



Student Attendance Monitoring Policy

1. Introduction

Instituto Internacional Princesa (IIP) is committed to supporting students in maximising their academic achievements. Part of this commitment is met by monitoring student attendance and engagement. IIP has a duty of care to do all it reasonably can to support students to complete their programmes of study and attain the best possible academic outcomes. Students are expected to take responsibility for organising their studies and ensuring they are aware of course syllabus, timetable and expectations for attendance at all activities relating to their programme of studies. It is, therefore, in the interests of every student to attend their scheduled sessions. Engagement with the available learning resources and with assessment is also key. It is the students' responsibility to check regularly for information via IIP email, website and Learning Platform, WhatsApp groups and Information Board in the hall.

Student attendance is expected at all scheduled teaching activities, together with satisfactory completion and submission by the due dates.

Attendance is a key component in student progression, achievement and, ultimately, employability. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending classes regularly are more likely to:

1. enjoy a rewarding experience in which their knowledge and competence grow, and
2. successfully complete their programme, and
3. enhance their performance.

2. Attendance Requirements

Attendance is expected of all students on every element of their course. This refers to lectures, seminars, workshops, practical sessions and any form of summative or formative assessment. **Students who miss more than 25% of classes for the given module, will not be eligible for formal assessment and will have to retake the course in the following academic year and might be a subject to IIP initiated withdrawal.**

3. Attendance Monitoring

IIP believes that monitoring and encouraging attendance is important to support students in their academic studies as such has the potential to indicate those students at risk of leaving their course early or of failure. IIP aims to improve the attendance and engagement of all students. Attendance monitoring in scheduled classes refers to all recording of student attendance, whether through Student Attendance Monitoring system (SAM) or paper-based. Students are required to

make sure that their attendance is registered in all scheduled classes including lectures, workshops, seminars etc.

Course professors should notify the Directors and the student via e-mail and/or WhatsApp when student reaches 6 absences in the course.

Course professors should notify the Directors via e-mail again when student reaches 7 absences in the course. Professors should send an e-mail and/or WhatsApp to the student informing of the potential consequences of non-attendance (the non-obtention of the Certificado de Aprovechamiento – a key component in the student visa renewal).

Professors should notify the Directors via e-mail again when student reaches 8 absences in the course. Professors should send an e-mail and/or WhatsApp to the student informing of the potential consequences of non-attendance.

4. Notification of Absences and Excused Absences

A justified absence might be granted to the Students by the Directors upon completion of an Absence Request Form and providing justifiable reasons.

Excused Absences

An excused absence is granted only if you are genuinely ill or you have asked permission to be absent for a valid reason. Examples of valid reasons are, but are not limited to, the following:

1. Documented student's participation in IIP-sponsored events
2. Student's documented injury or illness
3. Documented illness, injury or death in a student's immediate family
4. Documented student's required official duty

These genuine emergencies or circumstances beyond your control should be explained on the Absence Request Form. Travelling for tourism purposes, sleeping habits, attending social events, parties and similar reasons that are not of an urgent nature, will not be considered for approval.

5. Withdrawal for non-attendance and/or engagement.

IIP may withdraw a student from their Course if they are not attending and submitting assignments.

Non-attendance by Student Visa Holders

IIP has a particular duty to ensure that VISA students are in attendance. Non-attendance could result in IIP initiated withdrawal, which will be reported to the Spanish immigration authorities, consequently affecting the student's status in Spain.



If the student does not attend within four weeks of the enrolment period or start date, their non-attendance will be reported to Spanish Immigration Authorities, and their visas will be withdrawn.

Students are expected to attend all sessions scheduled by IIP. Students' attendance within IIP will be monitored through the SAM system. Any student who fails to attend for three weeks will be sent an email and/or WhatsApp warning them of the consequences. A Director will contact the student and ask them for evidence of why they were not in attendance. If the student is still not in attendance after a third week a second email will be sent and again attempts to re-engage them will be made. Students who do not re-engage as required will have their VISA withdrawn and the Spanish Immigration Authorities will be informed.

Acknowledgement and Student Signature

Name:

Date: