



# **KMS 124**

## **Higher Education (HE) Student Attendance & Active Study Policy**

### **Authority:**

The HE Student Attendance & Active Study Policy is approved by the Head of Higher Education of University Centre Kingston Maurward in accordance with the Corporation's Standing Orders. It applies across all the academic activities of the University Centre Kingston Maurward (UCKM).

### **Alternative Formats:**

If you require this document in an alternative format, please use the following contact information: [enquiries@kmc.ac.uk](mailto:enquiries@kmc.ac.uk)

# Contents

Alternative Formats: .....	1
1 Introduction .....	2
2 Scope.....	3
3 Main Principles.....	3
<b>Your Responsibilities:</b> .....	4
<b>Our Responsibilities:</b> .....	6
4 International Students on Programmes at Level 4 and 5 .....	8
5 Our Approach.....	9
6 Students with Support Needs .....	10
7 Authorised Absence .....	11
8 Absence as a Potential Cause for Concern .....	12
9 Attendance and Participation – Actions for Low Attendance .....	12
10 Appeal .....	14
11 Reporting.....	15
12 Data Protection.....	15
13 Review.....	16
14 Useful Documents:.....	16
15 Document Management, Approvals & Review:.....	17

## 1 Introduction

- 1.1 Levels of active participation have a direct impact on student (your) success. You are more likely to complete your programme and achieve your qualification if you regularly attend and engage with scheduled learning opportunities including, but not limited to, lectures, tutorials, seminars, workshops, laboratory sessions and fieldwork.
- 1.2 The HE Student Attendance & Active Study Policy is intended to:
- help you develop the skills of being a self-directed, lifelong learner, gaining the habit of attending and being an active participant.

- help staff identify when students are having problems engaging with their studies and when it might be appropriate to seek support from student support and wellbeing.

1.3 This policy outlines attendance and active study requirements for students and seeks to provide clarity for both students and staff on these matters. The policy sets out what we expect of you, how we monitor and support engagement and what happens if attendance and engagement are unsatisfactory.

1.4 We are committed to ensuring that all aspects of this policy adhere to the principles of the [Equality Act 2010](#). By incorporating the principles of the Act, the policy underlines our dedication to providing a safe and inclusive environment free from discrimination.

## **2 Scope**

2.1 This policy applies to all Higher Education students studying with the University Centre Kingston Maurward (UCKM) and all staff involved in the administration of this policy. Government UK Visas and Immigration sponsorship regulations for international students are additionally followed for international students.

## **3 Main Principles**

3.1 All higher education students and UCKM share responsibilities for meeting the expectations of regulatory bodies. These include:

- funding bodies, including the Student Loans Company
- UK Visas and Immigration (UKVI) if you are a sponsored student with a visa.

3.2 We understand that there can be barriers to learning and participation and that UCKM support is crucial to student success. To that end UCKM has in place an integrated network of wellbeing, welfare and

academic support designed to help overcome obstacles and enable active study (see section 6).

### **Your Responsibilities:**

- 3.3 Level 4 and 5 international students should refer to [Section 4](#) below for your responsibilities. All home and Level 6+ international students should refer to this current section (Section 3) for your responsibilities.

### **Attendance:**

- 3.4 The expectation is for 100% attendance ('present') at all scheduled learning sessions and activities.
- 3.5 The minimum attendance level (without extenuating circumstances) is 90% of all scheduled learning events in each module. Attendance dropping below this rate will result in actions being taken, as outlined in section 9.
- 3.6 You should monitor your own attendance levels via ProPortal and this will form part of regular Progress Reviews.
- 3.7 You must report your absence to the Absence Line before 9.00 am if you are going to be absent that day; you must either telephone in to report each day of absence or email via the student absence email address [StudentAbsence@kmc.ac.uk](mailto:StudentAbsence@kmc.ac.uk)
- 3.8 If you are going to be late or absent from a lesson for a known reason, you must Inform your programme or module leader, before the lesson.
- 3.9 We expect you to make health and other appointments outside of UCKM hours where possible.

- 3.10 We expect you to manage work commitments so that they do not clash with time at UCKM; absence for work will be counted as unauthorised absence unless there is a valid educational benefit.
- 3.11 We expect you to catch up on outstanding work from missed classes, with support as appropriate. If you require an extension to meet a submission deadline due to your absence, please refer to [HE Extension and Extenuating Circumstances Policy and Procedure](#).
- 3.12 You must understand that non-attendance will only be authorised for absences agreed in advance or for exceptional personal circumstances (see Section 7 below).

#### **Punctuality:**

- 3.13 You should be in class ready for the start of your lessons, with the correct equipment.

