

# SOP: Establishment of Attendance Policy and Communication to Students

This SOP details the **establishment of attendance policy and communication to students**, covering the development of clear attendance guidelines, criteria for absence and tardiness, procedures for recording and monitoring attendance, communication strategies to inform students about attendance expectations, methods for addressing attendance issues, and documentation practices. The goal is to promote consistent student attendance, enhance academic performance, and ensure transparent communication between the institution and students regarding attendance requirements.

## 1. Purpose

To outline the process for developing, implementing, and communicating an effective attendance policy to students, thereby promoting accountability and fostering academic success.

## 2. Scope

This SOP applies to all academic programs and students within the institution, as well as to faculty and administrative staff involved in attendance tracking and management.

## 3. Responsibilities

Role/Position	Responsibilities
Academic Affairs/Administration	Develop and approve the attendance policy; oversee implementation and revisions.
Faculty/Instructors	Communicate attendance policy to students; enforce policy in classrooms; record and report attendance data.
Students	Adhere to the attendance policy; inform relevant staff/faculty of absences as required.
Student Services/Support Staff	Assist with communication and documentation; offer support to at-risk students regarding attendance.

## 4. Procedure

- 1. Development of Attendance Policy**
  - Establish clear guidelines for acceptable and unacceptable absences and tardiness.
  - Define excused vs. unexcused absences, tardiness thresholds, and required documentation for excused absences.
  - Set consequences for policy violations.
  - Review and approve policy with relevant stakeholders.
- 2. Documentation & Approval**
  - Document the finalized policy in official institutional materials (e.g., student handbook, faculty manual).
- 3. Communication of Attendance Policy**
  - Disseminate the policy via multiple channels (orientation sessions, syllabi, institution's website, email, LMS).
  - Ensure students acknowledge receipt and understanding of the policy (signature forms, electronic acknowledgment).
- 4. Attendance Recording & Monitoring**
  - Set up systematic procedures for attendance recording (manual registers or digital systems).
  - Monitor attendance regularly and generate reports as needed.
- 5. Addressing Attendance Issues**
  - Identify students with attendance issues through routine monitoring.
  - Notify and counsel students at risk; document communications and interventions.
  - Apply consequences as per policy, ensuring fairness and consistency.
- 6. Ongoing Review and Improvement**
  - Collect feedback from stakeholders annually.
  - Review attendance records and outcomes to assess policy effectiveness.
  - Revise policy as necessary based on data and feedback.

## 5. Documentation and Recordkeeping

- Store attendance records securely in accordance with data protection policies.
- Retain communications and documentation of interventions for at least one academic year.
- Maintain policy documentation and update version history in institutional records.

## 6. Communication Strategy

- Initial policy dissemination during admissions and orientation.
- Direct faculty and staff to review the policy with students at course onset.
- Make the policy accessible on the institution's website and digital platforms.
- Issue reminders or updates as required during the academic year.

## 7. Review and Revision

This SOP shall be reviewed annually or as needed to reflect changes in institutional policy or regulatory requirements.

## 8. Version History

Date	Version	Description	Author/Approver
2024-06-30	1.0	Initial SOP Release	Academic Affairs