Student Attendance and Engagement Policy

Issued by the Standard and Enhancement Office

Approved by Senate July 2017. Updated 2020 following new Student Sponsor Guidance from
the Home Office and the necessity for remote learni (n)1 Td( )TjEMC /P4eaoec 2 Td( )TjEMC -.21o.21 0 T4Tw

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1.   PURPOSE

1.1   In ensuring that its students are presented with the best opportunities to succeed on their programmes of study, the University expects full attendance/engagement with scheduled sessions and activities. Evidence indicates that interaction with scheduled sessions and activities is fundamentally connected to student outcomes and allows students to work effectively alongside their tutors and peers.

1.2   The University recognises that there are circumstances when a student may legitimately be unable to attend and engage when required and here effective communication

students will be asked to sign to confirm they will comply with the requirements set out.

Where a student does not attend the meeting without a valid explanation, this will take place in their absence, and a final formal A*bsence Warning* may be issued, alongside a further *Attendance and Engagement Plan.*

3.3.6   Notification of Intention to Withdraw: If a student does not attend/engage following a final *Formal Absence* Warning, they will be sent a Notification of Intention to Withdraw, following authorisation by the Head of School.

If after 8 weeks from the start of a programme an enrolled student has never attended or engaged with the University, they may, following investigation by their assigned Personal Academic Tutor and authorisation by the Head of School, also be sent a Notification of Intention to Withdraw if there is no legitimate reason for their absence.

Please see Section 5 for reviewing and appealing withdrawal decisions.

*Attendance threshold may differ for specific programmes as identified in individual Programme Handbooks.

3.4   Additional Requirements for International Students Sponsored under UKVI Student Visa Route.

International students sponsored under Tier 4 or the Student Visa Route who request a notified absence which exceeds one week must be referred to the UKVI Compliance Team (ukvicompliance@bolton.ac.uk) by the Programme Leader.

Where an international student is sponsored under the UKVI Student Visa Route, they may be referred to one of the International Student Support Officers in the Initial Absence Concern Meeting. A member of the UKVI Compliance Team should be invited to attend the Final Absence Concern Meeting.

In addition to withdrawal of sponsorship due to unsuccessful outcomes of Absence Concern Meetings (see 3.3.6), the University is required to withdraw sponsorship of any international student on a programme at HE6 or above who does not attend and engage for a period of 60 consecutive days.

International students on taught programmes with Level 3, HE4 or HE5 awards who are sponsored under the w   h a(te e s)3 (p)2 (o)2.15 (og)-2 (r)-1 (am21)]TJ0 Tc 0 Tw 5.135 0 Tc

normally 2 weeks prior to the holiday period.

4.5   Non-compliance: Students who fail to submit a Research Student Attendance form during any month will be deemed to be absent from their research studies. They will be contacted by the Director of Studies by email and asked to explain the reason for non-attendance.

If a student fails to submit a Research Student Attendance form for two consecutive months, they will be invited to a meeting with their Director of Studies, the International Student Support Team, Research and Doctoral College and UKVI Compliance Team to discuss engagement concerns. If a student fails to engage for 60 days the University will consider termination of registration and UKVI sponsorship withdrawal.

6.3   Students who know in advance that they may be late to a scheduled session or who need to leave early should notify their Module Leader as soon as is practicably possible.

6.4   It should be noted that students who "check in" later than 10 minutes after the start of the class and/or who are recorded by their Module Tutor as attending later than 10 minutes after the start of the class, will have a late mark automatically shown on the register.

ANNEX A: ABSENCE MONITORING PROCEDURE FOR TAUGHT PROGRAMMES

Stage	Action	Responsibility
Routine: Standard monitoring at module level	Module Tutors monitor attendance and	

week after Initial
Absence Concern
Meeting.

*Threshold may
differ for specific

b. Ensuring that students are informed of the importance of regular attendance at, and engagement with, scheduled sessions - through programme induction (new and continuing students), and by referring to this policy and information in Programme Handbooks, Module Guides and other programme documentation;
c. Authorising notified absences.

* Where taught programmes have large cohorts, this may be the role of the Cohort Leader.

6. <u>Directors of Studies are responsible for:</u>
    a. Ensuring that research students understand their responsibilities with regards to attendance/engagement;
    b. Contacting research students if they fail to schedule the monthly engagement meetings;
    c. Scheduling attendance concern meetings in line with 4.5
    d. Referring international students sponsored under the Student Visa Route to the UKVI Compliance Team and Research and Doctoral College where necessary;
    e. Referring students to other student services and support that may be available to them

7. <u>Academic Co-ordinators for Recruitment and Retention are responsible for:</u>
    a. Following up on attendance concerns identified by Personal Academic Tutors;
    b. Together with Personal Academic Tutors attending the Final Absence Concern Meeting with students to discuss their attendance;
    c. Liaising with the International Student Compliance Manager over international student attendance issues;
    d. Issuing *Attendance and Engagement Plans and Warnings*;

11. The International Student Support Team is responsible for:
    a.