#### **Active Study (Engagement):**

- 3.14 We define active study as academic engagement and interaction with the teaching and learning activities offered by UCKM in order for students to complete their studies.
- 3.15 Ongoing engagement is defined as **attendance at 90% or more** of the scheduled teaching and learning activity in a given two-month period.
- 3.16 You are expected to:
- engage with programme materials, attend scheduled learning events, submit assessments, and access support if applicable.

- let us know if something is affecting your engagement or if you are unable to attend timetabled sessions due to illness, disability, or other good reason;
- be familiar with your programme handbook and module documentation (both on paper and on-line) which provides more information on specific requirements relating to active engagement in your programme of study.

3.17 We expect to see evidence that you are using the full range of resources available on campus including the Learning Resource Centre (LRC), Library and student academic-support courses and events.

### **Our Responsibilities:**

#### **Attendance:**

3.18 Quality improvement is the responsibility of all academic staff. In order to improve class attendance, staff must play an active role in monitoring, following up and reporting on attendance.

3.19 Any student absence will be followed up by a member of staff within 24 hours. This will usually involve communication with your programme leader, who may contact you about absences.

3.20 The authorisation of absences will be limited to specific situations (see section 7 below).

3.21 We will communicate clearly and regularly the high attendance expectations of UCKM and how to report an absence.

3.22 We will openly and regularly discuss the attendance and lateness levels of a group in class and of individual students in tutorial sessions;

3.23 Module leaders will accurately and fully complete each class register by the end of the session.

- 3.24 We will ensure that students attend an Absence Review Meeting with the Programme Leader, following their return from an extended period of absence. This is recorded in Manage Learner Meetings on the student record system.
- 3.25 We will reinforce the message that low attendance and/or poor punctuality is not acceptable.
- 3.26 We will take actions as outlined in section 9 where attendance and/or punctuality fall below 90% and where there are no valid reasons and/or the student is not engaging with strategies to improve.

**Punctuality:**

- 3.27 We will start classes promptly and finish as timetabled; teachers will be in the room before the start of class ready to welcome students and start at the scheduled time.
- 3.28 We will challenge late arrival. Late students will not be excluded from the class unless it affects health and safety.

**Active Study (Engagement):**

- 3.29 We will ensure that class attendance is enhanced by good practice in teaching and learning. This will include the use of a range of teaching strategies and activities that engage students in challenging and stimulating tasks, together with constructive, regular formative assessment feedback.

**Support:**

- 3.30 We will ensure that students who are behind with their course work and require extra help are given individual attention during tutorials and/or referred to Learning Support.

## **Monitoring and Review:**

3.31 Programme Leaders are expected to:

- monitor attendance and punctuality weekly and ensure that consequences are applied consistently and fairly.
- directly address issues of attendance/punctuality in Individual Progress Reviews and set targets for improvement with specified dates for review.

3.32 Attendance monitoring is part of our quality process. Responsibility for achieving high levels of attendance lies with Programme and Module Leaders and will be part of the Quality Review Report and Self-Assessment Report processes.

## **4 International Students on Programmes at Level 4 and 5**

4.1 The expectation is for 100% attendance ('present') at all scheduled learning sessions and activities.

4.2 The minimum attendance level (without extenuating circumstances) is 90% of all scheduled learning events in each module. Attendance dropping below this rate will result in actions being taken, as outlined in section 9.

4.3 Where you have not reached 85% attendance of your classroom-based study in any given month, we must review the reason for your absence. Your record must then be annotated with the reason for the non-attendance and the steps being taken to improve your attendance. This is per the Sponsorship Duties set out in Student Sponsor Guidance from the UK Home Office.

4.4 Where your attendance falls below 70% for three consecutive months, we must withdraw sponsorship due to lack of academic engagement



unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

- 4.5 It is therefore imperative that you engage with the HE Extension and Extenuating Circumstances Policy and Procedure. Incorrect and inaccurate information about your circumstances could lead to us having to withdraw sponsorship and therefore withdraw you from your programme of study. See the [HE Extension and Extenuating Circumstances Policy and Procedure](#) for more information.
- 4.6 In the event of withdrawal of sponsorship and subsequent withdrawal from a programme of study, your visa to study in the UK may be revoked by the UK Visa and Immigration service.
- 4.7 There may also be implications for fees and refunds due to you. Please refer to our [Refunds and Compensation Policy](#) and [HE Interruption of Studies Withdrawals and Non-Completion Policy](#).

