Attendance and Engagement Policy

Owner: Academic Registrar

Approved by: Senate

Review due date: Senate approved: June 2024
                    Minor amendments approved by Senate (Chair's
                    Action): January 2026
                    Review due: June 2027

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Attendance and Engagement Policy

1. Introduction and scope

The University is committed to offering our students the best environment to succeed in their programme of study. An important element of this commitment is the relationship between academic success and student attendance and engagement with their programme of study.

The policy applies to all students who are enrolled or who have arrived and are in the process of enrolling at the University of Roehampton and outlines how attendance and engagement is recorded and sets out expectations for our students. It also details the interventions we apply if overall academic engagement, including attendance, is deemed unsatisfactory, and the subsequent outcomes.

Monitoring attendance and engagement enables the University to:

- Improve retention and completion rates.
- Identify and support students who may need additional academic or wellbeing support to enable them to successfully complete their courses.
- Support compliance with professional, regulatory and funding bodies such as UKVI and Student Loans Company.

2. Definitions and expectations

Attendance is defined as presence and participation in scheduled teaching sessions associated with a student's programme of study, whether these are face-to-face or virtual sessions. A scheduled teaching session includes, but is not limited to lectures, seminars, study groups, practical classes, tutorials, supervisory meetings, professional placements, field trips or other activities which students are expected to engage with.

We expect our students to:
- Attend all timetabled teaching sessions.
- Participate with all attendance requirements whilst away from the University on a work placement, period of study abroad or organised field trip.
- Attend supervisory meetings.

Engagement is defined as active participation in learning activities associated with a programme of study.

We expect our students to:
- Actively participate in their learning and teaching by engaging with programme materials and other learning resources.
- Actively engage with learning resources associated with their programme of study which are available via the University Library Facilities.
- Be familiar with their programme details which may provide more information on specific requirements relating to engagement in their course of study.
- Attempt every piece of formal assessment required for the completion of study including, but not limited to coursework, presentations, exams and practicals.

For some courses, such as Nursing, Midwifery and Teacher Training courses, there are compulsory attendance requirements, which if a student does not meet them, they will not be able to pass the course. These requirements will be clearly outlined in the course information provided at the start of the course.

3. Attendance and Engagement Monitoring

We expect students to attend all scheduled on-campus and online teaching sessions. We monitor academic engagement via a range of information sources. This is primarily through attendance at timetabled teaching sessions on campus (normally recorded through the use of attendance monitoring system and also by using local registers where applicable for specific subject areas) but also includes engagement with online learning sessions, Moodle, library resources and assignment submissions.

Withdrawal for non-attendance and/or engagement:

3.1 The University may withdraw students from a taught course if they are not attending and/or submitting to assessment.

3.2 For students with a Student route visa, non-attendance may result in a withdrawal of sponsorship, which is reported to the UKVI.

3.3 Attendance and engagement data is used to assess whether students are meeting attendance requirements for the Student Loans Company (SLC). A student who is not attending or engaging may be withdrawn and this will be reported to the SLC who will end payments.

3.4 Research students who are not attending supervisory sessions or engaging with their research may be withdrawn.

4. Courses accredited by Professional Bodies

Professionally accredited courses often have specific attendance requirements which have to be met by all students registered on the course. Full details of attendance requirements are available in the relevant course information.

We expect students studying on any of the professional courses to record their attendance at scheduled classes on campus via the attendance monitoring system. In addition to attendance recorded through the swipe card system, additional monitoring of attendance and engagement may take place. Examples of this include:

i)   Class registers. These may also be used to record attendance at specific sessions when attendance at these sessions is a mandatory part of the programme, for example clinical sessions on nursing courses.
ii)   Completion of mandatory requirements such as DBS checks.
iii) Attendance at scheduled meetings with academic tutors during placement.
iv)   Absences from work placements are not permitted with the exception of illness (with medical evidence) and any student who misses part of their placement due to illness may be expected to make this up at a later date.

5. Students with a Student Route Visa
The University is required to ensure that students sponsored via the UKVI Student Route are in attendance and meet the attendance requirements set out within this policy. Non-attendance may result in a withdrawal of sponsorship, resulting in withdrawal from the University, which is reported to the UKVI. This monitoring and reporting is a legal requirement for all universities who sponsor students via the Student Route. UKVI sponsorship requirements may be subject to change due to changes in government policy.

