

## **Regent College London**

### **Attendance and Engagement Policy for University Partnership 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. The Attendance and Engagement policy and associated warning letters apply to all students of higher education enrolled on university partnership programmes 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 The College has a duty to monitor the attendance and engagement of its students to fulfil its legal obligations to its partner universities.

2.2 As a student attending Regent College London on any University partnership programme 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 registers passed around at the beginning of each taught session\*

- (ii) Be acquainted with the Student Support Officer for your programme of study and the group of students with whom you study

- (iii) Sign only your own name on the list at the beginning of each taught session, as directed by the tutor (signing in for any student other than yourself is strictly forbidden and may result in disciplinary proceedings should you do so)

- (iv) Attend all scheduled teaching and learning activities that are scheduled for your programme of study. These could include: lectures, seminars and tutorials; functional English language or programme preparation courses; Study Skills workshops; project and dissertation supervision meetings; presentations and performances

- (v) Submit all assessments on time to the stated deadline and in the format required within assignment briefs. This includes formative and summative assignments including 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

2.3 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 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 students 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.

2.4 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 London 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 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. Authorised absence will only be granted to students who need to be away from their studies for reasons beyond their control.

Reasons for authorised absence may include:

- Medical appointment/ ill health
- Death or serious illness of a family member
- Genuine family emergency

This is not an exhaustive list and each request for authorised absence will be assessed on an individual basis, and where relevant, students may be advised to follow the Mitigating Circumstances or Interruption of Studies/Study Break procedures.

Authorised absence will not be granted for events such as holidays during term-time and any other planned events. Traffic delays, attending family celebrations, paid employment, non-urgent travel or extra-curricular activities are normally regarded as unauthorised absence. Any absences due to work commitments will also be seen as unauthorised.

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 a member of the operations team at your campus.

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 our University partners are 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.
- (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 year tutor (or nominee) and the Student Support Officer to discuss your attendance and engagement on your programme; to agree on any learning plan required for missed sessions, 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 need to 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 two members of the Campus Management Team at the College, within five working days. The purpose of this consultation is to agree the next steps which could include: a study plan to allow continuation; deferral; withdrawal from the programme. Failure to respond to the formal notification letter and/or failing to turn up at the consultation meeting will result in disciplinary action which may include a recommendation to the University for your withdrawal.

## **7. Punctuality**

7.1 All students are expected to be punctual for classes. If you arrive 15 minutes or more 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, with evidence to support it.

7.2 Authorisation to enter your class, if you arrive later than 30 minutes after the start of class, is at the discretion of the tutor. However, you will still be recorded as absent unless a justifiable reason is given. If you leave the class before the end of the session, you are recorded as 'Left Early' which will also affect your attendance record.

## **8. Student Support**

8.1 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, the Student Support Officer or your Director of Studies. If you are in any doubt, ask any member of Regent College London staff, and they will direct you to someone who can help.

8.2 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 and Engagement Policy. We value your views and will incorporate them into the next review of this policy.

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