

# Student Attendance and Engagement Policy

## 2021-22

Issued by the Standard and Enhancement Office

Approved by Senate July 2017. Updated 2020 following new Student Sponsor Guidance from the Home Office and the necessity for remote learning in 2020-21.

Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations

This document relates to the current year. If you become aware of any previous versions that are available on line please notify [SEO@bolton.ac.uk](mailto:SEO@bolton.ac.uk) so that action can be taken to remove the document(s).

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### Note:

The policy is intended to be applied flexibly in the recognition that the external environment is subject to change and a variety of unforeseen circumstances may arise. The Chair of Education Committee and Deputy Chair of Senate are authorised to make reasonable and proportionate amendments in implementation as required.

## 1. PURPOSE

- 1.1 In ensuring that its students are presented with the best opportunities to succeed on their programmes of study, the University expects full attendance/engagement with scheduled sessions and activities. Evidence indicates that interaction with scheduled sessions and activities is fundamentally connected to student outcomes and allows students to work effectively alongside their tutors and peers.
- 1.2 The University recognises that there are circumstances when a student may legitimately be unable to attend and engage when required and here effective communication with the tutors concerned is fundamental to allow support measures to be put into place as appropriate.
- 1.3 This document sets out the University's expectations in relation to the recording and monitoring of student attendance, engagement and absence, and the actions to be followed when attendance drops below a set threshold.
- 1.4 The policy also outlines measures which may be taken in the event of student lateness, with the recognition that punctual attendance at scheduled sessions prevents unnecessary disruption to learning and is a matter of courtesy to the tutor and peers.

## 2. SCOPE

- 2.1 This document applies to all students studying on a University taught programme of study, including those who are sponsored under Tier 4 or the Student Visa Route. Supplementary requirements for this group of international students are highlighted within.
- 2.2 It is recognised that there may be programmes with additional attendance requirements, such as those accredited by a professional body and apprenticeships. Where such additional requirements apply, the University will expect students to comply with these requirements.
- 2.3 Students studying at partner institutions may be subject to a local attendance policy, set by the partner. That policy should meet the minimum expectations outlined in this framework. If the policy is different to the University's policy, it will be communicated to students by the partner institution.

## 3. ATTENDANCE AND ENGAGEMENT ON TAUGHT PROGRAMMES

### 3.1 Recording of Interactions

- 3.1.1 The University expects full attendance and engagement with **scheduled sessions** and activities. These may include face-to-face or online lectures, seminars, workshops, work-related learning, project supervision, tutorials and other set interactions which are set out in Module Guides and on the Virtual Learning Environment (VLE).

3.1.2 Students are required to indicate their on-campus or remote attendance of scheduled sessions by “checking in” on the *MyBolton App* at the start of the session, using a one-time code provided by the Module Tutor. Attendance is then verified by the Module Tutor. If a student is unable to “check in” at the start of the session but is attending the session, they should alert the Module Tutor of this.

3.1.3 If, for good reasons, students are unable to attend a scheduled session, they are expected to notify the Module Tutor and engage with session tasks set on the VLE, or otherwise communicated.

### **3.2 Notification of Absence for Non-attendance or Non-engagement**

3.2.1 Students who for valid reasons are unable to attend or engage satisfactorily with a session or sessions within a week may request a “notified absence” be recorded on the register.

Please note that normal work demands on the part of an employer and holidays will not normally be viewed as valid reasons for absence.

3.2.2 Students may request a “notified absence” from their studies by contacting the Programme Leader\* by email, copying in their Personal Academic Tutor. The student should explain why they are requesting the absence. The Programme Leader and Personal Academic Tutor may, if they deem it appropriate, ask students to provide documentary evidence\*\* of the reason for their notified absence.

Where a student is unable to attend and engage in module activities and complete assessments before the end of a module, a request for Mitigating Circumstances should be submitted together with documentary evidence.

It may also be deemed appropriate for a student to pause (suspend) their studies until such time that they can re-engage.

\* In large cohorts of students this may be the Cohort Leader.

