduled whilst a class is taking place; exam booking confirmation must be provided. Maximum 1 day. Students are not authorised absence for revision.
- Late registration may be considered but is not guaranteed.
- Religious Festivals – whilst LCCA embrace religious faiths and beliefs, where possible we will accommodate big religious festivals, however we cannot accommodate daily religious practices. Maximum 1 day per year.
- Interview Assessment Days e.g. applications for Graduate Schemes. Evidence must be provided prior to the assessment day. Maximum 1 day.
- Extreme weather conditions. In this instance classes may be cancelled and rescheduled.

Unauthorised Absences

- Domestic or personal disruptions such as, moving house and weddings outside immediate family members.
- Pregnancy and related illness for longer than 2 weeks.
- IVF treatment
- Aesthetic/Cosmetic surgery

- The death or illness of a member of your extended family.
- Employment-related issues; except for students in full time employment normally studying on a part time course.
- Examination stress or anxiety during revision and assessment periods where no medical certificate is available.
- Holidays outside the official holiday periods.

