

## HE Student Attendance Policy

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Formal review cycle:	Biennial		
Next formal review due	September 2026		
Policy owner:	HE Manager		

### Approval required

SMT Y/N	Y	SMT approved/review date	August 2024
Governor Y/N	N	Governor approved date	N/A

### Publication

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	Y	Date published	November 2024
Audience		All HE teaching staff, all HE students					
Area/s of Staff Intranet		Strategies, policies and procedures					

### Changes made

Version	Author	Date	Section	Changes summary

# HE Student Attendance Policy

## Introduction

This policy sets out the College's proactive approach to engagement and attendance monitoring, associated expectations, response where there are concerns regarding a student's attendance, and how the College will use HE attendance data to support success. Engagement is defined as a combination of attendance at timetabled teaching, completing formative work and interaction with College resources, such as the Learning Hub and Teams. Attendance is defined as physical attendance at on-campus timetabled teaching and is monitored using the College's register system.

## 1. Purpose

The College recognises the important relationship between academic engagement, performance, progression, and success. The College expects students to engage actively with their studies, become independent learners, and take responsibility for their development and achievement.

The College supports higher education students to achieve 100% attendance in order to realise their full educational potential.

The College monitors engagement and attendance to identify students who may be experiencing difficulties, either academically or personally, in order to help them to access support and interventions. The overarching aim is to be supportive and not punitive.

## 2. Scope

This policy will apply to all students studying higher education courses at Craven College.

## 3. Responsibilities

- The Higher Education Manager has overall responsibility for applying this policy fairly and accurately
- The Higher Education Manager, Heads of Department and Higher Education Tutors are responsible for the correct implementation of the policy
- Programme Leaders are responsible for student engagement and attendance and should provide support as the first point of contact for their students.
- Programme Leaders are responsible for reporting absence concerns to the HE Team for follow up

The College timetable is the authoritative source for scheduled teaching information and all timetabled teaching is mandatory. Where attendance falls below 80% or absence is recorded for two weeks, the student is at risk of disciplinary action. Further absence and non-engagement with the College may ultimately result in withdrawal from the course .

Poor attendance will affect eligibility for those in receipt of the College's Achievement Bursary, which has an 80% attendance requirement.

The College expects all students to:

- actively engage with their studies, take part in all learning activities, opportunities, and assessments, utilise College resources, and take responsibility for their learning
- inform their Programme Leader of any planned absence
- inform the College if they are struggling to engage and attend because of a disability, illness, or other extenuating circumstances
- keep contact information including mobile phone numbers up to date on the College system
- act responsibly and not falsify their own or others' attendance and/or engagement

Students can expect the College to:

- make efforts to ensure students can attend and engage with their studies
- ensure any student who is having difficulty engaging with their studies is signposted to and is able to access support
- be transparent about the engagement and attendance data we collect
- be transparent about how we use, interpret, and act on engagement and attendance data
- use anonymised engagement and attendance data to improve the student support and services available
- adhere to the data processing and data sharing principles outlined in the College's [Data Protection Policy](#)

The College is required to provide individual student attendance data to external or regulatory agencies as part of legal or contractual obligations, such as the Student Loan Company which collects data three times each year. The College may also be required to provide anonymised data as part of a Freedom of Information request.

The College may use attendance and engagement information stored or generated in the system when providing references for students, and when making decisions on whether to make an offer to a student to study on subsequent programmes at the College.

#### **4. Communication**

- The HE Student Attendance Policy will be published on a standardised template
- The HE Student Attendance Policy will be reviewed by the Higher Education Manager (owner) and the Quality & Compliance Lead (deputy owner) before being escalated to the approval process
- This policy will apply to all students studying higher education courses at Craven College. It will be the responsibility of the Course Team and the Head of Department to communicate the content of the policy with the students
- This policy will be published on the College's intranet and website

#### **5. Implementation**

This policy will apply to all staff involved in the delivery of higher education and all students studying higher education courses at Craven College.

## **6. Monitoring**

- Programme Leaders are responsible for student engagement and attendance and should provide support as the first point of contact for their students.
- Programme Leaders are responsible for reporting absence concerns to the HE Team for follow up

## **7. Associated Documentation**

[Data Protection Policy](#)