

# Higher Education Attendance Policy Wiltshire College & University Centre

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## 1. Purpose

**1.1.** To highlight and ensure that all higher education students understand the importance of attending and engaging with all lectures and learning opportunities, including work experience/placement as required by their course.

**1.2.** Where applicable, students understand that professional bodies or awarding bodies may have different requirements for attendance and that failing to meet these requirements could mean they will fail aspects of their course.

**1.3.** To highlight and ensure that all higher education students understand that failure to attend a lecture or learning opportunity disadvantages them and negatively impacts on academic success.

**1.4.** To understand the responsibility of students to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other learners

## 2. Tier 4 international students

**2.1.** This policy applies

**2.2.** Students and tutors also need to adhere to the UKVI guidelines (please refer to admissions for further information on this)

## 3. Outcomes

- Increase attendance on higher education courses at Wiltshire College and University Centre
- Increase the number of students who stay on their programme of study
- Increase success on higher education courses at Wiltshire College and University Centre
- Increase the number of students who progress onto the next stage or level of study
- Increase the number of students who succeed at first attempt at assessment
- Ensure students have ownership of their own learning and achievements

## 4. Definition

**4.1. Attendance** – means being physically present at the lecture or learning opportunity, arriving on time and staying the duration of the session.

**4.2. Engagement** - means to be committed to and interacting with learning opportunities behaviourally, emotionally and cognitively.

## 5. Expectations from students

**5.1.** Students will attend all timetabled or booked learning activities including tutorials/supervision

**5.2.** Students will arrive on time and stay for the duration of the session.

**5.3.** Students will participate and engage with all learning activities as directed by tutor

**5.4.** Students will engage with the learning objectives and schedule of the programme, including handing in work on time (or uploading onto Turnitin)

**5.5.** Students will communicate concerns or issues they have regarding any learning activities via their tutor.

**5.6.** Students will take part in unit/module and course evaluations, to enable positive reflection to take place.

**5.7.** Students will highlight any learning needs they have to their tutor at the start of each academic year

- 5.8.** Students will make themselves aware of learning opportunities by accessing the appropriate virtual learning space for their programme
- 5.9.** Students will use the Learning Resource Centres (LRC) to further support their studies, asking LRC staff for support as needed.
- 5.10.** Where absence is unavoidable, the student will notify their personal tutor before the start time. Attendance would not be expected to fall below 90% for any unit/module.
- 5.11.** Where absence is unavoidable for work experience/placement, the student will notify **both** the tutor **and** placement/work experience mentor/supervisor (please refer to the work experience/placement handbook). Notification should happen before the start time. It is expected any missed hours will be covered at the first opportunity, in negotiation with the placement supervisor/mentor
- 5.12.** It is the student's responsibility to ensure all missed work, due to absence from a lecture or learning opportunity, is covered and understood at the first opportunity.

## 6. Responsibilities of the College

- 6.1.** The College, via the tutor, will monitor attendance using the College electronic system.
- 6.2.** Tutors will record on Promonitor any issues or concerns regarding attendance and discuss with student
- 6.3.** Tutors will provide support and guidance to students with issues regarding attendance and engagement; this may include contacting other specialists and support such as counsellors.
- 6.4.** The College will comply with the monitoring and reporting requirements of external organisations such as UKV1, professional, regulatory, statutory bodies, and awarding bodies.
- 6.5.** Data collected regarding attendance will be stored and used in compliance with the Data Protection Act. Please refer to the College's Data Protection Policy for further information.

## 7. Attendance below 90%

- 7.1. Meeting 1.** If attendance falls below 90% (please also refer to section 1.2 and section 3), an attendance tutorial will be booked with the tutor to ascertain issues surrounding attendance. Discussions, action plan (if required) and outcome of the tutorial will be noted on Promonitor.
- 7.2.** Attendance will be monitored closely with further tutorials booked as needed
- 7.3.** Tutors may offer support through action plans or signposting other support
- 7.4.** Tutors may refer to the awarding body procedures where the student is unable to improve attendance due to ill health or personal circumstance; suspension from studies may be an appropriate option to discuss.
- 7.5.** The student must consider the financial consequences of not attending, of the possibility of repeating a unit or a year if not successful and the impact this has on further study. Refer to Student Finance England for further information.
- 7.6.** It will be expected that the student will improve attendance after the initial tutorial (**Meeting 1**).

## 8. Ongoing attendance issues

- 8.1. Meeting 2.** If attendance does not improve following initial attendance tutorial, or targets on action plan have not been met, a meeting will be arranged between the programme leader, tutor and the student to ascertain difficulties with attendance and strategies to improve attendance. Strategies/support and an action plan will be agreed by all parties and monitored through Promonitor.
- 8.2.** If attendance does not improve after the **second meeting, a verbal warning will be issued.**

## 9. Continuing attendance issues

**9.1. Meeting 3.** If attendance does not improve immediately after the verbal warning and actions are not met, the Head of Higher Education Quality & Partnerships will meet with the student, programme leader and tutor to ascertain difficulties with attendance and non-compliance with action plan. The Deputy Head of Department will also be informed.

**9.2. A written warning will be issued.**

**9.3.** If the student does not respond to correspondence regarding meetings, the awarding body will be informed and the student may be withdrawn from the programme on the third attempt of contact.

**9.4.** The College will inform student finance England of any withdrawal.

## 10. Non attendance

**10.1.** If the student continues to have poor attendance, or not meet actions on action plan, the student will be advised to suspend studies.

**10.2.** The disciplinary procedure may be evoked for poor attendance.

**10.3.** The student should be advised to consider the financial implications for failing learning outcomes through non-attendance.

## 11. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

## 12. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

## 13. Policy Review and Ownership

This policy and procedure is owned by the Head of Higher Education Quality & Partnerships. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Campus and Curriculum Admin Team Leader.

## Appendix 1 - Attendance Procedure

