

The aim of an equality impact assessment (EIA) is to consider the equality implications of any new or amended policy, procedure, practice, project, function on different groups of staff, students and visitors to the college. This EIA tool provides a simple framework that helps evaluate whether the change may inadvertently disadvantage protected characteristics and identify ways to proactively advance and promote equality.

You will need to consider each of the equations and provide information as to consideration and any changes made in relation to Equality, diversity and inclusion.

Date EIA completed.	19/06/23
Name of person responsible for completing the EIA	Steve Bright
Role of person responsible for completing the EIA	Director of HE Operations
Who is affected by the policy / decision / change	Nobody is affected
What's the reason for the new policy / change in policy, practice, process etc.	Annual update of policy

You will need to consider whether its possible that the proposed new policy / change in policy /procedure/practice etc could discriminate or unfairly discriminate or disadvantage people. You should consider:

Who gets to participate	Who does not, or who now does not due to the changes proposed / made.
Who is at an advantage	Who is at a disadvantage, and again has this changed?
Who will benefit	Who will not benefit (or who did and now doesn't due to the changes proposed in policy
Who can access the policy	Who cannot, or now cannot.

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

Note:

1. The terms stated under protected characteristics are the terminology used in the Equality Act 2010.
2. As part of the policy approval process Executive Board will consider the EIA assessment and any potential barriers which we may not be able to overcome and whether the action proposed will mitigate sufficiently within legislation or whether we decide to not implement the new policy if the risk are significant. If the policy is approved the EIA is also approved.

Attendance, Engagement and Progress Policy

Current for 2023-24 Academic Year

1. A student on a taught programme is required to register/sign in at the beginning of the Autumn Semester and at such other times as required by the College, to attend lectures and other classes as may be prescribed for the programme of study and to be available to undertake such work as prescribed.
Students who have been granted a visa under the Points-based Scheme operated by UK Visas and Immigration (UKVI) to study in the UK under the sponsorship of the College should note that failure to comply with some or all the expectations set out in the General Regulations may be deemed an unauthorised absence under UK Law and that the College is required to report such absences to the UKVI and will in addition take any further action(s) required under UK immigration law.
A student who no longer has extant leave to remain and study in the United Kingdom will be suspended from the College. In the event that appropriate leave to remain in the United Kingdom is granted, the student shall notify the College in writing whereupon consideration will be given to the lifting of the suspension. If the student does not contact the College within one month of the suspension, the student will be withdrawn from the College.
2. All students are required to attend any meeting called by the College throughout the academic year.
3. A student registered on a taught programme is allocated a Programme Leader who is ready to give advice and help at any mutually convenient time in their weekly tutorial sessions.
4. A student is required to inform the College at once of any changes in her/his circumstances.
5. A student who is unable to engage with their course of study due to ill health must report this immediately to the College.
6. The College may at any time temporarily exclude or permanently expel from further study:
 - a) any student whose attendance and engagement is deemed to be unsatisfactory;
 - b) any student who fails to make satisfactory progress in the programme of study.
7. If a student has been suspended for financial and/or other reasons, consideration may be given by the Director of HE Operations as to whether the absence from the programme is incompatible with the reasonable expectation that a student will complete the programme within reasonable time, having regard to the College's regulations concerning the duration of courses. There are separate regulations dealing with other aspects of the academic conduct of students or conduct relating to their studies, for example the regulations dealing with plagiarism and/or collusion.
8. For the purposes of this regulation the following definitions shall apply:

- a) Attendance – the physical presence on a timely basis of the student at teaching events or other required events as prescribed by the College;
- b) Engagement – the active involvement of the student in their studies as evidenced, for example, by meaningful contributions to teaching events, appropriate preparatory work in advance of teaching events, constructive working with fellow students as required by the structure of the programme of study;
- c) Progress – the achievement of satisfactory academic results, evidence of developing academic skills appropriate to the programme of study, the development of ancillary skills as appropriate to the particular programme of study.

The determination of the extent to which a student is fulfilling the requirement for Engagement and Progress shall be an academic judgement. It shall normally be within the authority of the Director of HE Operations to determine whether the level of Engagement and Progress evidenced constitutes a breach. This determination shall be made in accordance with the procedure described within the College's Statement of Policy on Attendance Engagement and Progress.