\*\* Examples of documentary evidence for notified absence include scans of official letters, e.g. from a medical professional, a legal professional, your employer; medical or death certificates and official reports.

### **3.3 Absence Procedure**

3.3.1 Regardless of whether absence is notified or unauthorised, the University regards absence from study as a concern for a student’s progression and achievement, as a substantial amount of delivery may have been missed. The University therefore has a prescribed Absence Monitoring Procedure which is set out in **Annex A** and outlined in this section.

3.3.2 **Early Intervention:** Communication between Personal Academic Tutors and students is essential where problems with attendance come to light. Where registers show any short periods of absence or emerging patterns, the Personal Academic Tutor will discuss reasons for these as part of a routine one-to-one tutorial. Early referral to

other support services, where appropriate, is paramount. The importance of attendance and engagement should be clarified by the Personal Academic Tutor and strategies to improve these discussed with the student.

- 3.3.3 **Stage 1: Absence Concern Email:** Where a student's attendance (notified or unauthorised) falls below the 80%\* threshold in any given month, they will be sent an Absence Concern email from their Personal Academic Tutor, which highlights the implications of unsatisfactory attendance and identifies support services available.
- 3.3.4 **Stage 2: Initial Absence Concern Meeting:** Where a student's attendance (notified or unauthorised) is below 80%\* in the 2 weeks following the sending of the Absence Concern Email, they will be invited to an Absence Concern Meeting with their Personal Academic Tutor and Programme Leader. This may be conducted face-to-face or via a video call as appropriate.

At the meeting the Personal Academic Tutor (or a nominee) will consider the stated reasons for absence and whether absences were unauthorised or notified, together with any evidence provided by the student to explain their absences. Where it is identified that students require additional support, they may be referred to an Enhanced Personal Academic Tutor or other University Services, and/or be given a Supported Study Plan. If appropriate, options for pausing studies (suspension) will be explored with the student.

If the lack of attendance and engagement is not explained adequately, an *absence warning* may be issued and an *Attendance and Engagement Plan* drawn up with timescales included. Students will be asked to agree to a statement which states that they will comply with the requirements set out in the plan.

Where a student does not attend the meeting without a valid explanation, this will take place in their absence, and a *Formal Absence Warning* may be issued, alongside an *Attendance and Engagement Plan*.

- 3.3.5 **Stage 3: Final Absence Concern Meeting:** Where a student's attendance (notified or unauthorised) is below 80%\* in the 2 weeks following the Initial Absence Concern Meeting, they will be invited to a further (Final) Absence Concern Meeting with their Personal Academic Tutor and the Academic Co-ordinator for Recruitment and Retention (or a nominee). This may be conducted face-to-face or via a video call as appropriate.

At the meeting the stated reasons for continued absence/lack of engagement and evidence provided by the student to explain their absences will be considered. Where there are valid reasons for continued absence, options for further referral and/or pausing studies (suspension) will be explored.

If the lack of attendance/ engagement is not explained adequately, a Final Formal Absence Warning may be issued (following the initial Formal Attendance Warning). A further *Attendance and Engagement Plan* will be drawn up with timescales which

students will be asked to sign to confirm they will comply with the requirements set out.

Where a student does not attend the meeting without a valid explanation, this will take place in their absence, and a final formal *Absence Warning* may be issued, alongside a further *Attendance and Engagement Plan*.

- 3.3.6 **Notification of Intention to Withdraw** : If a student does not attend/engage following a final *Formal Absence Warning*, they will be sent a Notification of Intention to Withdraw, following authorisation by the Head of School.

If after 8 weeks from the start of a programme an enrolled student has never attended or engaged with the University, they may, following investigation by their assigned Personal Academic Tutor and authorisation by the Head of School, also be sent a Notification of Intention to Withdraw if there is no legitimate reason for their absence.

Please see Section 5 for reviewing and appealing withdrawal decisions.

\*Attendance threshold may differ for specific programmes as identified in individual Programme Handbooks.

