**Attendance**

Attendance should be taken on LibCal for each session. Attendance should be taken at the beginning of each session to ensure that only students who have registered are present.

**Arriving late**

Students arriving with the first half of the session should be marked present. Students arriving in the second half of the lesson e.g. after 45minutes of a 90minute session should be marked absent

**Being absent**

Students will be absent from class, however frequent absences are monitored and may be prevented from future bookings. Examples of students who may be prevented from booking in the future are:

* on 2+ occasions a student registers for a course but does not attend any of the sessions
* on 2+ occasions a student attends the first class and then cancels.
* on 2+ occasions a student attends 50% of less of a course

When a student falls into one of the categories above, they will be informed that they will be unable to book the next round of scheduled sessions and any bookings they make will be cancelled.

**Students not appearing on the register.**

The sessions and workshops are not drop-in services. Therefore, only students who have registered are able to join. If a student turns up who is not on the register, the teacher should turned them away and direct them to the LibGuide platform where they can follow the correct registration process.

**Students wishing to join the course late**

Students cannot join the courses once they are underway. Students can only join before the first class.

If a student has not registered and turns up to the first class of a course that **is full**, they should be turned away and instructed to register through the booking platform on LibGuide

If a student has not registered and turns up to the first class of a course, that is **not full**, then they can be accepted onto the course at the teacher’s discretion. If the teacher chooses to accept the student, then the teacher should note down the student’s details and inform