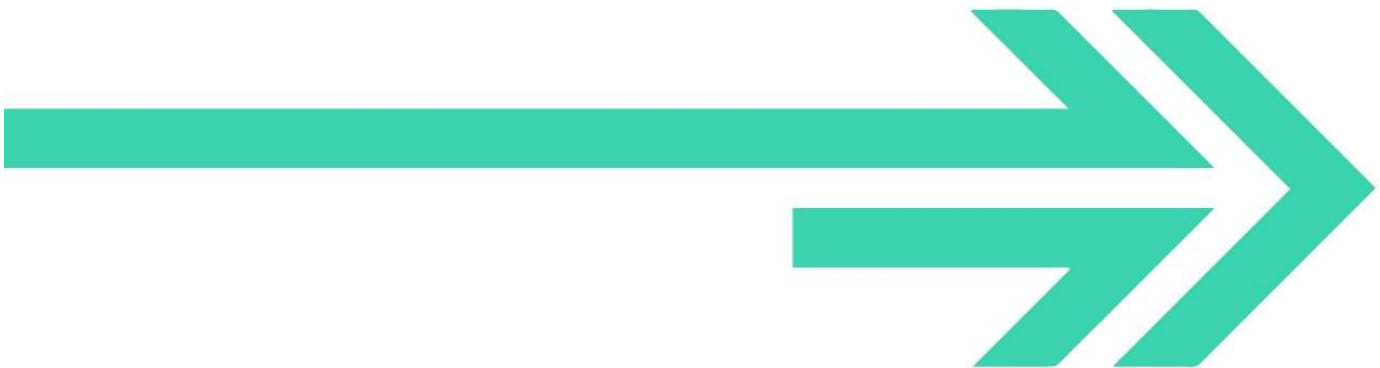




# QAHE Student Attendance and Engagement Policy

## London Metropolitan University Programmes

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Document version	Last updated	Updated by	Date of next review
Version 1.0	28/02/2020	Heather Winters	



## **QAHE Student Attendance & Engagement Policy – London Metropolitan University Programmes**

### **Introduction**

The Student Attendance & Engagement Policy has been developed as part of QA Higher Education's (QAHE) commitment to providing a supportive learning environment to enable students to achieve their full potential. This document outlines the policy and procedures for student attendance. The aim of this policy and procedure is to support and encourage attendance to facilitate student achievement. QAHE will take account of relevant legislation such as the Mental Health Act and the Equality Act and the general rights and expectations of a student of confidentiality

### **The QAHE Student Attendance and Engagement Policy requires that enrolled students:**

- 1 Are punctual and regular in their attendance and engage at such classes or other forms of instruction as may be prescribed, this includes where attendance has been requested at meetings or appointments. Attendance and or engagement will be regarded as unsatisfactory in any or all of the following circumstances:
  - Attendance is below 100% without sufficient reasoning during the first two weeks of the course
  - Attendance falls below 75% in any semester
  - Non-attendance for a period of two consecutive weeks
  - Failure to attend pre-notified appointments/meetings
- 2 Students shall ensure they are available to attend their programme of study and may be required to attend additional sessions outside of scheduled classes.
- 3 A student who has been, or will be absent must notify the Attendance Team by emailing [qahe.attendance@qa.com](mailto:qahe.attendance@qa.com). Where the absence is for a period of more than five working days, and/or caused by illness which may affect the student's studies, the student shall arrange for a medical certificate (or other appropriate evidence) to be presented and submitted to the [Attendance Team](#). Records of this communication will be recorded on the student's record for review and may be taken into consideration at any time.
- 4 Students may apply for permission to take a break in his/her studies on personal grounds in line with London Metropolitan University regulations.
- 5 A student may withdraw from his/her programme of study and the University at any time by submitting a withdrawal form to QAHE Registry.
- 6 Evidence of engagement on the programme will not be restricted to satisfactory attendance. Non submission of assessments or non-attendance at examinations, where there are no supporting mitigating circumstances may result in withdrawal.

### **What happens when attendance or engagement levels become unsatisfactory?**

Before making a decision as to whether a student's attendance is deemed unsatisfactory, the Attendance department will liaise with the relevant QAHE departments to identify



any mitigating circumstances that may have affected a student's attendance. Where a student's attendance or engagement is unsatisfactory, one or more of the following actions may be taken by QAHE.

- a) Seek an explanation (in writing) from the Student for their non-attendance or non-engagement. Discuss how their attendance must improve and recommend appropriate support.
- b) Issue the student with a verbal or written warning including if a students' attendance falls below 75% over a specified period.
- c) Request that a student arrange and attend a meeting with a member of the academic team to discuss their continuation on the course, and agree future attendance requirements.
- d) Where applicable, inform the Student Loan Company, or other stakeholder (e.g. their employer) of the student's poor attendance.
- e) Initiate the student withdrawal process (see below) and, where applicable, inform the relevant Student Loan Company.

**Student Withdrawal Process**

- 1 If you fail to attend for two consecutive weeks you will receive an email to your university email requesting a response (by a specific date) and to explain the reason for your absence. This is warning one.
- 2 For those students who have received Warning One - Failure to attend for a third consecutive week, or to respond to warning one will result in a second warning letter requiring you to arrange a meeting with a nominated academic representative. This is warning two.
- 3 Failure to respond to warning two, or failing to arrange a meeting within the specified timeframe will result in a final warning letter being sent.
- 4 Failure to respond to the final warning providing supporting documentary evidence, and failure to return to scheduled classes may result in the termination of your registration with the University. Students do have the right to appeal, and must do so in writing within fourteen days of receipt of the confirmation of withdrawal letter.
- 5 In addition to the above points, continued failure to submit assessed work without explanation and/or failure to achieve 75% attendance over a semester may result in the student withdrawal process being initiated at the first warning stage.

**Student Agreement**

I confirm that I have read and understood the above policies and University Regulations, and will ensure they are followed in line with my obligations as a student of QA Higher Education.

Name:	
Student Number:	
Signature:	
Date:	