5.1 Students will be informed of attendance requirements at the beginning of their programme of study. It applies to:

- Students at level 3 on Pathway or pre-sessional English courses. The University is responsible for monitoring in line with UKVI sponsor license requirements, as detailed in the UKVI's Student Sponsor Guidance, Document 2. Monitoring will be undertaken by the Student Immigration and Compliance Team.
- Undergraduate and Postgraduate Taught Students are monitored by the University Student Immigration and Compliance Team.
- Students on Work Placements are monitored by the Placement Team.
- Students on overseas Study Abroad Courses are monitored by the Study Abroad Team.
- Research students are monitored by the Graduate School.

The Student Immigration and Compliance team will liaise with all of the above departments, hold the attendance and engagement data and recommend any decisions to the relevant committee.

5.2 The exact form of attendance and engagement monitoring, and any related interventions, will depend on the level of study and the programme of study. This is set out in more detail below.

5.3 Courses RQF 5 and below

Students studying on courses at RQF and below are required to attend a minimum of 15 hours per week of classroom-based study on campus, which is formally timetabled. Monitoring the attendance of all students studying at Level 3 will be carried out in line with UKVI sponsor license requirements, as detailed in the UKVI's Student Sponsor Guidance, Document 2.

Students must register their attendance in classes by tapping their student ID cards on the readers in classrooms and lecture theatres or scanning the QR code with their phone. It is the responsibility of students to carry their student ID card with them at all times, and to register their attendance at the start of each timetabled class. Students will be registered as absent if the swipe card data is recorded more than 15 minutes before or 15 minutes after the timetabled session begins.

Monitoring the attendance of international students on a Student Route visa (including Tier 4) will be carried out by the Student Immigration and Compliance Team. Attendance data is collated within the electronic monitoring system which calculates a percentage of attendance for each student. Monitoring will take place at three points across each semester.

Engagement data will include online engagement with course materials via Moodle and submission to assessment. This data enables levels of attendance and academic engagement to be monitored and patterns of low attendance and/or academic engagement to be identified.

5.4 Undergraduate and Postgraduate Taught students

Thresholds for attendance are outlined in the Appendix 1 below.

Students must register their attendance in classes by tapping their student ID cards on the readers in classrooms and lecture theatres or scanning the QR code with their phone. It is the responsibility of students to carry their student ID card with them at all times, and to register their attendance at the start of each timetabled class. Students will be registered as absent if the swipe card data is recorded more than 15 minutes before or 15 minutes after the timetabled session begins.

Monitoring the attendance of international students on a Student Route visa (including Tier 4) will be carried out by the Student Immigration and Compliance Team. Attendance data is collated within the electronic monitoring system which calculates a percentage of attendance for each student.

Engagement data will include online engagement with course materials via Moodle and submission to assessment. This data enables levels of attendance and academic engagement to be monitored and patterns of low attendance and/or academic engagement to be identified.

5.5 Work Placements

The Placement Team are responsible for monitoring the attendance of students while they are on work placements, with support from the Student Immigration and Compliance Team if required. The Placement staff issue and review a monthly request to employers regarding attendance.

The Placement Team will escalate cases to the Student Immigration and Compliance Team where a student has stopped engaging with their work placement, or attendance levels have dropped below expected levels.

5.6 Study Abroad courses

Monitoring the engagement of students who are registered on a Student Route Visa whilst on an overseas study abroad course is the responsibility of the Study Abroad Team. This is done using three check points across each semester. Checks are normally carried out on arrival at the host institution, halfway through the semester and during the penultimate week of teaching. Following enrolment at the partner institution, students must obtain a stamped arrival certificate from the partner institution and return this to the Study Abroad Team in Roehampton. At two further points during the semester, students must obtain an attendance certificate, stamped and approved by the partner institution, which confirms the student has been engaging academically with classes at the partner institution.

Where a student fails to submit the necessary paperwork, authorised by the partner institution, at each check point the Study Abroad Team will contact the host institution directly. If a student is found to have stopped engaging while overseas on a study abroad programme, this will be referred to the Student Immigration and Compliance Team. The student will then be directed towards the interruption or withdrawal process, as appropriate.

