

Loughborough College

Attendance and Engagement Policy

1. Scope and Purpose

Loughborough College recognises a strong link between student attendance/engagement and success. Therefore, we actively encourage and support students to participate in learning sessions and activities.

This policy applies to all Loughborough College students.

2. Policy Statement

Loughborough College's inclusive culture will ensure that all our learners are treated equally, in line with the College's Equality and Diversity Policy and Equal Opportunities legislation.

Erratic patterns of attendance/engagement can indicate problems that may lead to underachievement, failure to progress, or withdrawal. Early indication and timely interventions with such students will enhance retention and wellbeing.

The College will monitor levels of attendance and engagement for all onsite learners;

- Students are encouraged and supported to fully engage with their studies to acquire the knowledge and skills needed to succeed.

Monitoring engagement and attendance can identify students at risk of withdrawing from, or failing, their course, enabling mechanisms of support to be put in place.

The College must monitor the attendance and engagement of its students to fulfil its legal obligation to inform relevant external agencies of their registration status. *

* *This includes students in receipt of financial support and, for international students, the University's compliance with the requirements of UK Visas and Immigration (UKVI) as a Student Visa license holder.*

3. Impact Assessments

This policy/procedure has been assessed for its impact on equal opportunities. It will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunity's legislation.

This policy/procedure has been assessed for potential risk to data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4. Policy/Procedure

The College expects students to:

- Attend and/or engage in **all** scheduled learning and teaching activities forming part of their programme of study, including those run by external professionals/trainers;
- Attend punctually and for the whole duration of all such activities;
- Make full use of the available resources to support their learning;
- Complete both formative and summative assessment tasks at the first opportunity.

Students are expected to participate in their learning to take responsibility for their development and, through such engagement, demonstrate a positive attitude to their studies.

The College will monitor students to identify those whose attendance and engagement raise concerns that they may be experiencing difficulties. Attendance of Student visa holders is subject to additional monitoring to meet the requirements of the UKVI. (See Attendance Monitoring and Reporting (International Students Procedure)).

- Where attendance and/or engagement levels raise concerns, the College will take appropriate steps to provide support. The initial focus will be on support and wellbeing for the student.
- Continued attendance and/or engagement issues will trigger communications to encourage students to re-engage with their studies.
- Following all interventions, where students are deemed to be no longer attending, their registration may be withdrawn and they will be reported, as necessary, to the Student Loans Company (SLC), the UKVI, or their employer/sponsor.
- Requests 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 procedures.
- All decisions taken under this policy will be made on a case by case basis to ensure that students are offered support according to their needs (e.g., learning disability or other protected characteristic).
- Students can respond to a recommendation to withdraw from their studies under this policy. Responses should be submitted in writing to the Curriculum Manager for their course area within five working days of the notification to the student and should be accompanied by appropriate evidence. The final decision resides with the Head of the Department.

The College will treat any deliberate attempt by a student to circumvent this policy - e.g., by asking another student to register on their behalf - extremely seriously. Any such attempt may lead to disciplinary action. **Operational guidance**

These guidelines will support the College's Attendance and Engagement Policy.

Monitoring and recording

The College will monitor student attendance and engagement and may draw upon the following records to inform an overall profile for a student:

- Submission of assessment tasks as recorded on the College's Student Records System;
- Student registers taken during lectures, seminars, and similar activities or formal examinations;
- Swiping of the Student ID card to gain access to College premises.

All data will be held and processed following the College's *Data Protection Policy*.

Where attendance and/or engagement levels raise concern, the College will intervene following the process for unauthorised absence outlined below, which triggers communications with the students concerned.

Communicating with students

All communications will be emailed to the student's College email account in the first instance.

Where hardcopy correspondence is required, it will be sent to the student's registered term-time and/or home address as recorded on the College's Student Records System.

Raising awareness

Students should be made aware of the policy via the following means:

- The HE Student Contract, to which all our Undergraduate students sign up upon acceptance to the programme and renew annually on re-enrolment (see: <https://docs.loucoll.ac.uk/Publication%20Scheme/5.%20Policy%20Documents/HE-P003%20v1.1%20Student%20Contract%20-%20Final.pdf>)
- During induction
- Learner Handbook (see: https://docs.loucoll.ac.uk/Student%20Documents/22-23/009840_FE%20Learner%20Handbook_digital.pdf)
- Informal communications and updates.

5. Location and Access to the Policy/Procedure

- SharePoint
- College Website

6. Persons Responsible for the Policy/Procedure

- Vice Principal – Learner Experience

7. Linked Policies and Procedures

- Learner Recruitment Policy
- Student Sponsor Compliance Policy
- Learner Disciplinary Policy & Procedure
- Safeguarding Policy

Document: Attendance and Engagement Policy 3 of 4
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Owner: Learner Services

- Equality and Diversity
- Data Protection Policy
- ALS Policy
- Procedure Fees Policy

8. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
26/06/2023	1.0	Final document submitted	David Robertson	Student Recruitment Manager