Student Engagement & Attendance Monitoring Policy

Policy category:	Academic
Subject:	Academic Engagement & Attendance Monitoring
Policy Approving Authority:	College Education Committee
Responsible Officer:	Education & Students Strategic
Director Responsible Office:	Students and Education Directorate
Related Procedure:	Student Engagement & Attendance Monitoring Procedure
	Student Engagement and Attendance Monitoring Code of Practice
Related College Policies:	Terms and Conditions for Students
	Academic Regulations
	Safeguarding Policy
	Fitness to Practise Policy
	Support for Study Policy
	Student of Concern
	Data Protection Policy
Effective Date:	01 August 2023
Supersedes:	October 2017
Next Review:	01 August 2026

1. Purpose and Scope

1.1 King's College London is committed to the wellbeing of our students. This policy outlines that the university will monitor students' academic engagement and attendance as a tool to identify students who may be facing difficulties and to support student wellbeing. Where poor attendance and engagement is having an impact on a student's academic progress but is not as a result of underlying mental health or welfare concerns, such cases should be managed under the insufficient academic progress regulations (chapter 8) and associated guidance.

1.2 This policy applies to all students with a current enrolment to study in-person foundation, undergraduate, post-graduate taught and post graduate research programmes.

2. Definitions

Attendance	The physical presence at scheduled synchronous theory or practical learning situations
Cancelled	In relation to a Student Visa, the visa is cut short and cancelled within a specified time period
Disengaging	Falling below the number of expected engagement interactions with a programme of studies (defined as a number or proportion)

Engagement	Meaningful interaction with all expected aspects of a programme of study. These include participation in timetabled or scheduled teaching sessions, accessing online programme specific materials via the virtual learning environment (KEATs), completing assessments, and communication with relevant university staff.
Enrolment	This definition can be found in the academic glossary.
In-person programmes/courses	Programmes or Courses which centre most of their academic activities on university campuses (e.g. not a registered Distance Learning or Off-Campus Study programme)
Terminated	Removal from a programme of studies
Wellbeing	A state of being comfortable, healthy, or happy

3. Policy

3.1   The university will monitor student engagement and attendance throughout the duration of their studies in accordance with the Student Engagement & Attendance Monitoring Procedure.

3.2   The university will pro-actively offer access to support where a student starts to disengage with their programme of studies.

3.3   For some students there are also statutory obligations that require the university to monitor attendance. This policy is written to ensure our statutory obligations are also met. These include:

   a. Our obligation under our UK Visas and Immigration Student Sponsor Licence to monitor all students sponsored under a Student Visa
   b. Our safeguarding responsibilities for under 18-year-old students
   c. Our obligations for students studying programmes which lead to professional registration or certification.

3.4   If all supportive steps outlined within the Student Engagement & Attendance Monitoring Procedure have been exhausted, completion of a student's programme of studies may be at risk if they are making insufficient academic progress with their programme in accordance with 8.23-8.26 of the Academic Regulations.

3.5   Where 3.4 applies, a student may also be at risk of:

   a. having their Student Visa cancelled by the UK Visas and Immigration; and/or
   b. being unable to meet the professional registration or certification requirements of their programme.

4. Responsibilities

The University

4.1   Collects and stores the student engagement and attendance data in accordance with the university's Data Protection Policy. Data is collected for the purpose of identifying and supporting students who may be facing difficulties as well as to meet the statutory obligations outlined in 4.3 of this policy and in line with the Student Engagement and Attendance Monitoring Code of Practice.

4.2   Follows the Student Engagement & Attendance Monitoring Procedure to:
   a. monitor student engagement and attendance;
   b. review and where appropriate. authorise student absence notifications;
   c. communicate with and offer support to students who are indicated as disengaging with their programme of studies;
   d. refer students to university support services where appropriate.
   e. provide students with clear information on how they report absence.

4.3   Makes timely reports to the UK Visas and Immigration where paragraph 3.4 and 3.5a of this policy applies.

Students

4.4   Are expected to pro-actively engage with, and be accountable partners in, the education experience offered by the university by:

   a. Attending all physical and digital teaching, lab, clinical, research, placement, examination, assessment, group and supervisory sessions or any other teaching forum provided by the university that forms part of their programme of studies.

   b. Actively using any available programme-related teaching and learning materials on their Virtual Learning Environment (KEATs).

   c. Responding, when asked, to communication to their university email account from the university, within specified time frames.

   d. Telling the university if they are unable to meet the requirements of 4.4a-c for any reason (e.g. sickness).