5.7 Research students

The Graduate School is required to ensure that registered Student Route visa students attend and engage regularly with their programme. Research Degree students are required to attend 12 engagement points (e.g. supervisions) with the majority taking place on campus with the research supervisory team each year. Attendance at RSDP sessions will count as additional engagement points, and the Graduate School maintains these records.

5.7.1 Records to be kept at Faculty/School level

Supervisors must ensure they keep a record of supervision sessions, whether one to one, or group sessions, with their Student Route visa students. The supervision record should be completed on the University's attendance monitoring system after each supervision meeting so that the Graduate School and Student Immigration and Compliance Team can access these records. The supervision record should be agreed by students and supervisors, adding an electronic signature to the meeting record. Attendance at Upgrade, APR meetings

and any Faculty/School events can also be used as evidence of attendance, but must be recorded via the attendance monitoring system and signed off. Student Route/Tier 4 students who are in their writing up period, preparing for their viva or working on corrections are still expected to have contact with their supervisor to enable the University to meet their UKVI requirements. These meetings must be recorded on the attendance monitoring system. They may take place face to face, by telephone or online. Email exchanges/discussions do not represent satisfactory engagement points.

The process for recording supervision, attendance at Upgrade/Progression Review and APR/contact points with Student Route/Tier 4 students on fieldwork outside of the UK is (the term supervision used in the following outline covers all of these contact points)

(i) Student attends supervision session, Upgrade or APR

(ii) Supervision record is completed by student and supervisory team on attendance monitoring system

(iii) E-signatures used to sign off on the session

5.7.2 Fieldwork outside the UK

It is important that a supervisor reminds their students of the need to contact the UKVI Compliance team should they need to leave the UK for any period, including for any fieldwork, so that it can be recorded and reported to UKVI. The student should complete the fieldwork request form and return it to the Graduate School and Student Immigration and Compliance Team at least one month before they are due to leave the UK. Tier 4/Student Route visa holders need to maintain contact with their supervisor during any periods of fieldwork by telephone, email, Teams or a combination. Auditable records must also be kept and added to the attendance monitoring system.

If, for any reason it is not possible to maintain contact at an appropriate level during a period of study outside the UK, the Student Immigration and Compliance team will notify the UKVI of a withdrawal of sponsorship of their Tier 4/Student Route visa and a new CAS will be issued when the student is ready to return to the UK. It is not recommended that Student Route/Tier 4 students undertake trips where it will not be possible to maintain contact with their supervisory team, as there is always the risk that a new visa application could be rejected when the student is ready to return.

5.8 Absences

The University understands that occasionally there will be good reason why a student cannot attend a class or engage in their studies for a short time. In such instances students must contact their Academic Faculty/School to request an authorised absence. Depending on the length and nature of absence, they will be able to signpost relevant support and procedures to help students to stay on track.

Students will need to make sure they keep up with their work. Faculties/Schools should consider the grounds on which the request is made, the length of time requested and the impact of the absence on the student's academic studies. The following is a non-exhaustive list of circumstances which the University would normally accept:

- Reasonable circumstances that may arise as a result of illness.
- Death or serious illness of a close relative or friend.

- Significant adverse personal/family circumstances – such as divorce, burglary, fire, major court proceedings, financial difficulties beyond the control of the student, which require the student to leave the University at short notice.

Students on a Student Route visa must provide corroborating evidence for absences greater than one week. An authorised absence of up to two weeks and a maximum of 8 weeks can be authorised by the academic faculty/school after consultation with the Student Immigration and Compliance Team. If a student is experiencing personal, financial or medical difficulties we may advise the student to interrupt their studies.

Faculties/Schools must notify the Student Immigration and Compliance team of any authorised absences to ensure these are recorded on the students record.

Discretion may be applied in relation to international students on research courses where the absence requested is no longer than 8 weeks. Absences of up to 8 weeks must be approved by the Graduate School and the Student Immigration and Compliance Team notified in a timely manner. If a student fails to re-engage with their studies or requires further time away they will be directed towards to the University interruption or withdrawal process as appropriate

Absences which are unauthorised will be incorporated into the overall academic attendance percentage and interventions triggered in line with this policy.

The University may withdraw students from a course delivered on campus who do not attend taught sessions or engage with their studies for 60 days or more and do not engage with the attendance management process as set out in Appendix 1.

