Student Attendance Policy

(London Campus)

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1. Introduction

ESCP Business School is committed to providing a high-quality learning experience for all students. Regular attendance, active participation, and a commitment to continuous learning are essential for academic success and professional development. This policy outlines the school's expectations regarding student attendance, including late arrivals and failure to return from breaks, and the consequences of non-attendance.

The Student Attendance Policy ensures that students maintain regular attendance, which is essential for their academic success and well-being. This policy aligns with Office for Students (OfS) Condition B by promoting high academic standards and positive outcomes, and OfS Condition E by engaging students and addressing barriers to attendance, thereby enhancing their overall educational experience.

Please be aware that individual programmes may have stricter attendance requirements. These additional requirements are typically communicated during induction sessions. To ensure compliance with all programme expectations, students should carefully review both their student handbook and any communications received from their programme office.

2. Expected Attendance

Students are expected to attend all scheduled lectures, seminars, tutorials, workshops, and other programme-related activities. This includes arriving on time, remaining present for the entire session, and returning promptly from scheduled breaks. Students are generally expected to maintain an attendance record of above 80%.

Consistent absences may impact your eligibility to take the final exams directly. For details on potential consequences, please refer to Section 7.

3. Absence Notification

Students must notify their programme office as soon as possible, ideally before the start of the missed session. Notification should include the reason for absence, the evidence which it may verify and any expected duration.

4. Late Arrival

4.1.   Occasional Late Arrival

For a productive learning environment, students are expected to arrive promptly and minimise disruptions upon entering the classroom. Please be aware that late arrivals can be disruptive to both the instructor and fellow students.

Occasional late arrivals of up to 15 minutes may be tolerated for longer sessions. For shorter sessions lasting up to 45 minutes, late arrivals may not be allowed. Moreover, two late arrivals are normally counted as one unauthorised absence.

4.2. Habitual Late Arrival

Consistent late arrival is disruptive and disrespectful to fellow students and faculty. It may be considered an unauthorised absence and have consequences outlined in Section 7.

5. Early Departure

Early departure without prior notification is disruptive and disrespectful. Students are expected to remain for the entire class session unless they have pre-approved permission from the faculty member.

Consistent early departure may also be considered unauthorised absence and may carry penalties outlined in Section 6.

6. Unauthorised Absence

Excessive unauthorised absences including habitual late arrival and failure to return from breaks within a reasonable timeframe, can lead to serious consequences. The following list, while not exhaustive, outlines some common penalties:

- A student may not be allowed to take the final exam and will be required to take the resit exam.
- A student's final grade will be considered a resit and will be reflected on the transcript.
- Reduced marks for participation-based assessments

7. Attendance Records

The school maintains attendance records for all programmes, including recording late arrivals. Students can access their attendance records through the student portal or Blackboard, depending on their programme of study.

8. Support Services

The school is committed to supporting students in maintaining good attendance. Students who face challenges attending classes due to extenuating circumstances are encouraged to contact the Health and Wellbeing team for guidance and assistance.

The programme office may share the names of students with the Health and Wellbeing team to allow for appropriate support to be offered if a student consistently misses class due to extenuating circumstances.

9. Communication process

Absence from scheduled activities will initiate a formal process of communication and support. The school is committed to student success and will endeavour to identify the underlying reasons for these absences.

It is the student's responsibility to promptly respond to communications sent by the program office team. Doing so ensures they are up to date on important information and ensures compliance with program requirements.

10. Student Visa

Students holding a Student Visa must participate in mandatory attendance checks to ensure compliance with Home Office regulations. All attendance and engagement are closely monitored.

Failure to maintain satisfactory attendance and engagement may result in the withdrawal of Student Visa sponsorship by the School. This would, in turn, lead to the curtailment of the student's visa and the requirement to leave the UK.