



**south essex college**

**SKILLS | EDUCATION | CAREERS**

## **Higher Education Student Attendance and Engagement Policy and Procedure 2023-24**

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<b>Date agreed</b>	February 2022
<b>Date agreed by CQC (if relevant)</b>	
<b>Date effective from</b>	January 2019
<b>Date last amended</b>	September 23
<b>Review date</b>	August 2024

## Equalities Impact Statement

Protected Characteristic	What degree of impact does the change have (score 1-5 with one being lowest impact and 5 being the highest)	What is a potential positive, neutral or negative impact? Include what you have considered. Are there any barriers?	What action will be taken to address any negative impact or remove any potential barriers identified? Note if we are not able to resolve anything identified.	Date by when and whom will this action be taken.
Age	1	No barriers	N/A	N/A
Disability	1	No barriers	N/A	N/A
Gender (Sex)	1	No barriers	N/A	N/A
Gender Reassignment	1	No barriers	N/A	N/A
Marriage or Civil Partnership	1	No barriers	N/A	N/A
Pregnancy / Maternity	1	No barriers	N/A	N/A
Race	1	No barriers	N/A	N/A
Religion or Religious Belief	1	No barriers	N/A	N/A
Sexual Orientation	1	No barriers	N/A	N/A
Any other element that needs to be considered.	1	No barriers	N/A	N/A

## 1. Introduction

1.1. South Essex College expects all of its Higher Education students (with the exception of those that have deferred or intermitted):

1.2.

- To attend in a timely manner and contribute fully to timetabled lectures, teaching sessions, seminars and tutorials
- To attend in a timely manner and in accordance with agreed protocols during work related activities, such as placements with employers and meetings as part of consultations with stakeholders on live briefs
- To contribute to the College's Higher Education (HE) community and learning experience of students in teaching sessions and, where agreed, fulfilling commitments as a Student Mentor, Student Representative and Student Ambassador
- To contribute to class, listening to and reflecting on the contributions of others
- Timely completion of and adequate performance in assessments

1.3. The following terms in this document have the meanings indicated below:

“Attendance” - the physical presence in a timely manner of the student at teaching events or other required events (including but not limited to programme related trips, work-related activity such as placements) as prescribed by South Essex College of Further and Higher Education.

“Engagement” - the active involvement of the student in their studies as evidenced, for example, by meaningful contributions to taught sessions (however delivered), to online programme related discussions, message boards, viewing, downloading and interacting with learning resources on the College's virtual learning environment (VLE), appropriate preparatory work in advance of teaching events, constructive working with fellow students as required by the structure of the programme.

“Progress” - the achievement of satisfactory academic results, evidence of developing academic, employability and transferrable skills in line with programme requirements.

“Higher Education / HE” refers to all programmes that are Level 4 and above.

“Student” refers to all those enrolled on a HE programme at South Essex College of Further and Higher Education.

“Work placement” is any work-related setting overseen by the College as part of the HE programme, whether arranged by the College or the student.

## **2. Monitoring of student attendance and/or engagement and interventions**

2.1 Students are expected to make a concerted effort to attend every timetabled session on time and remain for the duration of each session. However, this might not be possible due to underlying issues or other barriers to regular attendance. Students are also expected to engage with their studies and make adequate progress. Consequently, the following interventions are triggered due to lapses in attendance or where there are concerns about engagement and progress.

2.2

- a) A student's attendance falls below 90% within a four-week period or overall attendance in any one term falls below 85%: students will be asked to attend a meeting with their Programme/Course Leader.
- b) Engagement or unit/module performance falls below an acceptable standard: students will be asked to attend a meeting with their programme/course leader.

The programme/course leader will:

- i. invite the student concerned to an initial meeting
- ii. write up notes of the meeting on Promonitor
- iii. Ensure that the student is reminded of the HE Student Attendance and Engagement Policy and Procedure and the importance of attending
- iv. Remind students of the relevant extenuating circumstances policy

2.3 Where a student fails to attend a meeting (as per 2.1(b)(i) above) and fails to give a reason for the non-attendance or fails to make alternative arrangements and the student is not otherwise engaging with studies or reporting absences to the College (via the College's absence line) in agreement with the Programme/Course Leader, a Programme Partnership Manager will invite the student to a formal meeting.

2.4 The following are possible outcomes of a meeting with the Programme/Course Leader (as per 2.2 above):

- (a) Take no further action, but student's attendance/engagement continues to be monitored, or
- (b) Refer the student for HE student support, or
- (c) Invoke fitness to study procedure

2.5 Where a student's attendance/engagement improves satisfactorily following a meeting with the Programme/Course Leader, then the process comes to an end and no further action is necessary.

2.6 However, where a student's attendance continues to fall below the expectations in 2.2a or a student's engagement and progress continues to fall below

expectations over a period of time determined by South Essex College of Further and Higher Education, then a Programme Partnership Manager/Head of School will invite the student to a formal meeting, the possible outcome of which could be as follows:

- (a) Recommend to the HE Operational Director that no further action is taken, but that the student's attendance continues to be monitored
  - (b) Refer the student to HE Student Support for support or as part of a package of support measures
  - (c) Invoke the fitness to study procedure
  - (d) Recommend a final written warning to the HE Operational Director
  - (e) Recommend withdrawal or intermission to the HE Operational Director
- 2.7 In relation to 2.6(a) to (c) above, if there is no improvement to the student's attendance/engagement, the HE Operational Director will issue a final written warning. Where, however, these improve satisfactorily, no further action is necessary and the process ends.
- 2.8 In relation to 2.6(d), if there is still no improvement to attendance/engagement, the student is withdrawn and the process ends. Where, however, these improve satisfactorily, no further action is necessary and the process ends.
- 2.9 In relation to 2.6(e) above, the student can withdraw or be withdrawn or can intermit (by mutual agreement), in which case the process ends.
- 2.10 Wherever a current process comes to an end as a result of no further action proving to be necessary, a new intervention can be commenced where that student's attendance/engagement again falls below a level over a period of time, both determined by South Essex College of Further and Higher Education (see 2.1 above). Where the process is activated twice within an academic year, it will become a disciplinary matter (subject to extenuating circumstances).
- 2.11 It is the responsibility of programme/course lecturers and tutors to record student attendance in a timely manner and for Programme/Course Leaders to monitor student attendance.

### **3. Withdrawal or intermission**

- 3.1 South Essex College of Further and Higher Education recognises that in some cases the most appropriate outcome is to withdraw a student or agree to the student intermitting (by mutual agreement). The average timeframe for this process is expected to be 4 weeks from the last date of attendance in cases where the student refuses to engage meaningfully with this policy and procedure by, for instance, not attending their classes. Of these cases, the student's fee liability is affected accordingly. See further, the *Higher Education Fee Policy 2022-23 (including fee liability, refunds and compensation)*, in particular section 9 of that policy.

**4. Policy link**

Link to Intermission Policy and Procedure and Fitness to Study Policy and Procedure - [HE Policies and Procedures | South Essex College](#)

**5. Flow Chart** (see next page)

