**KUIC Procedure for Monitoring Student Attendance**

**Introduction**

This document provides detailed information on the procedures for monitoring student attendance, as specified in the KUIC Student Attendance and Engagement Policy.

**Purpose**

As set out in the KUIC Student Attendance and Engagement Policy, KUIC has a duty to monitor attendance and teaching and learning activities and to act on non-attendance. This legal duty arises from a requirement to report attendance to overseas based sponsors, as well as compliance responsibilities in relation to the sponsorship requirements of UK Visas and Immigration (UKVI) for the monitoring of students studying in the UK on a student visa.

**Scope**

This procedure:

* Applies across all courses (Foundation Year, International Year One and Pre-Masters) courses undertaking all modes of study, including online.
* Is aligned with Keele University’s Regulation B8 which states that any student failing to engage appropriately with their studies may have their studies terminated by KUIC and Keele University at any stage in their programme of study.

Beyond the information outlined in this procedure, further expectations regarding attendance at learning and teaching events will be set out in programme and module documentation.

**PROCEDURE**

**Monitoring and Supporting Attendance**

KUIC will proactively monitor and support student attendance to help students achieve the best possible academic outcome. The aim of KUIC’s interventions process in relation to attendance is to assist and support students to get the help they might need and, wherever possible, to resume attendance on their programme.

KUIC, along with Keele University, has compliance responsibilities in relation to students studying on a student visa. These are outlined in Regulation A1. Keele University, as the student’s immigration sponsor, is required to ensure that students understand and adhere to the conditions of their visa. Where the requirements of UKVI in relation to attendance are more rigorous than those set by KUIC, the requirements of UKVI shall prevail.

UKVI can request information on a student’s attendance and engagement at any point, with this data a mandatory audit requirement. All reporting to UKVI must be made within 10 days. To enable KUIC and Keele University to comply with this requirement, KUIC must ensure that records of attendance and contact with students regarding attendance are up to date.

KUIC’s College Services Team will engage with a student concerning their attendance if their overall attendance rate, based on all synchronous sessions, drops below 85% over the preceding two-week period, or if they are absent from teaching sessions for 6 consecutive (working) days.

Students who fall below 85% attendance will be invited to a weekly virtual meeting by the College Services Team to ‘check-in’ and discuss any concerns they may have about their attendance.

At this point, an email will be sent by the College Services Team to the student regarding their attendance. This message will check if they are well, signpost them to sources of support, and recommend that the student return to their timetabled teaching events. The students’ Academic Mentor will also be informed of this email.

A message (Contact Point 1) will also be sent to the student via the Keele App regarding their attendance, signposting them to the email sent by the College Services Team. This will be visible to the Student Experience and Support Officer, via the Attendance Dashboard, for information.

Should the student not respond to the initial email sent within five working days, and should their attendance remain below 85%, they will be sent a second email, asking them to respond to explain their reasons for non-attendance. This message will again signpost them to sources of support and recommend that the student return to their timetabled teaching events. The students’ Academic Mentor will also be informed of this email.

A second message (Contact Point 2) will also be sent to the student via the Keele App regarding their attendance, signposting them to the email sent by the College Services Team. This will be visible to the Student Experience and Support Officer, via the Attendance Dashboard, for information.

If the student has not responded to the second email sent within five working days, an email will be sent inviting them – physically or virtually – to an informal meeting to discuss their absence. This meeting should take place within a two-week period.

The meeting will provide an opportunity for the student to discuss their circumstances in more detail, and for KUIC – in engagement with the student – to put in place an agreed plan to support the student to resume attendance.

Should a student not resume attendance at a rate of 85% or above within two weeks of the agreed plan being put in place, the College Services Team will discuss and agree next steps. This could include the offer of further support to the student, or could be the issue of an formal non-engagement warning, as outlined in section \_ of this document.

**Issuing formal non-engagement warnings**

Following the completion of the interventions to support attendance outlined in Section 2 of this procedure, KUIC may take the decision to issue a formal non-engagement warning. All formal non-engagement warnings will include the following information:

* The reason for the warning being issued
* An overview of the students’ attendance
* Details of communications between relevant parties about attendance, and any actions taken by KUIC to support the students’ attendance.
* What actions the student is required to take in order to resume attendance and to adhere to the conditions of the warning
* The consequences of failing to adhere to those conditions

Following the issue of a formal non-engagement warning, should a student not comply with the conditions of the warning and resume attendance at an acceptable level within two working weeks, the College Services team may take the decision to issue a second formal non-engagement warning.

**Termination of studies for lack of attendance**

In cases where there is a continued lack of attendance following two formal non-engagement warnings, in alignment with Regulation B8, a recommendation may be made to Immigration Compliance from the College Services Team. Immigration Compliance have the authority to terminate the studies of the students at the University.

Where the recommendation to withdraw a student is approved, the student will be notified, and a final deadline will be set by which they may request to remain a student. Where the student subsequently requests to be permitted to continue with their studies, Immigration Compliance and the College Services Team will meet to consider the request.

Students may appeal against any action taken under this policy using the Academic Appeals Procedure set out in Regulation B6.

**Validating Student Attendance**

The Student Attendance and Engagement Policy outlines that the University expects students to act honestly in relation to their records of attendance. Any attempt by a student to falsify their attendance records will be addressed in line with Keele University’s Student Discipline Procedure.

In order to validate student attendance, data from the Keele App will be used to review student proximity to the learning event at the point of check-in. KUIC will undertake periodic audits of attendance data to check for instances of falsified attendance.

KUIC staff delivering teaching and learning events can check students out of events, where it is clear they are not in attendance.

**Reported Absences**

KUIC is required to use the Absence Management System to approve or acknowledge absences reported by students and to put into place procedures to contact students in relation to any concerns related to reported absences.

**Related Policies and Procedures**

The policy is aligned to Regulations A1 (Visa and Immigration) and B8 (Termination of Studies) by Keele University.

Data on student attendance is managed in accordance with the Student Privacy Notice and the Student Data Charter, which sets out Keele University’s commitment to using student data in ways that are ethical, beneficial, legal and proportionate.

Operational guidance for staff undertaking attendance monitoring can be found in the Education pages on the Keele intranet.

Information for students on managing attendance via the Keele App can be found on the Keele App pages.

The following policies and procedures are related to this procedure:

* KUIC Student Attendance and Engagement Policy
* Academic Mentor Code of Practice
* Discipline Procedure

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