Attendance and Punctuality: Course Expectations

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WM College has clear expectations for attendance and punctuality. Regular attendance and arriving on time help you make good progress with your studies and help the whole class learn effectively.

It is important that you:

- attend every class
- arrive on time
- stay for the whole session
- contact your tutor or Learner Services if you cannot attend.

If you arrive after the start time of your class, and you have not agreed this with your tutor in advance, you will be marked as **late** in the register.

Long courses – two terms or more

If you miss **more than one session during the first six weeks** of your course, you may lose your place on the course.

Short courses – less than two terms

If you miss **more than one session during the first two weeks** of your course, you may lose your place on the course.

During the rest of your course

You are expected to attend **at least 80% of your classes**.

If you are absent for **two sessions in a row** and you do not contact the college or your tutor, or do not respond to our messages or emails, you may be withdrawn from the course register.

If you cannot attend a class, please contact either:

- your tutor, or
- Learner Services at **LearnerServices@wmcollege.ac.uk**

Planned absences

If you know that you will be absent, please tell your tutor in advance.
Your tutor may be able to give you work to complete outside the classroom. This can help you keep up with your studies and with the rest of the group.

Completing your course

It is important to complete your course. If you do not complete your course, WM College may not allow you to enrol on courses in the future.

We consider that you have not completed your course if you:

- are withdrawn from the course
- leave the course before the end
- do not attend all your exams or assessments
- do not complete or submit your required portfolio of work on an accredited course.

Support and Wellbeing

We understand that sometimes personal circumstances or other difficulties can affect your attendance.

If something is making it difficult for you to attend your classes, **please talk to your tutor or another member of college staff as soon as possible**. This could include:

- personal or family circumstances
- health or medical issues
- mental health or wellbeing
- caring responsibilities
- problems with housing, finances or other practical issues
- any other barrier that is affecting your attendance or studies.

You do not need to manage these difficulties on your own. Talking to a member of staff can help us understand your situation and identify the right support.

It is important that you **speak to your tutor first** about anything that is affecting your attendance, where possible. Your tutor can discuss your situation with you and, if needed, refer or signpost you to the appropriate support within the college or to an external organisation.

Where there are circumstances affecting your attendance, telling us early can help us work with you to find the right support and help you continue with your course.

Remember

Regular attendance, arriving on time and completing your course will help you make the most of your learning at WM College.

If something is affecting your ability to attend, **please talk to us. We are here to help.**