



**UNIVERSITY
ACADEMY 92**



MANCHESTER

Attendance and Engagement Policy and Procedures

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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

		3.3 adding reference to physical and virtual classrooms. 3.8-3.9 making more explicit reporting to SFE/SLC and implications for poor attendance and engagement on withdrawal from studies. 4 adding greater clarity on roles for procedure 4.6 and 4.7 moved from Section 5.	
1.2	15 th July 2021	Updating of 'student' to 'students(s) and apprentices'.	Student Administration Assistant
1.3	07/09/2021	Removal of coaching from the attendance monitoring section as coaching attendance will no longer be used for RAG ratings. Updating of criteria for RAG ratings.	Student Administration Assistant/Student Administration Office
1.4	31/07/2023	Routine updating Clarification of requirements for international students	Registrar/Assistant Registrar

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1. Purpose

- 1.1 University Academy 92 (UA92) strives to create an environment which supports learning and enables students to obtain the highest qualification outcome possible. 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 required levels of attendance and engagement for undergraduate students and apprentices.
- 1.3 UA92 must ensure a student or apprentice's record accurately reflects the status of their studies. The institution also has a number of statutory responsibilities which rely on accurate student records (e.g. Student Loans Company, Office for Students, HESA and UKVI, 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 Visa.

2. Scope

- 2.1 The 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's 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. Should a student not engage with at least 75% of the course during the first week of teaching, without a satisfactory explanation supported with evidence, then UA92 will automatically withdraw the student without issuing warnings.
- 3.3 Attendance at sessions will be recorded on a daily basis by lecturers 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. In the case of unsatisfactory attendance during week one, this email will be a notification of withdrawal.

- 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 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 (i.e. attendance is at 75% or below). The exception to this is that full attendance is expected during the first week of the course. Where a student has attendance below 75% during the first week, the student will be automatically withdrawn and unable to continue studying on the programme.
- 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 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 (UK and Non-Student Visa Routes)

- 4.1 Where a student's or apprentice's attendance is unsatisfactory as defined by section 3.7 of this policy, they will at the end of week one, be notified that they will be withdrawn from the course. After the first week of attendance any absence from week 2 onwards will result in a "well-being" communication 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 attend a meeting 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 to discuss their attendance, UA92 Registrar will issue a formal warning and Registry will commence the process of termination of studies or withdrawal from their programme.
- 4.6 Attendance and Engagement reporting will include attendance and recording 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 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 placement will be monitored as for all other students.
- 5.2 An international student who completes registration but fails to attend at least 75% of the course in the first week will be automatically withdrawn and reported to UKVI via Lancaster University.
- 5.3 In order for UA92 to meet immigration sponsor obligations, any Student Route visa student or apprentice who fails to attend 75% of study during a week will be sent an email from the Registry, warning them that their attendance is not complying with the terms of their visa.
- 5.4 Where the student has attendance beneath 75% for more than two weeks, the student or apprentice will be required to attend a meeting with Registry. If the student or apprentice does not attend this meeting, they will receive a letter informing them that they are in breach of the conditions of their Visa and will now be reported to the UKVI.

Appendix 1 – report formats

Block attendance and engagement report						
Student ID	Name	Attendance (avg.)	TTC (avg.)	Submit assessment	Pass assessment	At risk RAG Red 75% or lower attendance and/or non-submission of assessment