5.9 Pregnancy/maternity absence

Absences relating to pregnancy such as antenatal appointments can be authorised upon submission of appointment letters. Where students are persistently absent due to Pregnancy-related illness, the Student Immigration and Compliance Team will meet with the student to discuss an interruption, should the student decline the interruption, further absences will be managed in accordance with this policy.

Post delivery, students may take leave of up to 60 days. During that period, the University expects the student to maintain two contact points with their academic faculty/school and Student Wellbeing team. The student must also be able to complete their course within existing visa dates.

6 Potential Abuse of System

Students are required to register their attendance at scheduled face-to-face teaching sessions by swiping their student card against the readers located in each teaching room or using the QR code available. The University recognises the potential for abuse of the system in students scanning into scheduled teaching sessions for others or scanning and then not attending the scheduled learning session. Any suspected abuse of the system will normally be investigated by the Faculty/School. Students suspected of abuse of the system may have their case escalated to the University's Student Disciplinary Procedure, depending on the nature of the situation.

7 Appeals

A student who is withdrawn is entitled to submit an appeal. Appeal requests should be submitted to studentcasework@roehampton.ac.uk in line with Appendix 3.

During the appeal process the student will continue to have full access to University facilities and be expected to attend and engage with their programme of study. Only at the end of the appeal process, if the decision is upheld, will the student be reported to the relevant regulatory bodies.

8. Guidance and Support

This Policy and any other processes relating to attendance monitoring are applied in conjunction with the University's Academic Regulations.

The University will make every effort to ensure that a student receives the necessary advice and guidance that they may need in order to comply with the Academic Regulations and with this Policy.

Appendices

- The Attendance and Engagement procedure for students with a T4/Student Route visa can be found in Appendix 1.
- The Attendance and Engagement procedure leading to a SLC notification can be found in Appendix 2.
- The Appeal Process can be found in Appendix 3.

Appendix 1

Attendance Monitoring for Students with a Student Route Visa or Tier 4 Visa

Monitoring & Interventions – for Courses RQF 5 and below

Pathway Programme staff and the University Student Immigration and Compliance team will review attendance information at three points across each Semester: at the end of Week 4; the end of Week 8 and the end of Week 12 (the end of the Semester). Students who fail to meet UKVI requirements of maintaining 85% attendance levels in any 4 week period will be identified for targeted interventions by the Student Engagement/Wellbeing teams, in conjunction with Pathway Programme staff.

Monitoring point 1: This occurs at the end of Week 4 and considers attendance levels over the initial 4 week period. Students will receive a call to request evidence supporting the reasons for any absences. The Student Immigration Team will review the reasons / evidence for a student's absence(s) where attendance levels have dropped below 85% during that period. Where explanations are deemed to be unsatisfactory, the Student Immigration Team will refer the student to the Student Engagement and Wellbeing teams for further support to ensure that students are fully engaging with their course. Any student with attendance levels below 70% at this point will be identified as "at risk" (red flagged) for withdrawal at the end of the Semester should attendance not improve.

Monitoring point 2: This occurs at the end of Week 8 and considers attendance levels covering weeks 1-4 and weeks 5-8). The student will meet with the Student Engagement Team to discuss reasons for non-attendance and engagement, and an Attendance Improvement Plan put in place to help the student re-engage with studies. The student will also be reminded of the risk to their visa at this stage should attendance not improve.
Any student with attendance levels below 70% during the first two monitoring periods will be identified as "at risk" (red flagged) for withdrawal at the end of the semester. Students with ongoing medical issues, which are preventing them from attending, will be informed they should interrupt or withdraw and return home to continue treatment.

Monitoring point 3: Occurs at the end of each Semester (12 week period). Students with an attendance level consistently below 70% across monitoring points 1-3 will be invited to meet with the Student Immigration Team to discuss the reasons for the absences. Students with significant medical reasons accompanied medical evidence from a registered medical professional and/or hospital will be given the opportunity to seek an interruption, should the student not choose an interruption, sponsorship will be withdrawn. For absences in all other circumstances, where appropriate sponsorship will be withdrawn.

