



**BEACONHOUSE
INTERNATIONAL
COLLEGE**

ATTENDANCE POLICY

BIC POLICIES

Beaconhouse International College

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Attendance Policy

Teacher Attendance Policy

1. Responsibility of PH/PL:

- The Programme Head/Program Lead (PH/PL) is responsible for ensuring that lectures are conducted according to the timetabled hours.

2. Marking Teacher Attendance:

- Teachers are required to mark their attendance either manually in the teacher attendance register or through the biometric system.

3. Attendance Record:

- PH/PL must maintain a record of teacher attendance in alignment with the timetable to ensure accountability.

Student Attendance Policy

Online Attendance

1. Gate Attendance:

- Students must mark their Gate Attendance at the campus main gate through facial recognition scanners.
- The act of marking gate attendance activates the student's name in the respective lessons. Failure to mark gate attendance renders the student inactive in BEAMS class lists.
- To be marked as active, students must retrospectively mark gate attendance for the day.

2. In-Class Attendance on BEAMS:

- Teachers mark in-class student attendance on BEAMS for respective lessons.
- Concerned stakeholders can view attendance records on BEAMS.

Integrated Student Module (ISM) Functions:

- Admission Advisor enters student information in ISM on BEAMS at the time of admission.
- Student names automatically appear in the attendance system from the admission date.
- Programme Head/Lead authorizes students to be marked present on BEAMS Class Attendance.

Attendance Monitoring:

- Campus Head and Program Head/Lead serve as observers for student attendance.
- Automatic Email Alerts are sent to Head of Institute and the Teacher if attendance is not marked for any class.
- Two consecutive class absences trigger a reminder to the student via a notification on Scholastic.
- Reports required by HO can be generated through ISM.
- Student names are automatically removed from ISM upon withdrawal.

Absence Policy

Responsibility of the Head of Institute:

a. Student Notification:

- Students are encouraged to notify the class Course Teacher/Programme Head/Head of Institute about leave in advance.

b. Reporting Absences:

- The course teacher should inform the Programme Head when a student's absence exceeds three consecutive lectures.

c. Contacting Parents:

- The Admission Advisor contacts Student promptly when necessary and notes their response.
- The response received is communicated to the concerned course teacher.

d. Unnotified Absences:

- If a student remains absent for five consecutive lectures without intimation, the course teacher informs the Head of Institute.

- The Head of Institute initiates the withdrawal process for the absent student.

Scholarship Policy

- Scholarships granted at the time of admission shall be given to students. However, scholarships will be revoked if the attendance falls below 75%.

Effective Date: This policy will be effective from 25th January 2023.

Policy Draft : Haroon Asghar (Head of Academics)

Review: The objective of an attendance policy is to instill a sense of accountability and responsibility among individuals. By clearly defining expectations for regular and punctual attendance, the policy aims to ensure operational efficiency and promote productivity. It contributes to the creation of a positive learning environment, fostering professionalism and compliance with the regulatory standards. Additionally, an attendance policy serves as a vital tool in resource allocation, supporting educational objectives in academic settings, and addressing performance issues in a fair and structured manner. Ultimately, it plays a crucial role in shaping the organizational culture and communicating expectations.