

## Student Attendance Monitoring Policy

### 1. Introduction

The University needs to be able to monitor the attendance of students at timetabled sessions for the following reasons:

- 1.1 To aid the retention of students by allowing early identification of those students at risk and allowing timely interventions to be made by personal tutors, Academic Coordinators and student liaison officers.
- 1.2 The process will engage learners in dialogue with tutors thereby helping to reinforce the importance of attendance at timetabled sessions.
- 1.3 To comply with the requirements of the UKVI under our Tier 4 license that requires us to track the attendance accurately of those students subject to visa restrictions so that an attendance return can be made within the specified timescales required by the UKVI.
- 1.4 Calculate accurate fee refunds due to those leaving early through accurate last date of attendance being captured.
- 1.5 Maintaining attendance records in accordance with obligations under health and safety legislation.
- 1.6 To enable notifications of withdrawals/suspensions to be made on time so that LEAs and the SLC can be informed.
- 1.7 There will be increased demands placed on us to report absences to employers where they are funding /co-funding an employee to attend one of our courses.

### 2. Policy Statement

All staff who conduct timetabled sessions with students will be required to use the system currently in force to record student attendance at their sessions and to ensure that the records are accurate. To this end the University has resolved that staff shall:

- 2.1 Record attendance accurately at each timetabled session and;
- 2.2 Use the central university software based system exclusively as the means of recording student attendance. Currently the software used will be CELCAT. This system may be superseded from time to time and all staff will be notified of the current system in force together with the training available for the new system.
- 2.3 Ensure that the software-based registers for their sessions are updated within 48 hours of the timetabled activity ending such that the non-attendance procedures are facilitated.
- 2.4 Staff would be expected to cooperate with any backup system that may be used as part of the University's arrangements for contingency planning to ensure business continuity in the event of a failure in any part of the system.

Staff training in the current system will be offered by the Timetabling Team either through scheduled sessions or on demand from staff as they self-identify this need. It would be

the responsibility of individual staff to avail themselves of any such training or to arrange specific on-demand training.

The policy applies to any member of staff who is facilitating learning with students in sessions having timetabled slots identified in CELCAT (the current timetabling software), whether on the University premises or externally. It does not apply to franchised partners or overseas centres where responsibility in these matters has been delegated under a formal memorandum of cooperation or similar document.

Failure to use the software and system as outlined in the previous paragraphs will be deemed to be a breach of this policy. This would lead to the staff disciplinary procedures being invoked against the individual by the relevant Head of School/ Centre.

### **3. Equality Impact Assessment**

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups relating to age, sexual orientation, religion or belief or gender reassignment.

### **4. Other Related Policies**

- 4.1 Student Attendance Policy
- 4.2 Assessment Regulations for Undergraduate Programmes
- 4.3 Assessment Regulations for Postgraduate Programmes

### **5. Monitoring and Review**

This policy, once approved, will become a University rule with which staff will be required to adhere. The policy will be implemented by Pro Vice Chancellor (Academic)/Heads of School and Centres and, in relation to UKVI compliance, Director, Student Recruitment and Admissions, who will report to the University Executive on compliance each year.

The policy will be reviewed every 3 years or earlier where there is a change in statutory requirements to ensure the policy is compliant with the current legislation and codes of practice and matches the needs of the University.

### **6. Dissemination of and Access to the Policy**

The policy relates to the staff of the University and as such will be made available to them via the University website. It will also reside on the web pages maintained by each School/Research Centre. Initial introduction, or changes, to this policy will be disseminated via all staff communications such as email. It is expected that School staff meetings would also be used to promote awareness. All University policies, once approved, will be held electronically in a document repository on the University intranet and a hard copy deposited in the Vice Chancellor's Office.

<b>Student Attendance Monitoring Policy</b>	
Policy Ref	
Version Number	5 (technical update only)
Version Date	February 2018
Name of Developer/Reviewer	Andy Graham (Developer) Hilary Birtwistle (Technical update reviewer)
Policy Owner (School/Centre/Unit)	Head of Quality Systems, SEO (Temporary Arrangement)
Person responsible for implementation (postholder)	PVC (Academic)/Heads of School and Centres/ Executive Dean (Marketing and Corporate Intelligence)
Approving Committee/Board	Executive (via VCG)
Date Approved	3 February 2009
Effective from	9 February 2009
Dissemination method (e.g. website)	Staff Meetings/Email/School web pages/University web page
Review Frequency	3 years
Reviewing Committee	Executive (via VCG)
Consultation	UCU consulted during implementation of SAT. UNISON notified of SAT buy no comments received. UCU have endorsed this policy as of 26 January 2009
Document History (e.g. rationale for and dates of previous amendments)	Original document February 2009 Review of document content took place 2012, March 15 and February 2018 This version has had technical changes only to reflect changes to role holder and organisational structure – no committee approval required as technical changes only