## **5 Our Approach**

- 5.1 Our focus is on helping students to engage and to overcome barriers to active participation. To that end there is an emphasis here on help, advice, and signposting students towards the integrated student support services.
- 5.2 You will be supported through the personal tutor system and through the setting of personal targets with your Individual Learning Plan.
- 5.3 Depending on the length and nature of the absence, your Programme Leader will be able to signpost you to relevant support and procedures to enable your return to active study. This may include, but is not limited to:
- Referring you to the [HE Extension and Extenuating Circumstances Policy and Procedure](#)

- Referring you to the [Reasonable Adjustments Policy](#) if you require reasonable adjustments to support your attendance and engagement.
- Referral to the Student Welfare Team
- Putting in place an Active Study Improvement Plan with you.

5.4 Only where the student does not engage and fails to show improvement in attendance will further action be taken (see section 9 below).

## **6 Students with Support Needs**

- 6.1 In compliance with the [Equality Act 2010](#), we will ensure students who have a disability, long term health condition, mental health difficulty or specific learning difficulty that affects their studies, as well as students facing accessibility issues for other reasons, are effectively supported. Please refer to the [Reasonable Adjustments Policy](#).
- 6.2 Students with support needs (e.g., due to a disability, learning difficulty or chronic long-term health condition) are encouraged to disclose this as part of their admissions process, to ensure appropriate reasonable adjustments and support can be put in place. Failure to disclose a support need may make it impossible for us to make appropriate reasonable adjustments.
- 6.3 If a support need is identified once you are enrolled with us, you are encouraged to report those needs in writing to your Programme Leader who will ensure that this is recorded and can signpost you to relevant support.
- 6.4 If the support need is likely to directly affect your attendance or ability to arrive on time, this will be identified with you and your Programme

Leaders and recorded on the Student Record System, in the Support Plan section.

## **7 Authorised Absence**

7.1 We understand that occasionally there will be good reason why you cannot attend a class or engage in your studies for a short time. In those circumstances you must contact the Programme Leader to let them know if you are unable to attend a class or engage in your studies for any reason. This will then be recorded as an 'authorised absence'.

7.2 An absence can only be authorised where it is agreed in advance with the Programme Leader and every attempt has been made to schedule external appointments in non-college time.

7.3 Authorised absences may include:

- Sickness supported by a medical certificate or doctor's letter
- Medical appointments
- Court appearances
- Work or HE interviews
- Appointments with government or voluntary organisations
- Funerals
- Religious holidays
- Driving Tests but not driving lessons
- Childcare commitments, where alternative arrangements cannot be made.
- Curriculum agreed external events or work placements
- Exceptional and unavoidable personal circumstances by agreement with a Programme Leader

- 7.4 You are required to catch up on any work you have missed due to your absence. If you require an extension to meet a submission deadline due to your absence, please refer to [HE Extension and Extenuating Circumstances Policy and Procedure](#).
- 7.5 If, after a collaborative discussion with you, you feel you are unable to continue your studies due to extenuating circumstances, you may decide that you will need either a temporary interruption in studies or to permanently withdraw from your studies. Your Programme Leader will discuss any potential fees and funding or visa implications of interrupting or withdrawing from your studies. Please refer to the [HE Interruption of Studies, Withdrawal and Non-Completion policy and procedure](#).

## **8 Absence as a Potential Cause for Concern**

- 8.1 Student absence, particularly on repeated occasions, may indicate a safeguarding concern.
- 8.2 If a member of staff has a safeguarding concern relating to your absence/s, they must refer the matter to the Deputy Designated Safeguarding Lead (DSL) immediately. Please refer to the [Safeguarding Policy](#).

## **9 Attendance and Participation – Actions for Low Attendance**

- 9.1 An attendance below 90% is considered unsatisfactory academic engagement and will trigger actions by the College. In response the steps below will be implemented sequentially.

### **Step 1: Lack of engagement identified – Programme Leader Action**

- 9.2 Where there is no substantive evidence of academic engagement during a **continuous period of two weeks**, your academic engagement will be identified as **requiring action**.
- 9.3 Support will be offered with the intention of identifying any underlying issues.
- 9.4 In the event of personal or academic difficulty you will have access to a suite of wellbeing and welfare support services both online and physically located adjacent to the Learning Resource Centre.

### **Step 2: Cause of Concern: Intervention by Programme Leader & Team**

- 9.5 Where lack of engagement continues for a **period up to four weeks** from the first point of disengagement, this will be identified as a **cause of concern** for the College.
- 9.6 The Programme Team will seek to agree an Active Study Improvement Plan with you, overseen by your personal tutor as part of the Individual Learning Plan (ILP) process.
- 9.7 At this stage, concerns will be shared with the HE coordinator within the Admissions Team if you are a sponsored student holding a study visa and that concern may be shared with your sponsor.

