1. INTRODUCTION
This policy has been developed as part of the College’s commitment to provide a supportive learning environment in which encouragement is given to all students to develop a range of skills, abilities and approaches to their studies and other activities.

2. AIMS
2.1 To support and encourage students to achieve their full potential in their studies by encouraging active participation through regular attendance in all areas of studies.
2.2 To unify departments’ approach to accurate attendance monitoring to ensure parity of treatment and support provided for students.
2.3 To ensure the College and its Tier 4 sponsored students comply with UK Visa and Immigration (UKVI) legislation to maintain the College’s Tier 4 Sponsor Licence and protect students’ Tier 4 visa status.

3. PRINCIPLES
3.1 Enrolment on a programme of study indicates a willingness on the part of the student to adhere to the requirements and expectations contained in this policy and an ability to meet these requirements.
3.2 The College has a legal requirement as a Tier 4 Sponsor to monitor the attendance and engagement of its Tier 4 visa students and report to the UKVI any student who is found to be in breach of their visa conditions.
3.3 Monitoring attendance can highlight disengagement with studies and enables poor attendance to be identified early. The College then has the opportunity to offer appropriate support and, in the case of Tier 4 students, warning of potential visa breaches if unauthorised poor attendance continues.
3.4 A student’s attendance record is one of the factors considered when reviewing academic progress as regular attendance is likely to support a student’s ability to succeed and achieve learning outcomes.

4. REQUIREMENTS
4.1 All departments are required to use the College’s designated attendance monitoring system for students on taught programmes of study to ensure a consistent approach and robust record keeping.
4.2 All departments must communicate clearly, and publish in Student Handbooks, the College’s attendance requirements, the support available to students, the consequences of non-attendance and procedures relating to attendance monitoring.
4.3 The College expects students to attend all scheduled learning sessions, for example but not limited to, lectures, seminars, workshops, tutorials, field trips, grammars, orals, laboratory session, PC Labs and practicals.
4.4 Departments must follow the College’s attendance monitoring procedure for contacting students;
- who fail to attend for two consecutive weeks without providing an explanation;
- whose pattern of absence is affecting the student’s academic progression or is likely to, or is causing concern for their wellbeing.
4.5 An integrated approach must be adopted between departments, Student Wellbeing and Student Administration, to provide all students with the appropriate structure for support when dealing with poor attendance.

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1 The reference to Departments also include Schools and Centres.
4.6 In cases of persistent non-attendance, disciplinary procedures as described in the Academic Regulations\textsuperscript{2} will apply and may ultimately lead to the termination of the student’s registration. For Tier 4 visa students, they will be reported to the UKVI and their Tier 4 visa will be withdrawn. Alternatively, if a student is found to be in breach of their Tier 4 visa conditions, in line with the College’s obligations to UKVI, the College may terminate a student’s registration without following the disciplinary procedures outlined in the Academic Regulations.

4.7 Consideration will be given in circumstances where ill health or other legitimate reasons prevent students from attending all scheduled learning sessions. Students are responsible for informing their department of these absences through the College’s notification of absence process and providing appropriate documentary evidence.

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<th>Policy Schedule</th>
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<tbody>
<tr>
<td>Policy Title</td>
</tr>
<tr>
<td>Policy Owner</td>
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<tr>
<td>Policy Lead Contact</td>
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<td>Date of Approval</td>
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<td>Date of Implementation</td>
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<td>Version Number</td>
</tr>
<tr>
<td>Review Internal</td>
</tr>
</tbody>
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\textsuperscript{2} Academic Regulations: Undergraduate Regulations; Postgraduate Taught Regulations
Student Attendance Monitoring Procedure

1. All departments\(^3\) must use the College’s attendance monitoring procedures.

2. Student course registration information is entered into the attendance monitoring system during the start of Term 1 of each academic year, up until final registration (start of teaching week 3), and updated during the first two weeks of Term 2, in line with course registration deadlines.

3. Students must engage with the attendance monitoring system *(how they will engage to be determined)* taken in the scheduled learning activities. However, an alternative method of registration needs to be on hand should the College system be unavailable or the student be unable to access it.

4. Attendance will be taken in the predefined window of a scheduled learning activity. Any student arriving 15 minutes late will be marked late and their attendance will not be counted. Where health and safety briefing is mandatory, any student arriving after the start the scheduled start time may not be allowed to join the session and may be marked as absent. The student must fill in a Notification of Absence form via a web link. In the event of the system not working when a student arrives on time, the student must alert the academic who then notifies the department administration team to register their attendance.

5. The College defines scheduled learning activities as lectures, seminars, workshops, tutorials, field trips, grammars, orals, laboratory session, PC Labs and practicals.

6. Students will have access to their attendance record via self-service. It is their responsibility to check the accuracy of data and raise it with departments at the earliest opportunity should they believe it to be inaccurate.

7. Students register a Notification of Absence via a web link where they can also upload the relevant evidence. Notifications are sent to the department and Student Administration and the student will receive an acknowledgement via email. What constitutes an acceptable absence can be found on the student intranet. *Authorised absences will not impact their attendance level.*

8. If a student fails to attend for two consecutive weeks at programme of study or course unit level, or if their attendance level drops to 85%, this will trigger a report to Student Administration and the department for review. If the absences are unauthorised, then Student Administration will issue an informal warning to the student to advise why the email has been sent, remind them to fill in a Notification of Absence and identify College support services. The email will also remind them that if their attendance falls below 80%, this will trigger the formal warning process.

9. If a student’s attendance level falls below 80%, then this triggers the formal warning procedure, handled by departments. The formal warning process can be found [here](#).

10. If a Tier 4 student misses 5 consecutive scheduled learning activities, as in point 6, regardless of their overall percentage of attendance, they will be sent an informal warning email by Student Administration. This will advise them why the email was sent, remind them to fill in a Notification of Absence and identify College support services. It also reminds them that if they miss 10 consecutive scheduled learning activities, then they may have their Tier 4 visa withdrawn and their record will be terminated by Student Administration.

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\(^3\) The reference to Departments also includes Schools and Centres
11. If a Tier 4 student misses 10 consecutive scheduled learning activities as in point 6, regardless of their overall percentage of attendance level, the student will be contacted by Student Administration and to meet with the Tier 4 Visa Officer. Prior to the meeting, the student’s record will be reviewed and the department consulted. If the student is found to be in breach of their Tier 4 visa conditions in relation to their attendance, then their Tier 4 visa will be withdrawn and their record terminated by Student Administration.

12. Students registering attendance for other students is fraudulent and will be subject to the College’s Student Disciplinary Regulations.