

Regent College London

Attendance and Engagement Policy for Higher National Students

1. Purpose and scope

1.1 Regent College London (the College) recognises the strong positive link between student attendance/engagement and achievement, and this policy is designed to support the retention and progression of students. This Attendance and Engagement Policy and associated warning letters apply to all students enrolled on Pearson Higher National courses at Regent College London.

1.2 For overseas students on UKVI Tier 4 licence, additional attendance requirements may be needed to ensure that Regent College London is fully compliant with the UKVI rules for studying in the United Kingdom.

2. Attendance Policy

2.1 As a student attending Regent College London on a Pearson Higher National course you are required to:

- (i) Ensure that you are properly registered for your appropriate programme of study and that your name appears on the attendance register passed around at the beginning of each taught session*
- (ii) Be acquainted with the Attendance Officer for your programme of study and the cohort of students with which you study
- (iii) Sign only your own name on the list at each taught session, as directed by the tutor (signing in for a student other than yourself is strictly forbidden and may result in disciplinary procedures should you do so)
- (iv) Attend all scheduled teaching and learning activities that are scheduled for your programme of study
- (v) Submit all assessments on time to the stated deadline and in the format required within assessment briefs. This includes formative and summative assignments and in-class assessments
- (vi) Ensure that your contact details are kept up to date, and that you keep the College informed of any changes of address, changes to email addresses, or name or title changes.

*A session is defined as any teaching or learning activity for which a record of attendance is taken

2.2 The College keeps a record of when students are in attendance, how your coursework is progressing and aims to respond to any issues that students might be experiencing. Regent College London aims to ensure and support students to succeed in their studies, and an important step to attaining that goal is to attend and engage in all classes. Demonstrating a good attendance record is of value to you as a student in the following ways:

- (i) In-class assessments will note whether or not you have attended and contributed
- (ii) Motivation and self-discipline will be improved
- (iii) You will be engaging fully, and benefiting from all of the types of interaction that the classroom affords, both to you as an individual, and alongside the other students in your group
- (iv) You will be seen as reliable and committed, which can be included in any future references and your CV.

2.3 The College regards it as a requirement for success that students attend all classes and activities designated to any particular course.

3. UKVI Tier 4 Student Visas

3.1 Overseas students studying at Regent College on UKVI Tier 4 Student Visas must comply with the College Attendance & Engagement Policy and associated requirements together with all stated UKVI attendance requirements. Failure to comply fully with the College's Attendance & Engagement Policy and UKVI attendance requirements will result in the College withdrawing you from your programme of study, withdrawing your Tier 4 Student Visa and informing the UKVI.

4. Non-Attendance

4.1 If you are unable to attend any scheduled teaching session it will be noted that you are not in attendance, and that you are absent from study. There are consequences for you, and for your registration as a student at the College, if this situation is not addressed. *Any single absence for any scheduled activity will be recorded as an absence.*

5. Authorisation

5.1 If you know that you will need to miss any session due to unavoidable circumstances then you must notify the College. Your absence will be unauthorised if you do not provide an acceptable reason, with evidence.

Please note that reasons that are deemed acceptable and unacceptable are detailed in the Extenuating Circumstances Student Guide at <https://www.regentcollegelondon.com> and also available on HELP in the Quality Manual. Key information is printed on posters around the College and at Reception. All absences will be recorded as unauthorised unless acceptable independent evidence is provided. It will be at the discretion of Regent College to authorise any absence, and the College's decision will be final. Regent College London reserves the right to verify any reasons for absence by communicating with external bodies.

5.2 You must register requests for authorised absence with your **Attendance Officer**. Current Attendance Officers are notified to you on posters around the College and in Reception.

5.3 Each class, tutorial or other scheduled activity counts as one session.

5.4 Please be aware, authorised absences still classify as absence in respect to maintaining minimum attendance requirements.

6. Unauthorised absences

6.1 The College will seek an explanation from you if you have unauthorised absences. If you receive notification concerning your absence you must report to the College as soon as possible so that appropriate action can be taken. You will be given a period of up to five working days to let the College know what has been happening. If there are genuine long-term reasons why you are unable to attend you need to let the college know as soon as you are able, and we will take all evidence into consideration. The College views this situation very seriously, and is bound by the requirements of the Student Loans Company (SLC) to de-register students not in attendance.

6.2 Unauthorised absences will result in Regent College London taking the following actions:

- (i) Four (4) cumulative unauthorised absences noted in any one term/semester will result in a formal notification from the College requesting that you communicate your reasons for absence on the 'Absences' form and that you immediately resume attendance. (See note below.)
- (ii) Eight (8) cumulative unauthorised absences noted in any one term/semester will result in formal notification from the College that you will be required to attend a formal meeting with your Cohort Leader and Student Experience and Well-being lead (or nominee) to discuss your attendance and engagement on your programme and provide evidence regarding your absence. You will be given the opportunity to explain the situation and to register your reasons for absence on the 'Absences' form. If you receive notification concerning absence you must report to the College as soon as possible so that appropriate action can be taken; you will be given a period of up to five working days to let the college know what has been happening. If there are genuine, long-term reasons why you are unable to attend you must let the College know as soon as you are able, and we will take all evidence into consideration.
- (iii) Twelve (12) cumulative absences will result in a formal notification from the College that you will be required to attend a consultation with the Programme Leader and Student Support and Well-being lead (or nominee), within five working days. Failure to respond to the formal notification letter and/or failing to turn up at the consultation may result in you being de-registered from your course and the SLC being notified accordingly.
- (iv) Sixteen (16) cumulative absences without responding to college communications will result in a formal notification from Regent College that you will be required to attend a disciplinary meeting with the Academic Dean and Student Support and Well-being Manager. Failure to attend this meeting will result in formal notification from the Principal that you have been de-registered from your course and that the SLC have been notified accordingly. This letter contains advice on how to appeal against this decision.

7. Long absence authorisation

7.1 If you find yourself in a situation, which requires you to apply to the Attendance Officer for a long period of absence, then evidence will be required by completing and submitting the *Absences form*. This may include, but is not limited to, travelling overseas urgently due to a family bereavement, attending a funeral overseas, or a medical condition worsening. *Authorisation for long absence will not be granted for holidays*. If long absence has caused you to miss the major proportion of your studies, you will be advised to defer your course. With your agreement, the Academic Dean will take the decision to defer. In this case, you will be notified either by letter or by email, or be invited for a face-to-face meeting.

8. Punctuality

8.1 All students are expected to be punctual for classes. If you arrive 15 minutes after the formal teaching period has started, you will be recorded as absent. This 15 minutes is a 'grace period' that can only be used for circumstances beyond your control (such as traffic, adverse weather, train delays or cancellations etc.) and is not to be considered as a norm. Any recorded absence would count as unauthorised, unless you have a genuine reason for lateness.

8.2 Authorisation to enter your class, if you arrive later than 30 minutes, is at the discretion of the tutor. However, you will still be recorded as absent unless a justifiable reason is given. You are not permitted to leave the class before the end of the session.

9. Student Support

9.1 If you are experiencing difficulties with your studies, or finding it difficult to attend, do not ignore this. Please come and talk to someone, and we will see how we can help you to stay within required regulations. You can talk to your tutor, Cohort Leader, the Student Support Officer, Careers & Support Officer, or any member of Regent College London staff, who will direct you to someone who can help.

9.2 Regent College London aims to support all of its students to succeed and to have an enjoyable, rewarding, and fully engaged experience with their chosen course of study, and with the College itself. Please let us know if you have any comments to make about this Attendance Policy. We value your views and will incorporate them into the next review of this Attendance Policy.

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