### **Step 3: Significant Issue: Intervention by Head of Higher Education**

- 9.8 Where the agreement of an Active Study Improvement Plan has **not** resulted in improvement in a period of two months from the first point of disengagement, the lack of engagement will be identified as a **significant issue** and referred to the Head of Higher Education for consideration.
- 9.9 This may result in a recommendation for you to withdraw from the programme or, if there are mitigating factors, to take a temporary

interruption of studies. Your Programme Leader will discuss any fee and funding or visa implications relating to interrupting or withdrawing from your studies. Please refer to the [HE Interruption of Studies, Withdrawal and Non-Completion Policy and Procedure](#).

- 9.10 If you do not engage in the above processes, we reserve the right to withdraw you from your programme as outlined in the [Student Contract](#) (Terms & Conditions).
- 9.11 It should be noted that we see withdrawal as a last resort where you have not made use of support and opportunities to re-engage.
- 9.12 If you are an international student holding a study visa and will need to interrupt or withdraw from your studies, the Admissions Team will be formally engaged in the process. In these instances, sponsorship may be withdrawn, which may result in you having to leave the UK. The Admissions Team will discuss what support options are available to you.
- 9.13 If you have a sponsor, we will inform your sponsor that your engagement is unsatisfactory and that you may be withdrawn from your programme unless you are able to re-engage with support.

## **10 Appeal**

- 10.1 You have the right to appeal a decision to withdraw you from your programme. The procedure is set out in the UCKM [Academic Appeals Policy and Procedure](#).
- 10.2 You have 10 working days from the date of the outcome letter to submit an appeal unless there is a specific reason for a late appeal.
- 10.3 The Student Welfare Team can provide independent support through the appeal process.

## **11 Reporting**

- 11.1 Students can review their attendance on MyKMC.
- 11.2 Module Leaders and Programme Leaders can view patterns of attendance/non-attendance on the Student Record System.
- 11.3 Module, Programme and individual student attendance reports can be obtained from the Student Record System and can be requested from the MIS Team.
- 11.4 Programme Leaders will discuss attendance with students at their Individual Progress Reviews. Any comments or concerns will be recorded on the e-ILP with SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) targets to improve.
- 11.5 Module leaders will report on attendance and discuss concerns on a regular basis with their Programme Leader. They must also participate in Absence Review Meetings as required.
- 11.6 Programme Leaders will report and discuss concerns linked to weekly attendance rates for their courses with the Head of Higher Education.
- 11.7 Attendance is monitored as part of a 'Students at Risk' register, if attendance for a learner is a risk factor for withdrawal or non-completion. The Head of Higher Education reports to the Vice Principal Curriculum and Quality on attendance by programme through the Quality Review Report (QRR) process.

## **12 Data Protection**

- 12.1 Your attendance information will only be shared with:
  - staff who are directly involved in Higher Education attendance monitoring,

- Your sponsor, if applicable
- Student Finance England, as per our legal obligation.

12.2 Your data will be managed and stored in accordance with our [Data Protection Policy](#), [Student Privacy Statement](#) and [Data Retention Policy](#).

## **13 Review**

13.1 This policy will be updated annually for minor revisions and will be subject to a major review every two years unless changes in the law or regulatory framework require otherwise.

13.2 As part of our annual HE Self-Assessment Report, we will review any issues arising from the implementation of this policy, to identify if there are any patterns for learning and to put appropriate mitigating actions in place.

13.3 Changes will require approval via the Higher Education Academic Board.

## **14 Useful Documents:**

[Data Protection Policy and Procedure](#)

[Safeguarding Policy](#)

[Student Engagement Policy](#)

[HE Academic Misconduct Policy](#)

[HE Extension and Extenuating Circumstances Policy and Procedure](#)

[HE Interruption of Studies, Withdrawal and Non-Completion Policy](#)



[Disciplinary Code of Conduct](#)

[HE Fitness to Study Policy](#)

[Refund and Compensation Policy](#)

[HE Academic Appeals Policy](#)

[Reasonable Adjustments Policy](#)

[Student Privacy Statement](#)

[Student Sponsorship Guidance: Document 2](#)

## 15 Document Management, Approvals & Review:

<b>Version Control</b>			
Author:	<i>Mat Jarvis, Head of HE</i>	Approved by:	Approved by Higher Education Academic Board
Date Approved:	13 December 2024	Next Review Date:	13 December 2025
Responsible for review:	Head of Higher Education	Version Number:	1.0
Equality Impact Assessment (Date completed):			
<b>Version Amendments</b>			
Date of Amendment:		Amendments:	<i>List of amendments</i>
Date of Amendment:		Amendments:	