Monitoring & Interventions – UG & PGT (excluding professional courses, Study Abroad and students on work placements)
New students are expected to enrol promptly at the start of their course with the enrolment period continuing across weeks 1 & 2. Late enrolment is normally permitted until the end of week 2. All new students will have an initial contact point which is an in-person check of their immigration documents. Formal monitoring of attendance will take place over 3 monitoring points in each semester as outlined in Table 1 below

Table 1 Monitoring points

Week No	Data Reviewed
Week 3	Attendance Data for week 3
Week 8	Attendance Data for week 4-7
Week 11	Attendance Data for week 8-11

Table 2 outlines the attendance thresholds and respective actions for the attendance monitoring process

	Criteria	Action
Stage 1	Students with attendance below 60% at most recent monitoring point	Send warning email.
Stage 2	Students with attendance below 60% for 2 consecutive monitoring points	Send warning email. Contact student and invite to meeting with either Student Engagement Team or Student Immigration and Compliance Team. Refer for support if required and set expectations for future attendance / engagement as appropriate. If student has a medical condition/personal circumstances which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies.
Stage 3	Students with attendance below 60% for 3 consecutive monitoring points	Contact student and invite to meeting with Student Immigration and Compliance Team. If the student can provide appropriate explanation and supporting evidence for non-attendance, refer for support (if required) and set expectations for future attendance / engagement as appropriate. If student then fails to meet the expectations for future attendance/engagement, they may be withdrawn. If the student is unable to provide supporting evidence at the meeting, evidence can be provided within 5 days. If the student is unable to provide appropriate explanation and supporting evidence for non-attendance, then withdraw student. If the student has a medical condition/personal circumstances which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies. If they choose

	Criteria	Action
		not to do so, a decision will be taken regarding whether the student should be withdrawn. If the student does not attend the meeting without a reasonable explanation, the student may be withdrawn.

Monitoring & Interventions – Work Placements

Monitoring is the responsibility of the Work Placements team in the first instance.

Monitoring Points: monitoring is carried out by Work Placements team on a monthly basis through the use of employer questionnaires.

	Criteria	Action
Stage 1	Attendance concern identified through monthly employer questionnaire	Send warning email.
Stage 2	Second attendance concern identified through monthly employer questionnaire	Send warning email. Work Placements Team contact student and invite to meeting. Refer for support if required and set expectations for future attendance / engagement as appropriate.
Stage 3	Third attendance concern identified through monthly employer questionnaire	Student Immigration and Compliance Team contact student and invite to meeting. If the student can provide appropriate explanation and supporting evidence for non-attendance, refer for support (if required) and set expectations for future attendance / engagement as appropriate. If student then fails to meet the expectations for future attendance/engagement, they may be withdrawn. If the student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If student is unable to provide supporting evidence at the meeting, evidence can be provided within 5 days.

	Criteria	Action
		If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student.

If the student has a medical condition/personal circumstances which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies. If they choose not to do so, a decision will be taken regarding whether the student should be withdrawn.

If the student does not attend the meeting without a reasonable explanation, the student may be withdrawn |

Monitoring & Interventions – Professional courses

Student Immigration and Compliance Team to liaise with Faculty/School staff each Semester however it is the responsibility of Faculty/School staff to highlight any concerns relating to non-engagement with the Student Immigration and Compliance Team as they occur.

Monitoring & Interventions – Study Abroad courses

Monitoring is the responsibility of the Study Abroad Team in the first instance.

Monitoring Points: stamped arrival certificate at start of semester, stamped attendance certificate mid-semester, stamped attendance certificate end of semester.

	Criteria	Action
Stage 1	Students who fail to lodge an arrival/attendance certificate	Send warning email.
Stage 2	Students who fail to lodge a second arrival/attendance certificate	Send warning email.

Study Abroad team to contact student and invite to meeting. Refer for support if required and set expectations for future attendance / engagement as appropriate. If student then fails to meet the expectations for future attendance/engagement, they may be withdrawn. |
| Stage 3 | Students who fail to lodge a third arrival/attendance certificate | Student Immigration and Compliance Team contact student and invite to meeting.

If student can provide appropriate explanation and supporting evidence for non-attendance, refer for support (if |

	Criteria	Action
		required) and set expectations for future attendance / engagement as appropriate. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If student is unable to provide supporting evidence at the meeting, evidence can be provided within 5 days. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, the student will be withdrawn. If the student has a medical condition/personal circumstances which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies. If they choose not to do so, a decision will be taken regarding whether the student should be withdrawn. If the student does not attend the meeting without a reasonable explanation, the student may be withdrawn

Monitoring & Interventions – PG Research Students
Monitoring is the responsibility of the Graduate School in the first instance.

