

2018-2019

Non-Attendance Policy

KCL Law Society



Non-Attendance Policy for KCLLS Events

1. This Policy applies to non-attendance at all events where registration is required.
2. Students who have signed up for an event will not be penalised for non-attendance if they notify the event organiser at least 48 hours in advance.
 - a. Students should notify the event organiser by e-mail to the designated email address, or, if they registered via a designated online platform, deregister from the event using the designated online platform. In any event, it is the student's obligation to ensure that the event organiser is aware of their non-attendance.
3. Students who do not attend an event without notifying the event organiser at least 48 hours in advance will be given a warning strike.
4. Students who do not attend an event without notifying the event organiser at least 48 hours in advance for the second time will be banned from all the Society's events (including social events) for nine months regardless of their membership status.
5. Students who have signed up for an event but are only on the waiting list will not be penalised for non-attendance or cancellation of less than 48 hours.
6. Students who have signed up to a Competition or Debate will not be penalised for non-attendance if they notify the event organiser at least 48 hours in advance. However, failure to do so will result in an immediate ban, as no preliminary warning strike applies.
7. Students who have purchased a ticket for a social event must buy the correct ticket type. This means that only members of the KCLLS (i.e. those who have paid a membership fee) are allowed to purchase a member ticket, and everyone else must buy a non-member ticket. Failure to comply will result in an immediate ban.
8. The provisions of paragraph 2, 3, and 4 do not apply where a student notifies the event organiser less than 48 hours in advance, providing a valid reason. A

valid reason is made out in unforeseen personal circumstances beyond the student's control.

- a. Most commonly, a valid reason will be made out in the case of an unforeseen serious illness verified by a doctor's note.
- b. It is in the event organiser's absolute discretion to determine whether or not the non-attending student has provided a valid reason for non-attendance.
- c. The event organiser must, in reaching their conclusion, take into account especially
 - i. The nature of the student's circumstances.
 - ii. Whether the student notified the event organiser as soon as reasonably practicable.
 - iii. Whether the unforeseen nature of the circumstances meant that the student could not be reasonably expected to have notified the event organiser more than 48 hours in advance.
 - iv. Whether the student has been able to find another student to take his or her place