



LATE ARRIVAL TO CLASSES POLICY

Late Arrival

1. Students will be marked ABSENT from any timetabled class if they arrive more than 20 minutes after teaching has begun but will not be excluded from attending the remainder of the session and any subsequent sessions.
2. The student is responsible for alerting the instructor to their presence and negotiating a change to an attendance entry at the end of the session.
3. Changing an entry is at the discretion of the instructor, and such a change will not be considered at any other time than on the actual date of the class.
4. If the instructor agrees to change the entry from absent to present, the student is responsible for checking that the attendance is recorded as such and alerting the instructor if the record has not been changed within two working days.
5. Attendance is not recorded for re-scheduled classes. Instructors should leave the attendance BLANK for the original session.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed header	17 October 2022	17 October 2022
003	Added timetabled to point 1. Added info on rescheduled classes.	June 2024	01 Sept 2024
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	