

Attendance and Engagement Policy and Procedure

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	Dec 2022 AcBo	Periodic Review and Degree Awarding Powers	Interim Deputy Registrar	Annually and as required.
V4.0	Sept 2020 AcBo	Annual Review	Registrar	Annually and as required
V3.9	10/09/19 ExCo	Annual review	Registrar	Sept 2020
Related policies				
<ul style="list-style-type: none"> • Student Initiated Withdrawal Procedure • Refund Policy 				
External Reference				
<p>It is an expectation of the UK Quality Code that, from admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.</p> <p>It is a core practice under the Code that providers support all students to achieve successful academic and professional outcomes.</p> <p>ICMP's attendance policy sets out how students are supported when their attendance and/or engagement place successful academic outcomes at risk.</p> <p>It is a requirement under the Points Based System: Guidance for Sponsors that ICMP report on the attendance of sponsored students.</p>				

1. Purpose

The purpose of this policy is to:

- 1.1. Promote the importance and potential impact to students of attendance and engagement on academic outcomes.
- 1.2. Identify the measures of attendance and engagement used by ICMP to assess how regularly and to what level students engage with their studies.
- 1.3. Ensure ICMP effectively identifies and thereafter supports students who are unable to fully utilise the range of learning opportunities available to them.
- 1.4. Ensure ICMP has accurate information available to review on academic request.
- 1.5. Ensure that ICMP meets its compliance responsibilities as a Student Visa sponsor.

2. Scope

- 2.1. This policy and associated procedures apply to all undergraduate and postgraduate students on courses of study at ICMP.

3. Definitions

- 3.1. **Attendance.** Attendance for the full duration of the learning session
- 3.2. **Engagement.** The relationship between the student and the ICMP community, including tutors, peers, professional services, and the environment, including the teaching, the curriculum and resource utilisation
- 3.3. **Lateness.** Arrival at the learning session after the designated start time
- 3.4. **Substantial and Persistent Lateness.** Patterns of behaviour that are assessed by the Programme Administration Team as having a detrimental impact upon the capability of the student, or any peers, to achieve the learning outcomes of the module or course
- 3.5. **Absence.** Physically not in attendance at the learning session, including where access is denied due to lateness or disruption.

4. Policy

ICMP is aware of and promotes to all students the importance of attendance and engagement and how these can affect academic outcomes. Evidence supports the links between good attendance and good results.

- 4.1. All students are expected to attend classes and planned events that make up their programme of study.
- 4.2. Where persistent absences take place, an attendance meeting will be held with the Programme Leader to support improved attendance.
- 4.3. Students are expected to arrive punctually and to attend for the full duration of learning sessions that comprise their course of study.
- 4.4. Student are expected to inform ICMP of any absence and must ensure they cover any missed work.

- 4.5. Students are expected to monitor ICMP email regularly and respond when required to email communications from ICMP.
- 4.6. Assessments should be attempted at the first opportunity. This will constitute part of the assessment of a student's engagement.

5. Student Responsibilities under this Policy

It is the student's responsibility to:

- 5.1. Comply fully with this policy.
- 5.2. Regularly check the timetable for class times and locations.
- 5.3. Take advantage of all activities, planned and un-scheduled, to enhance their learning opportunities.
- 5.4. Advise ICMP promptly of any circumstances that may impact on their attendance and engagement.

6. When is this policy applied?

This policy is in force throughout the academic year. Attendance is continually monitored and students whose attendance and engagement are unacceptable may be withdrawn at any point of the academic year.

- 6.1. ICMP will contact any student whose attendance drops below acceptable levels or whose attendance drops off suddenly. This is to allow ICMP to offer additional support or signpost specialist services if required to assist the student to return to productive patterns of study.
- 6.2. Where students whose attendance and engagement, as articulated in section 8 'Criteria Used to Demonstrate Engagement', is deemed to have fallen below satisfactory levels ICMP may withdraw students from the programmes as agreed by the Dean of Academic Studies. All cases are considered on individual merit.

