

	January 2023 v5	<b>Review date</b>	January 2024
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Student Handbook Academic Appeals Student Disciplinary Policy Complaints Policy Grievance Procedures AAT Academic Appeals
<b>Relation to QAA requirements</b>			

monitor student attendance engagement  
be read within the context of the College's  
and retention and the strat

## 2. Definitions

2.1. Attendance refers to the expected attendance of all students on every element of their programme. This refers to all compulsory lectures, seminars

- 2.2. Attendance requirements are inclusive of all sessions whether completed as a large group in lectures, small group for tutorials, or individual sessions (such as dissertation supervision or work placement).
- 2.3. Attendance is expected for all sessions whether they are run by College academics, or outside professional/trainers.
- 2.4. Attendance is recorded using Biometric readers situated at the entrance of each classroom. In addition paper registers are also used as a backup mechanism to record attendance.
- 2.5. For online teaching sessions, attendance will be recorded automatically when students log onto the session. Attendance is captured automatically using student login date, time and duration.
- 2.6. Monitoring refers to all recording of student attendance, whether electronic or paper-based.
- 2.7. Student Engagement refers to the degree of attention, curiosity, interest, optimism, and passion that students show when they are learning or being taught, which extends to the level of motivation they have to learn and progress in their education.
- 2.8. Students funded via the Student Loans Company (SLC) are required by the College to have **60% minimum attendance and 70% attendance for good standing**, in each term of study.
- 2.9. Engagement is monitored through a combination of factors which include but not limited to student attendance, class participation, on-time assignment submission and timely communication with the college and staff.

### **3. Recording Attendance**

- 3.1. The attendance will be recorded onto the College student-management systems through card reader information, paper registers and student login information.
- 3.2. Attendance for students arriving **20 minutes** after the scheduled start time will be recorded **LATE**.
- 3.3. Attendance for students arriving **40 minutes** after the scheduled start time will be recorded **ABSENT**.
- 3.4. All students will have their attendance monitored at every lecture, seminar, workshop, or practical session. These will be monitored through the use of paper and online registers.



will not apply but the withdrawal will be recorded on the Student Information System for any future applications to the College.

#### **4.6. Excused absences**

4.6.1. There are some absences which can be marked as an excused absence. These include:

illness;

medical appointments, which could not be made out of college hours;

a religious holiday;

a university interview or

a career-related interview;

a work placement, which is an integral part of the student's programme of study and for which the student does not receive payment;

attendance at a probation meeting or a meeting with social worker or UKVI or Consulate staff;

severe disruption to a student's method of transport, such as a strike or snowstorm, that leaves the student with no alternative method of travelling to College;

a College representatives' meeting or Student Council Meeting.

### **5. Unauthorised Absences**

5.1. Unauthorised absences over one week, such as non-attendance due to undocumented medical, personal or other extenuating circumstances are not permitted if no evidence is presented, or the absence is not agreed in advance.

5.2. Students are not permitted to be absent from scheduled classes or practical sessions due to employment, unless agreed with the tutor or module leader.

5.3. Unless otherwise agreed with the tutor, students are expected to be in attendance for every scheduled session, whether a group, or individual meeting.

5.4. All examinations and assessments must be attended and completed on time (and within any pre-agreed extensions already granted), unless approved by the SMT of the College.

5.5. Unauthorised absences by students will result in a warning letter being sent by Programme Administrators.

5.6. Following the initial letter, if a student's absence is still of concern, s/he may be invited to improve the attendance rate and/or may be required to attend a meeting in the College to discuss the reasons behind such absence.

5.7. All students are at risk of removal from their programme after consistent and

- 6.4. Should the decision be to withdraw a student from a course, the reasons for the decision must be sent in writing, prior to withdrawal.
- 6.5. In all instances of non-attendance, student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action.
- 6.6. Students are required to attend a meeting in the College where their attendance, academic progression and any other personal circumstances can be discussed.
- 6.7. In cases where students do not attend the meeting or no communications are received from the student or in cases where students attended the preliminary attendance meeting but no improvements in attendance are seen, the student could then be exited from the programme.
- 6.8. Students whose attendance is below the minimum attendance threshold set by the College will be **suspended from their studies** which will not give them access to attending classes and using library resources.
- 6.9. No exemptions from Council Tax, or requests for authorised absence, will be supported by the College where attendance falls below the minimum requirement.
- 6.10. Suspended students will be reported to the SLC, which may enforce repayment of loan moneys already adve

7.3 The college will monitor engagement at taught sessions from the first week of teaching and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. Taught sessions can be lecture, tutorial, seminar, online classes, support sessions, lab or workshop or studio-based. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

#### **7.4 Attendance Review**

7.4.1 College will conduct attendance reviews in Week 4 and Week 8 of each semester.

7.4.2 To continue studying at the College, students are required to meet the following criteria:

- a. An attendance record of at least 70% must be achieved over each semester. Exceptions are made for extenuating circumstances, though only when these are justified with credible supporting evidence
- b. Students must submit all relevant assignments on time to demonstrate your intent to student and fulfil the participation contract.

## **8. Appeals**

8.1 Where students are excluded on grounds of unsatisfactory progression [as detailed above], they have the right to appeal against the decision.

8.1.1. The appeal explaining the grounds for the submission must be submitted in writing within 10 working days of the communication of the outcome of t