



**UNIVERSITY
ACADEMY 92**

MANCHESTER

**Attendance and Engagement Policy and
Procedures**

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REVISION HISTORY			
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1. Purpose

- 1.1 University Academy 92 (UA92) strives to foster an environment which supports learning. UA92 believes that students achieve their full potential if they commit to attend classes, engage in other directed and planned learning activities, and undertake assessments which form part of their course.
- 1.2 This policy outlines the expected levels attendance and engagement that are required of undergraduate students.
- 1.3 UA92 needs to ensure a student's record accurately reflects the status of their studies and the institution also has a number of statutory responsibilities which rely on accurate student records (e.g. Student Loans Company, Office for Students, HE Statistics Agency etc.)
- 1.4 UA92 is required to monitor attendance for all students sponsored by Lancaster University to enter the UK on a Tier 4 student visa.

2. Scope

- 2.1 This policy and procedure applies to all current students registered on a UA92 programme.

3. Student Engagement and Attendance policy

- 3.1 A lack of attendance can be an indicator that a student's well-being is at risk and that UA92 may need to intervene to fulfil its obligations relating to duty of care.
- 3.2 UA92 has the authority to terminate the registration of a student who fails to adequately attend and engage with their programme of study.
- 3.3 Attendance will be recorded on a daily basis by Tutors via the UA92 timetabling system and attendance reports securely recorded on Teams.
- 3.4 If a student's levels of attendance and engagement are unsatisfactory the student will be informed via email and/or Microsoft Teams in the first instance.
- 3.5 UA92 may monitor students' levels of engagement with Teams and other tools available to support students to achieve in their studies. Use of these systems is complementary to scheduled classes therefore is not a substitute for attendance and their use is not considered to represent attendance for the purposes of this policy.

- 3.6 Where a student is unable to attend a scheduled class, they are expected to notify their tutor before the session. Where a student misses a scheduled academic session, this will be recorded as an absence.
- 3.7 A student's attendance will initially be considered "unsatisfactory" if they have missed two or more scheduled sessions during a week in which sessions are scheduled (i.e. attendance is at 50% or below).
- 3.8 A student's attendance will be reviewed on a weekly basis and the student will receive communications in accordance with the Attendance Monitoring procedure (below) if their attendance does not improve. If a student's attendance is unsatisfactory for three consecutive weeks, as outlined in this policy, UA92 will consider commencement of the process to terminate the student for failure to participate adequately in their programme.
- 3.9 Under the Lancaster University UA92 Academic regulations, a student who does not undertake re-assessment is automatically deemed to have withdrawn.
- 3.10 A student has the right to appeal against the termination of studies or withdrawal from their programme.
- 3.11 Students who are in receipt of UA92 Scholarships, Grants and/or Bursaries may have their payment withheld due to unsatisfactory attendance at taught sessions and/or non-submission of assessments.
- 3.12 Attendance at coaching sessions will also be monitored.

4. Attendance monitoring procedure

- 4.1 Where a student's attendance is unsatisfactory as defined by section 3.7 of this policy, they will after the first week be sent a "well-being" communication informing them that their absence has been noted and detailing the range of support services available to them.
- 4.2 After two weeks of consecutive unsatisfactory attendance they will be sent a communication informing them that their attendance is unsatisfactory and requiring them to attend their classes.
- 4.3 After three weeks of consecutive unsatisfactory attendance they will receive a communication requiring them to meet with their course leader to discuss their attendance.
- 4.4 The communications above will be considered carefully in light of any disability or long-term health issues the student is known to have and will

be amended should a student communicate details of their circumstances which mean the standard procedure is not appropriate.

- 4.5 Where a student does not attend the meeting with their course leader to discuss their attendance, UA92 will issue a formal warning and may commence the process of termination of studies or withdrawal from their programme.

5. Students Studying under a Tier IV Visa

- 5.1 Students studying at the UA92 under a Tier 4 visa are required to attend classes as part of the conditions of their visa. Attendance in class and on any work placement will be monitored as for all other students.
- 5.2 In order for UA92 to meet immigration sponsor obligations, any Tier 4 student who fails to attend any three consecutive timetabled sessions will be sent an email from the Registry, warning them that their attendance is not complying with the terms of their visa. Further emails will be sent to Tier 4 students who miss five, eight and ten consecutive timetabled sessions.
- 5.3 After the student has been absent for five consecutive sessions the student will be required to attend a meeting with Registry and the course leader. If the student does not attend this meeting, they will be invited to a further meeting for Visa advice with Lancaster University. This is to ensure the student is aware that they are at risk of breaching the conditions of their Visa and may be reported to UKVI.
- 5.4 Attendance will form part of engagement reporting for module boards in order to facilitate decision making and possible follow up actions. This would also be a useful tool for progression boards. Engagement reporting will include attendance, record of submissions or non-submissions (including dates and times) and details of attendance at coaching sessions.
- 5.5 The following reports will be provided to Course Leaders (templates in the appendix).
- i. Weekly attendance reports (by module/student)
 - ii. Block attendance and engagement in assessment reports (by module/student) which contain;
 - a. Weekly attendance levels.
 - b. Block average attendance levels.
 - c. Assessment submitted (Y/N).
 - d. Attendance at coaching.
 - e. Engagement with Teams.

