

Attendance Policy

1. Policy Statement and Purpose

C3S Business School maintains that consistent attendance is a fundamental requirement for academic success and professional development. As a professional business institution, we expect students to prioritise their academic commitments above non-essential activities. This policy ensures that the school remains in full alignment with Spanish educational laws and the requirements of our awarding bodies.

2. Mandatory Attendance Requirements

- **In-Person Attendance:** Attendance at all scheduled classes, workshops, academic meetings, and field trips is strictly mandatory.
- **Student Visa Compliance:** Students residing in Spain under a student visa are legally required to attend all classes in person.
- **Online Study Exceptions:** Online study is only permitted for students who have secured an internship and provided a valid internship contract to the Academic Department. Once a student transfers to online study, they must remain in that mode for the duration of the semester.
- **Punctuality:** Students must arrive 10 minutes before the scheduled start of class to sign in. Students who arrive late will not be permitted to join the session and will be marked with an unexcused absence.

3. Absence Notification and Documentation

- **Notification Protocol:** In the event of an absence, students must notify the school **before** the class begins via email (reception@c3ss.es) or WhatsApp. Students should not contact professors directly regarding absences.
- **Valid Proof:** An absence is only considered "excused" if valid documentation is provided, such as a medical certificate or proof of an official appointment (e.g., NIE appointment).
- **Unexcused Absences:** Any absence without valid, verifiable proof is recorded as unexcused.

4. Monitoring and Academic Impact

- **Sign-in Procedures:** Attendance is recorded at the reception desk via paper sign-in sheets before every class. Failure to sign in results in being marked absent.
- **Grading Weight:** Attendance and active class participation constitute a significant portion of the final grade, typically weighted at **25%**.
- **Participation:** For online or blended sessions, the school monitors live participation and engagement to verify attendance.

5. Penalties for Non-Attendance

- **Automatic Suspension:** Accumulating **three unexcused absences** in a single course results in automatic suspension and a failing grade for that subject.
- **Reporting to Authorities:** Because attendance is a condition of the student visa, the school has a statutory duty to report students with excessive absences to the Spanish authorities.

- **Programme Failure:** Any student who does not show up on campus within two months of the programme start date will be reported to senior management.

6. Governance and Oversight

The **Academic Council** is responsible for the oversight of attendance standards and quality assurance. Attendance data is reviewed as part of the school's **Internal Quality Assurance System (IQAS)** to ensure institutional integrity and compliance with external accreditation standards