



LATE ARRIVAL TO CLASSES POLICY

General Principles

1. Students will be marked ABSENT from any timetabled class if they arrive more than 10 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.
3. 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
004	Reduced from 20 mins to 10 mins. Removed instructor discretion.	June 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	