Monitoring points: 12 engagement points with supervisory team throughout the year. Supervisory teams will also monitor the academic progress of Tier 4 students as well as their attendance. Concerns about progress should be raised with the Graduate School and the Cause for Concern process (see Research Degree Regulations) initiated if necessary.

	Criteria	Action
Stage 1	Student misses scheduled supervision session.	Supervisor to contact student within 7 days to request an explanation and to reschedule the missed supervision session. Where no response is received within 7 days, Supervisor makes a further attempt to contact the student by email explaining that he/she must make contact and attend supervision. Student will also be warned that if they do not respond to this communication they will be at risk of programme termination. The Supervisor

	Criteria	Action
		should copy the Graduate School in the communication.
Stage 2	Student fails to respond to stage 1 emails and there is no contact for 4 weeks.	Graduate School send warning email, advising of the importance of attending a meeting and requesting evidence to support absences. Email should be copied to Student Immigration and Compliance and advise the student that the immigration team have been alerted to their absence from scheduled supervisions. Refer for support if required and set expectations for future attendance / engagement as appropriate.
Stage 3	Student fails to respond to stage 2 email or attend stage 2 meeting	Student Immigration and Compliance Team contact student and invite to meeting. If student can provide appropriate explanation and supporting evidence for non-attendance, refer for support (if required) and set expectations for future attendance / engagement as appropriate. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If student is unable to provide supporting evidence at the meeting, evidence can be provided within 5 days. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If the student has a medical condition/personal circumstances which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies. If they choose not to do so, a decision will be taken regarding whether the student should be withdrawn. If the student does not attend the meeting without a reasonable explanation, the student may be withdrawn
	Criteria	Action

Appendix 2:

Monitoring & Interventions – Student with home fee status

The Attendance and Engagement Monitoring process is an inter-departmental process requiring the close collaboration between Academic Services, Student Engagement, Student Support, Compliance as well as Registry, Secretariat, Accommodation, Finance and the Academic Faculties/Schools. The main aim of process is to identify students at risk of failure and with low attendance and engagement and pro-actively offer support for these students. It also aims to identify home students that are in breach of the Student Loan Company's eligibility requirements for the student loan.

Students on Undergraduate and Postgraduate taught courses will both be monitored and will follow same timeline for all semesters and cohorts as outlined in Table 1 below.

Table 1 Monitoring points

Week No	Action
Week 3	Cause for Concern email
Week 7	Warning email
Week 10 and beyond	Attendance and engagement board

Table 2 outlines the attendance thresholds and respective actions for the attendance monitoring process

Stage	Criteria	Action
Stage 1	Students with attendance below 20% by Week 3	Send Cause for Concern email.
Stage 2	Students that have received a cause for concern and have not improved attendance above 20%	Send warning email.
Stage 3	Students that have received a Warning email and have not improved attendance above 20%	To be brought to the Attendance and Engagement Board.

Timelines and threshold will be reviewed on an annual basis and are subject to changes before the beginning of a new Academic Year

Attendance and Engagement Board

The Attendance and Engagement Board will meet a minimum of 4 times per year. The aim of the board is to review the status of students who have been identified through the Attendance and Engagement Monitoring Process. When reviewing the data, the board will take into account attendance data, engagement data (Moodle logins, library activity) and the number of coursework submissions. The board will further consider information from

students provided when replying to the Cause for Concern and Warning emails, information from the Student Engagement and Wellbeing teams as well as advise from Programme Leaders and Academic Guidance Tutors.

Decisions to be ratified by the board:

- Withdraw from University students that are not attending and engaging with their programme of study.
- Suspend student status with Student Loans Company for students with limited attendance and engagement, whilst an explanation is sought, or;
- Allow students to continue study based on improvement of attendance and engagement or based on wellbeing concerns.

