

Starliks Campus – Attendance Policy

Version: 1.0 | Effective Date: 01.04.2024



1. Purpose

This policy establishes clear expectations for student attendance and participation in both **online** and **blended learning** sessions offered by **Starliks Campus**. It ensures students are fully engaged in their learning and supports compliance with the standards set by our awarding partners.

2. Scope

This policy applies to:

- All enrolled students at Starliks Campus
 - All academic programs and training courses
 - Online live sessions, recorded content engagement, and assessments
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3. Policy Statement

Starliks Campus is committed to delivering high-quality education. Regular attendance and active participation are essential for academic success, particularly in an online learning environment. We expect students to attend all scheduled classes and to actively engage in the learning process.

4. Attendance Requirements

Session Type	Minimum Attendance Requirement
Live online sessions	80% per module/course
Recorded lecture engagement	Completion of at least 90% of content (monitored via LMS logs)
Group activities / workshops	Full participation required

Students must **sign in** to all live online sessions using their real name and student ID to confirm attendance.

5. Monitoring and Recording Attendance

- Attendance will be recorded using:
 - Manually by course coordinator / Google meet attendance reports
 - LMS (Learning Management System) engagement logs
 - Participation in assignments and quizzes
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6. Lateness and Absence

- **Late arrivals (more than 30 minutes)** may be marked as partially present or absent
 - Students must inform their tutor or the admin team in advance if they are unable to attend a session
 - Absences due to medical or personal reasons must be supported by official documentation
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7. Consequences of Poor Attendance

- First warning at 3 consecutive absences or attendance below 75%
- Academic probation if attendance does not improve after warning
- Risk of being **withdrawn from the course** if attendance remains consistently poor

Some awarding bodies may **disqualify** students from assessments due to insufficient attendance.

8. Support for At-Risk Students

- Students with valid reasons for absence (e.g., illness, work commitments) will be offered:
 - Recorded sessions
 - Catch-up materials through the LMS
 - Additional tutor support, where available
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9. Responsibilities

- **Students** must take personal responsibility for attending and engaging in all scheduled sessions.
 - **Tutors** are responsible for monitoring the progress of the students.
 - **Admin Team** will review attendance data and communicate concerns to students.
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10. Policy Review

This policy will be reviewed annually or as required to maintain compliance with regulatory changes or awarding body requirements.

Approved by:

Managing Director

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