



**UNIVERSITY
ACADEMY 92**

MANCHESTER

Attendance and Engagement Policy and Procedures

Implementation date:

August 2021

Version number:

1.1

| | | |
|---|---|--|
| <u>Document type</u> | | Strategy |
| | ✓ | Policy |
| | | Regulations |
| | ✓ | Procedure |
| | | Code of Practice |
| | | Guidance |
| <u>Area of UA92 business</u> | ✓ | Academic |
| | | Finance |
| | | Governance and Compliance |
| | | Marketing and Engagement |
| | | Operations |
| | | People |
| | ✓ | Registry & Quality |
| | | Student Life |
| | | Student Recruitment & Admissions |
| | | Other |
| <u>Document Name:</u> | | Attendance and Engagement Policy and Procedures |
| <u>Author:</u> | | Registrar and Secretary |
| <u>Owner (if different from above):</u> | | Head of Learning and Teaching Registrar and Secretary |
| <u>Document control information:</u> | | |
| Version number: | | 1.1 |
| Date approved: | | 11 th September 2020 |
| Approved by: | | UA92 Academic Committee |
| Implementation date: | | September 2020 |
| Review due: | | May 2023 |
| Document location: | | Website |
| <u>Consultation required:</u> | | |
| Equality & Diversity | | Yes |
| Legal considerations (including Consumer Rights) | | Yes |
| Information Governance | | |
| Students | | Yes |
| Employee Engagement Forum | | n/a |
| External | | n/a |

| REVISION HISTORY | | | |
|-------------------------|----------------------------|---|---------------|
| Version | Date | Revision description/Summary of changes | Author |
| 1.1 | 13 th July 2021 | Updating nomenclature and owners e.g. Tier 4 to Student Route visa. | Registrar |

| | | | |
|-----|----------------------------|---|--|
| | | <p>3.3 adding reference to physical and virtual classrooms.</p> <p>3.8-3.9 making more explicit reporting to SFE/SLC and implications for poor attendance and engagement on withdrawal from studies.</p> <p>4 adding greater clarity on roles for procedure 4.6 and 4.7 moved from Section 5.</p> | |
| 1.2 | 15 th July 2021 | Updating of 'student' to 'students(s) and apprentices'. | Student Administration Assistant |
| 1.3 | 07/09/2021 | <p>Removal of coaching from the attendance monitoring section as coaching attendance will no longer be used for RAG ratings.</p> <p>Updating of criteria for RAG ratings.</p> | Student Administration Assistant/Student Administration Office |
| | | | |

1. Purpose

- 1.1 University Academy 92 (UA92) strives to foster an environment which supports learning. UA92 believes that students and apprentices 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 and apprentices.
- 1.3 UA92 needs to ensure a student or apprentice'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 and apprentices sponsored by Lancaster University to enter the UK on a Student Route (was Tier 4) visa.

2. Scope

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

3. Student Engagement and Attendance policy

- 3.1 A lack of attendance can be an indicator that a student or apprentice'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 or apprentice who fails to adequately attend and engage with their programme of study.
- 3.3 Attendance at sessions in physical and virtual classrooms 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 or apprentice's levels of attendance and engagement are unsatisfactory the student or apprentice will be informed via email and/or Microsoft Teams in the first instance.
- 3.5 UA92 may monitor students' or apprentices' levels of engagement with the Microsoft Teams Digital Learning Environment (DLE) and other tools available to support students to achieve in their studies. Use of these

systems is complementary to scheduled physical and virtual classes therefore is not a substitute for attendance and their use outside of class sessions is not considered to represent attendance for the purposes of this policy.

- 3.6 Where a student or apprentice is unable to attend a scheduled class, they are expected to notify their tutor before the session. Where a student or apprentice misses a scheduled academic session, this will be recorded as an absence.
- 3.7 A student's or apprentice'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 or apprentice's attendance will be reviewed on a weekly basis and the student or apprentice will receive communications in accordance with the Attendance Monitoring procedure (see section 4 below). If a student's or apprentice's attendance within a block is unsatisfactory and they fail to submit their assessments, UA92 will consider commencement of the process to terminate the student or apprentice for failure to participate adequately in their programme and report their withdrawal to Student Finance England/Student Loans Company and this will impact on their funding.
- 3.9 Under the Lancaster University UA92 Academic regulations, a student or apprentice who does not undertake re-assessment is automatically deemed to have withdrawn from their course which will prevent them from progressing to the next year of study and/or gaining their award.
- 3.10 A student or apprentice has the right to appeal against the termination of studies or withdrawal from their programme via the Academic Appeals policy and procedure
<https://ua92.ac.uk/storage/app/media/UA92%20Academic%20Appeals%20APPROVED.pdf>.
- 3.11 Students or apprentices 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.

4. Attendance monitoring procedure

- 4.1 Where a student's or apprentice'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 from their Tutor informing them that their absence has been noted and detailing the range of support services available to them and encouraging them to re-engage with their class sessions (known as Stage 1).
- 4.2 After the second week of unsatisfactory attendance they will be sent a communication from Registry informing them that their attendance is unsatisfactory and requiring them to attend their classes (known as Stage 2).
- 4.3 After the third week of unsatisfactory attendance and/or failure to submit assessments, they will receive a communication from Registry requiring them to meet with their course leader to discuss their attendance and/or non-submission of assessments (known as Stage 3).
- 4.4 The communications above will be considered carefully in light of any disability or long-term health issues the student or apprentice is known to have and will be amended should a student or apprentice communicate details of their circumstances which mean the standard procedure is not appropriate.
- 4.5 Where a student or apprentice does not attend the meeting with their course leader to discuss their attendance, UA92 Head of Learning and Teaching will issue a formal warning and Registry may commence the process of termination of studies or withdrawal from their programme.
- 4.6 Attendance and Engagement reporting will include attendance and record of submissions or non-submissions (including dates and times). The following reports will be provided to the Academic team (templates in the appendix).
 - i. Weekly attendance reports (by module/student or apprentice)
 - ii. Block attendance and engagement reports (by module/student or apprentice) which contain details on;
 - a. Weekly attendance levels.
 - b. Block average attendance levels.
 - c. Assessment submitted (Y/N).
 - d. Passed assessment.
- 4.7 Block Attendance and engagement reports will be considered following Board of Examiners (modules) to identify students or apprentices who are at risk of non-continuation in their studies (Red or Amber rating). Students or apprentices will be required to meet with their course leader to discuss their attendance and engagement.

5. Students Studying under a Student Route (was Tier 4) Visa

- 5.1 Students studying at the UA92 under a Student Route 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 Student Route visa student or apprentice 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 Student Route visa students who miss five, eight and ten consecutive timetabled sessions.
- 5.3 After the student or apprentice has been absent for five consecutive sessions the student or apprentice will be required to attend a meeting with Registry, their Course Leader and the Head of Learning and Teaching. If the student or apprentice 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 or apprentice is aware that they are at risk of breaching the conditions of their Visa and may be reported to UKVI.