### 3.4 **Additional Requirements for International Students Sponsored under Tier 4/Student Visa Route.**

International students sponsored under Tier 4 or the Student Visa Route who request a notified absence which exceeds one week must be referred to the International Student Compliance Manager by the Programme Leader.

Where an international student is sponsored under Tier 4 or the Student Visa Route, they may be referred to the International Student Advisor in the Initial Absence Concern Meeting. The International Student Compliance Manager should be invited to attend the Final Absence Concern Meeting.

In addition to withdrawal of sponsorship due to unsuccessful outcomes of Absence Concern Meetings (see 3.3.6), the University is required to withdraw sponsorship of any international student on a programme at HE6 or above who does not attend and engage for a period of 60 consecutive days.

International students on taught programmes with Level 3, HE4 or HE5 awards who are sponsored under Tier 4 or the Student Visa Route will be withdrawn if their attendance falls below 80%\* for three consecutive months, unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

Any international student who is sponsored by the University under Tier 4 or the Student Visa Route seeking to suspend studies must first be referred to the International Student Compliance Manager before doing so.

\*Attendance threshold may differ for specific programmes as identified in individual Programme Handbooks.

### **3.5 Recording Meetings and Communications**

It is essential that contact and interventions to support students, as well as absence concern meetings and their outcomes, are logged as Personal Tutor Interactions on the Pulse record system by the Personal Academic Tutor in a timely manner.

## **4. ATTENDANCE/ENGAGEMENT AND ASSESSMENT BOARD DECISIONS**

Where a student has not satisfactorily attended and engaged with a module or number of modules and has been unsuccessful, an Assessment Board may decide it is appropriate for them to repeat a period of study (if applicable) or be withdrawn (made fail and finish), as outlined in the Assessment Regulations.

## **5. REVIEWS AND APPEALS AGAINST WITHDRAWAL FOR NON-ATTENDANCE**

**5.1** Students who have been sent a *Notification of Intention to Withdraw* may send a request for a review of the decision to the Dean of Faculty within two weeks of the notification being sent. At the discretion of the Dean, the student may if appropriate be offered re-admission to the University on the condition that they sign and comply with an *Attendance and Engagement Plan*.

**5.2** Students who do not request a review or who have an unsuccessful review outcome may appeal the withdrawal decision using the Academic Appeals procedures detailed on the Student Policy Zone. A successful appeal outcome may also include re-admission to the University on the condition that they sign and comply with an *Attendance and Engagement Plan*.

## **6 PUNCTUALITY**

**6.1** The University expects punctual attendance at all scheduled sessions. These may include face-to-face or online lectures, seminars, workshops, placements, tutorials and other set interactions which are set out at module level in Module Guides and on the VLE.

**6.2** Students should plan to arrive in good time for all scheduled sessions and remain for the duration of these. Late arrival at, as well as early departure from, scheduled sessions can be perceived as discourteous, unprofessional and disruptive to other class members and tutors. The tutor has the discretion to reasonably refuse admission to students who arrive late.

**6.3** Students who know in advance that they may be late to a scheduled session or who need to leave early should notify their Module Leader as soon as is practicably possible.

- 6.4 It should be noted that students who “check in” later than 10 minutes after the start of the class and/or who are recorded by their Module Tutor as attending later than 10 minutes after the start of the class, will have a late mark automatically shown on the register.