Attendance and Engagement Board Membership:

Leigh Robinson (Chair)	Pro Vice-Chancellor (Student Education)
Ranjit Sahota (Co-Chair)	Academic Registrar
Philip Rugea (Secretary)	Academic Services Manager Operations
Luke Davey	Student Engagement and Retention Manager
Kieran Furness	Data Quality and Returns Manager
Rhonan Dunphy	Finance
Jordan Kenny	Director of Student Success
Louise Baddeley	Head of Wellbeing

Attendance and Engagement Responsibilities

Department	Department Lead	Responsibility
Academic Services	Philip Rugea	To collate attendance and engagement data for students with low engagement for presentation to Attendance Board

To send cause for concern email and warning letters to students identified by Attendance Board

To act as Secretary to Attendance Board

To report outcomes of Attendance Board to Student Engagement Team for the purposes of supporting students to re-engage

To report outcomes of Attendance Board to Academic Faculties/Schools for the purposes of supporting students to re-engage or to seek clarification of student status

To report outcomes of Attendance Board to Registry for the purposes of withdrawing or suspending students

To report the outcomes of the Attendance Board to the Academic Faculties/Schools and other Departments as appropriate |

Department	Department Lead	Responsibility
		To report the outcomes of the Attendance Board to the Wellbeing Team as appropriate.
Student Engagement Team	Luke Davey	To put in place support to enable students with low attendance/engagement to re-engage with studies. To put in place follow-up actions as requested by Attendance Board
Registry	Kelli Wolfe	To maintain the student record and withdraw/suspend students as recommended by Attendance Board. To maintain student record and change student status when suspensions are lifted by the Attendance Board To notify students of withdrawal/suspension as confirmed by the Attendance Board.
Finance	Chrissie Philips	To confirm change of circumstances to SLC
Welfare Team	Louise Baddeley	To support students who have identified wellbeing concerns during the attendance monitoring process. To provide information to the Attendance Board to inform decision making in relation to withdrawals/suspensions/further monitoring of student identified with low attendance and engagement.

Data on attendance and engagement will be drawn from SEAtS, a routine spot check of the data will take place in week 5 and week 10. Any students with attendance below 20% who have not already been identified will be added to the monitoring process.

Students on Nursing and Teacher training (PGCE, School Direct) courses have a separate attendance monitoring process due to requirements of these courses. The monitoring process is managed by the respective faculties and schools. The Attendance team will, if needed, work together with the faculties/schools to provide attendance and engagement information or to carry out communications with the students

Appendix 3 – appeals process

1. A student may submit a request for a review of the decision to terminate their studies and withdraw sponsorship within 10 working days of receiving the termination decision.
2. The request for review will be considered by the University Secretary or nominee.
3. A request for review must be submitted on one or more of the following grounds:

(i) That a procedural irregularity or administrative error has occurred in respect of the decision which is of such a nature as to create a reasonable possibility that in the absence of the procedural irregularity or administrative error the decision in question would have been different.

(ii) That the decision is unreasonable given the facts of the case;

(iii) That the student has new material evidence which, for a good reason, they were unable to provide at an earlier stage in the process.

4. The student's request will first be considered to determine whether evidence to support the stated ground(s) has been disclosed. If the University Secretary or nominee considers that evidence to support the stated ground(s) for a review has not been disclosed, then the student's request for a review will be rejected, UKVI will be informed of the University's decision to withdraw sponsorship and the student will be issued with a Completion of Procedures Letter.

5. If the University Secretary or nominee considers that evidence to support the stated grounds for a review has been disclosed, they will take one of the following actions:

(i) The Student Immigration and Compliance Team should be required to reconsider its decision in light of any comments that the University Secretary or nominee considers appropriate in the circumstances. This may involve the Student Immigration and Compliance Team conducting further meetings with the student as appropriate; or

(ii) The decision of the Student Immigration and Compliance Team should be overturned and the University Secretary or nominee will substitute a new decision.

6. A decision made under paragraph 5 will be communicated to the student in writing and a Completion of Procedures Letter will be issued.
7. The review process set out above will normally take no longer than 20 days; if the review is likely to take longer, then the student will be kept updated on the timescales for a decision.
8. Decisions taken under this Policy may be eligible for review by the Office of the Independent Adjudicator for Higher Education (OIA), which is an independent body set up to review student complaints. The issuance of a Completion of Procedures letter under this Appendix enables a student to refer their complaint to the OIA. Students can find information about making a complaint to the OIA at www.oiahe.org.uk.