Policy/Procedure Name: Higher Education Student Attendance & Engagement Policy

Policy/Procedure Number: HE006

Date of Approval: November 2024

Review Date: November 2027

Role Responsible: HE Coordinator

Approved by: Executive Team

Policy Version Control & Worksheet

Please ensure you complete the below table once you have checked this policy, to log acknowledgement of the sign off process.

Name	Date	Comments Made (Y/N)
Christine Ricketts	11/11/24	Yes
Sarah Clancey	11/11/24	Yes
Lorne Richardson	11/11/24	Yes
Allan Tyrer	11/11/24	No

Document Version	Date of Approval
Version 1.0	November 2024

Purpose

The Student Attendance & Engagement Policy has been developed as part of Brooklands Technical College.

Brooklands Technical College is committed to providing a supportive learning environment which enables all students to achieve their full potential.

Attendance is a key component of students' engagement with their studies and therefore is important in student retention, progression, achievement and employability.

Punctuality and attendance at a place of work is a fundamental expectation of employers and, in order to prepare students for employment, it is an expectation that students will treat attendance at scheduled classes as they would attendance at a place of work

Regular attendance and academic achievement are closely linked; at Brooklands Technical College we expect students to attend for all aspects of their programme. Students who actively participate in their learning by regularly attending and participating in classes and other scheduled activities are more likely to:

- enjoy a rewarding experience in which their knowledge, skills and abilities are developed
- successfully complete their course
- achieve better results.

Student attendance will be monitored through the use of registers on the Brooklands Technical College Management Information System REMS to provide an analysis and overview of each individual student's attendance. Monitoring of student attendance also allows the College to calculate and manage course fees, grant and bursary payments if applicable. Students who are in receipt of funding or bursaries should be aware that Brooklands Technical College may be obliged to report any absences to the funding authority, and this may impact upon their funding.

Brooklands Technical College also has an obligation to ensure that it has accurate records of all students for funding and other statutory returns.

Definitions	
Attendance	Being present at the timetabled session or learning opportunity, arriving on time and staying for the duration of the session
Engagement	Being committed to and interacting with learning opportunities behaviourally, emotionally and cognitively.
Suspension of Study	The formal introduction of a pause in a student's studies during which they are not required to engage with their studies
Extenuating Circumstances	Events that affect a student's performance in assessments which are unforeseen and out of their control.

1. Policy

1.1   All students are expected to attend and engage with all learning and teaching activity associated with the programme on which they are enrolled, including Placements and/or Work-based Learning.

1.2.   Students should arrive on time and remain for the duration of the session. Late arrival at, and early departure from, teaching sessions without prior communication with the module leader will, for the purpose of this policy, be treated as lack of engagement in learning and teaching activity.

1.3.   Students should attend with their Brooklands Technical College ID card on their person. Replacement cards are available at the Reception Desk and incur a replacement fee of £5

1.4   Course Tutors will inform students of timetabling or room changes in a timely manner by email and/or the VLE in order to enable student attendance and engagement.

1.5   Course Tutors will remind students of the importance of attendance and punctuality, especially the link with academic progression and employer expectations. This is embedded in the HE Tutorial Scheme and is a focal point of personal, academic and group tutorials.

1.6   Students who experience difficulties, which may prevent them from attending, are strongly advised to seek advice and support from their Personal Tutor, who may then suggest a referral to specialist internal Support Services.

1.7   Any request for periods of absence will only be granted in exceptional circumstances i.e. bereavement, serious personal/family difficulties, observance of certain religious days or festivals. Any request will be reviewed by the Programme Manager and referred to the Director of Faculty where relevant. Requests need to be submitted in a timely manner. No extended period of absence is permitted unless authorised through application for temporary leave, suspension of study or deferral.

2.   Responsibilities

2.1   Students are responsible for:

- attending and engaging with all learning and teaching associated with their course;
- notifying their tutor as soon as possible in advance, at least 30 minutes prior to the start of the lesson if they expect to be absent from or late to scheduled classes or tutorials/meetings;
- obtaining prior permission from their tutor for planned absences during term time;
- notifying their tutor of unplanned or unforeseen absences from classes and, if requested providing a medical certificate or other evidence to explain absence;
- obtain and engage with learning material from missed classes;
- undertaking any missed formative assessments.

2.2 Tutors are responsible for:

- reminding the students of the importance of regular attendance and engagement with learning and teaching sessions;
- recording student attendance and engagement promptly and accurately through the register system;
- contacting student to discuss any unexplained absence;
- making available all learning materials from missed classes;
- making available formative assessment from missed classes;
- discussing attendance issues within Academic Tutorial;
- referring attendance issues to Programme Manager

2.3 Programme Manager are responsible for:

- checking attendance records once attendance issue has been referred and/or to identify any attendance issues;
- liaising with Higher Education Director of Faculty to invite student to a Stage 1 Attendance Meeting to discuss attendance issues and agree action plan;
- referring student to other source of support that may be available to them through Student Support Services;
- monitoring attendance for improvement;
- referring to the Director of Faculty if attendance does not improve.
- reviewing student response to Stage 1 action plan;
- liaising with Director of Faculty to invite student to a Stage 2 Attendance Meeting to discuss their attendance and agree action plan;
- monitoring compliance with attendance plan and checking attendance by communication with Course Leader;
- if no improvement in attendance and engagement, liaising with Higher Education Director of Faculty to issue attendance warning letter;
- referring to the Director of Faculty if lack of attendance and engagement with studies is a serious risk to the student's ability to complete the programme.

2.5 The Director of Faculty is responsible for:

- Considering referral from Programme Manager;
- Authorising the withdrawal of students where this is deemed to be the correct course of action.

3. Right of Appeal

3.1   A student withdrawn under the Student Attendance & Engagement Policy will have the right to appeal the decision. Any appeal must be submitted in writing to the Assistant Principal Curriculum within two weeks of the date of the letter notifying the student of the withdrawal. Any such appeal may only be made on the grounds of procedural irregularity or unavoidable inability to engage with the process. The decision of the Assistant Principal will be final in this matter.

Associated Brooklands Technical College Documents

Leave Request Form (see appendix 1.0)
Extenuating Circumstances Policy and Procedure (under development November 2024)
Student Maternity and Student Parent Policy (under development November 2024)
Learner Support Policy
Student Health, Wellbeing and Support for Study (HWSS) Policy

Appendix 1.0 Leave Request Form

PERIOD OF ABSENCE REQUEST			
Student Full Name			
Student ID Number			
Course		Year	
Absence start date		Return Date	
Reason for Absence			
Student Signature		Date	
Course Tutor Name		Signature	
Approval	Request Approved	Y/N	
	Request not approved	Y/N	
	Request referred to Programme Manager to consider	Y/N	
Programme Manager's Name			
Programme Manager recommendation			
Programme Manager's Signature		Date	