#### ANNEX A: ABSENCE MONITORING PROCEDURE

Stage	Action	Responsibility
<b>Routine:</b> Standard monitoring at module level	Module Tutors monitor attendance and engagement and report any absence concerns to Personal Academic Tutor.	Module Tutor
<b>Informal:</b> Short periods of absence or emerging patterns/concerns	<b>Early intervention</b> via routine meeting with Personal Academic Tutor. Personal Academic Tutor invites student to meet and discuss reasons for absence and offer support options.	Personal Academic Tutor
<b>Stage 1:</b> Attendance below 80%* threshold <i>over one month</i>  *Threshold may differ for specific programmes	<b>Absence Concern Email</b> sent detailing implications for absence and range of support on offer. Report generated each month to identify relevant students. Email sent from Personal Academic Tutor. Students asked to respond with reason for absences and any relevant evidence.	Automated monthly report generated by SDM. Academic Support Services generate SITs letters to Personal Academic Tutors. Personal Academic Tutors email students.
<b>Stage 2:</b> Attendance below 80%* threshold <i>over 2 weeks after</i> Absence Concern Email sent.  *Threshold may differ for specific programmes.	<b>Initial Absence Concern Meeting</b> convened by Personal Academic Tutor (recorded on PULSE) Meeting takes place on agreed date/time*. Student asked to provide evidence of reason for absence. Formal Absence Warning issued and Attendance Action Plan drawn up if no valid reason for absence. *Where a student does not attend the meeting without a valid explanation, the meeting will take place in their absence.	Personal Academic Tutor, Programme Leader  <i>International Students</i> referred to International Student Advisor if required
<b>Stage 3:</b> Attendance below 80%* threshold <i>over 2 weeks after</i> Initial Absence Concern Meeting.	<b>Final Absence Concern Meeting</b> convened by Personal Academic Tutor (recorded on PULSE). Meeting takes place on agreed date/time*. Student asked to provide evidence of reason for continued absence.	Personal Academic Tutor, Academic Co-ordinator – R and R, International Student Compliance Manager

<p>*Threshold may differ for specific programmes.</p>	<p>Final Formal Absence Warning issued and action plan if no valid reason for absence. *Where a student does not attend the meeting without a valid explanation, the meeting will take place in their absence</p>	<p><i>(International Students only)</i></p>
<p><b>Stage 4:</b> Attendance below 80%* threshold <i>over 2 weeks</i> after Final Absence Concern Meeting.  *Threshold may be different for specific programmes</p>	<p><b>Notification of intention to withdraw</b> email sent by Academic Co-ordinator- R and R (Head of School and Personal Academic Tutor copied in - recorded on PULSE).  Includes right to be reviewed by Dean  <b>If review not requested <i>within 2 weeks</i>, or review is unsuccessful, student withdrawn.</b></p>	<p>Academic Co-ordinator – R and R, Dean of Faculty</p>

## ANNEX B: RESPONSIBILITIES

1. Students are responsible for:
  - a. Punctual attendance at scheduled learning and teaching sessions associated with their programme of study and/or engaging with the online activities;
  - b. Checking in to scheduled sessions via MyBolton App when attending these or notifying the Module Tutor if they are unable to do so;
  - c. Notifying their Module Tutors in advance that they are unable to attend scheduled classes or meetings and will be engaging on the VLE;
  - d. Obtaining approval from their Programme Leader and Personal Academic Tutor for notified periods of absence;
  - e. Notifying their Module Tutors if their attendance has been incorrectly recorded.
  
2. Module Tutors are responsible for:
  - a. Reminding students of the importance of regular attendance and engagement.
  - b. Verifying student attendance of scheduled sessions;
  - c. Recording student absences on the registers within two weeks of the session;
  - d. Keeping alert on student progress;
  - e. Flagging up a period of absence or pattern of absence to the Programme Leader and Personal Academic Tutor.
  
3. Personal Academic Tutors are responsible for:
  - a. Introducing themselves to their tutees and clarifying their role in relation to support, retention, and management of attendance/engagement;
  - b. Checking their tutees' attendance records if absence issues have been identified;
  - c. Carrying out scheduled tutorials with tutees which include discussion of any absence issues;
  - d. Referring international students sponsored under Tier 4 or the Student Visa Route to the International Student Advisor if necessary;
  - e. Referring tutees to other sources of support that may be available to them e.g. Student Liaison Officers, Disability Service, Counselling Service, Financial Advisor;
  - f. Setting up and facilitating Absence Concern Meetings and inviting relevant staff (See Annex A);
  - g. Drawing up *Attendance and Engagement Plans* for tutees;
  - h. Issuing *Attendance and Engagement Warnings*;
  - i. Keeping alert on the tutee's progress once the student is attending again;
  - j. Referring the tutee to the Academic Co-ordinator for Recruitment and Retention if the tutee continues to fail to attend.
  
