

Cantab Academy: Student Attendance and Punctuality Policy

1. Introduction and Scope

Cantab Academy is committed to providing high-quality educational services. Regular attendance is critical to academic success and super curriculum experience and is a core requirement for remaining enrolled in our programmes. This policy applies to all students, whether studying on-site or in hybrid formats.

2. Attendance Requirements

- **Attendance:** All students are expected to attend all academic and non-academic activities as part of our programmes.
- **Punctuality:** Students are expected to be present at the start of every session. Arrival more than 15 minutes late without prior notification will be recorded as "Late" (L).
- Low attendance (below 80%) and repeated lateness (more than 3 times) will be taken into consideration of the final grade and feedback to students.

3. Monitoring and Recording Procedures

- **Registers:** A register is taken at the beginning of every session by the tutor or course administrator.
- **Categorisation:**
 - **Present (P)**
 - **Late (L):** Arrival more than 15 minutes late.

4. Authorised Absences and Evidence

To authorise an absence, students must:

1. Notify the Academy via their tutor before 9:00 AM on the day of absence.
2. Provide documentary evidence (e.g., a doctor's note, official appointment letter) for absences exceeding two consecutive days.

5. Reporting to External Bodies

- **UKVI Compliance:** For students on relevant visas, Cantab Academy is legally obligated to report any student who misses 10 consecutive expected points of contact.

- **Sponsors/Parents:** The Academy reserves the right to report poor attendance to financial sponsors or parents.

6. Policy Review

This policy is reviewed every 3 years by the Management Team to ensure continued alignment with UK educational regulations.

Last Updated: July 2025

Next Review: July 2028