4. Programme Leaders\* are responsible for:
  - a. Ensuring that all teaching staff are maintaining accurate records of student attendance;
  - b. Ensuring that students are informed of the importance of regular attendance at, and engagement with, scheduled sessions - through programme induction (new and continuing students), and by referring to this policy and information in Programme Handbooks, Module Guides and other programme documentation;
  - c. Authorising notified absences.

\* Where programmes have large cohorts, this may be the role of the Cohort Leader.

5. Academic Co-ordinators for Recruitment and Retention are responsible for:
  - a. Following up on attendance concerns identified by Personal Academic Tutors;
  - b. Together with Personal Academic Tutors attending the Final Absence Concern Meeting with students to discuss their attendance;
  - c. Liaising with the International Student Compliance Manager over international student attendance issues;
  - d. Issuing *Attendance and Engagement Plans and Warnings*;
  - e. Advising Heads of Schools of students who need to be withdrawn.
  
6. Heads of School are responsible for:
  - a. Authorising the withdrawal of students who have failed to attend;
  - b. Ensuring teaching staff are aware of the Attendance and Engagement Policy and are promoting it to students and implementing it appropriately.
  
7. The Students' Union General Manager is responsible for:
  - a. Monitoring the attendance of any sabbatical officer of the Students' Union who is sponsored under Tier 4 or the Student Visa Route and notifying the International Student Compliance Manager of any absence concerns.
  
8. The International Student Compliance Manager is responsible for:
  - a. Sending Absence Concern Emails to International Students;
  - b. Noting and attending Final Absence Concern meetings;
  - c. Notifying the UKVI of withdrawn students in accordance with Home Office regulations at the time of withdrawal.
  
9. The International Student Advisor is responsible for:
  - a. Providing support to International Students to help them improve their attendance;

## ANNEX C: ENGAGEMENT POLICY FOR INTERNATIONAL POSTGRADUATE RESEARCH STUDENTS

**1. Scope:** This section sets out the specific engagement requirements for international postgraduate research students in the UK who are sponsored under Tier 4 or the Student Visa Route.

**2. Attendance and Engagement Expectations:** It is expected that all Postgraduate Research students meet with their Director of Studies on a monthly basis up to the completion of their research. This monthly meeting may be face to face at the University in Bolton or via video calling.

International students sponsored under Tier 4 or the Student Visa Route are required to complete a Research Attendance form either during or directly following the meeting with their supervisor. This form must be signed by both the student and the Director of Studies (copies should be retained by both student and Director of Studies).

**3. Remote Study Outside the UK:** Students wishing to undertake their research studies for a period of time outside the UK must receive approval from both the International Student Compliance Manager and their Director of Studies. Engagement and attendance expectations as set out above will apply.

**4. Notified absence:** If an international student is unable to attend and/or engage for a period of time, for example due to illness, he/she should seek approval for a notified absence from both their Director of Studies and the International Student Compliance Manager. Please note that normally any approved absence must not exceed 60 days in duration and the student must still be able to complete their studies within the time granted on their visa. Documents must be provided to the International Student Compliance Manager to be retained as evidence.

**5. Holidays:** International students wishing to take holiday must complete a Postgraduate Research Holiday request form. Holiday requests must be approved by the student's Director of Studies and forwarded to the International Student Compliance Manager, normally 2 weeks prior to the holiday period.

**6. Non-compliance:** Students who fail to submit a Research Student Attendance form during any month will be deemed to be absent from their research studies. They will be contacted by email and asked to explain the reason for non-submission. If a student fails to submit a Research Student Attendance form for two consecutive months, they will be invited to a meeting with their Director of Studies and the International Student Compliance Manager to discuss attendance concerns.

If a student does not provide a satisfactory explanation for missing two monthly supervision meetings, does not attend the meeting requested or fails to submit a Research Student Attendance form for three consecutive months, they will be referred to the Executive Dean –

Research and Graduate School and the Director of Student Recruitment and Admissions for consideration for withdrawal.

<b>STUDENT ATTENDANCE POLICY</b>	
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