7. International Students

- 7.1. International students on a Student Visa (band 1 or band 2) who fail to meet the requirements of this policy, and as a result are withdrawn from their programme of study, will be reported to UKVI in line with the compliance responsibilities of our Student Visa licence.
- 7.2. **Band 1 (Regulated Qualification Framework (RQF) level 5 or below)**
 - 7.2.1. Students whose attendance falls below 85% in any given month will be required to meet with their Programme Leader in person to explore and explain the reasons for their absence. Students whose attendance falls below 70% for three consecutive months will be withdrawn, unless there is exceptional and evidenced reasons for the absence
- 7.3. **Band 2 (RQF level 6 or above)**
 - 7.3.1. Students are expected to meet the levels of attendance and engagement as outlined in this policy.

- 7.4. Due to ICMP's commitments to UKVI as a Student Visa Sponsor any Student Visa student in breach of the attendance policy will not be offered the right of appeal, as breaching this policy equates to a breach in their visa terms and conditions.
- 7.5. Any student studying on a Student Visa that is to be withdrawn will be reported to UKVI as per ICMP's obligations. The student will then have 60 days to return to their home country or arrange for a different sponsor. Once the student has returned to their home country they must provide evidence of their return. Students that make alternative arrangements to stay in the country must provide ICMP with evidence of these valid arrangements.

PLEASE NOTE – Students studying on a Student Visa run the risk of breaching the terms and conditions of their Visa through poor attendance.

8. Criteria Used to Demonstrate Engagement

- 8.1. Students are expected to attend and engage with their studies. ICMP assesses attendance through a range of data sources, including:
 - 8.1.1. Class registers.
 - 8.1.2. Building entry records
 - 8.1.3. Access to the VLE
 - 8.1.4. Usage of the VLE
 - 8.1.5. Assessment Submission records.
 - 8.1.6. Patterns of lateness.
 - 8.1.7. Interactions with tutors and Programme Leaders.
 - 8.1.8. Attendance at personal tutorials

9. Procedure – Student Responsibilities

- 9.1. Always aim to arrive punctually. Late entry to a class may not be possible and is at the reasonable discretion of the lecturer leading the session.
- 9.2. Absence due to illness or other unavoidable emergency issues should be notified to ICMP by completing the online form located on the Student Helpdesk.
- 9.3. Students are expected to attend sessions for their full duration.
- 9.4. ICMP does understand that students will occasionally need to depart a session early for unavoidable reasons, and if so this is at the discretion of the lecturer leading that session. It is the student's responsibility to notify the lecturer of this in advance, if possible.
- 9.5. For disability-related non-attendance, see also section 10.5.

10. Procedure – Staff Responsibilities

- 10.1. Registers are taken by lecturers at the start of every session via Celcat and completed within the first 30 minutes of the session.
- 10.2. Authorised absences will be approved by the Programme Administration Team, Programme Leaders or Deputy Programme Leaders

- 10.3. Engagement data is collected and monitored on an ongoing basis by the Programme Administration Team.
- 10.4. The Programme Administration Team (advised by Programme or Deputy Programme Leaders) will assess whether attendance is 'satisfactory'.
- 10.5. ICMP will make reasonable adjustments or allowances in the case of disability-related non-attendance in line with the Equality Act (2010). Each case will be treated on its individual merits and we will seek to make proportionate decisions that are in the student's best interests.

PLEASE NOTE – If you are in receipt of tuition fee loans and/or or maintenance loans via the Student Loans Company (SLC), ICMP has an obligation to report your attendance during the academic year and to notify the SLC of any changes in your enrolment status.

11. Notifications to Students

- 11.1. Where there is concern about a student's level of engagement, they will be contacted by ICMP to ascertain the reasons for their absence. Students may be required to attend Student Support sessions or meetings with their Programme Leader to ascertain how we may support the student to return to studies.
- 11.2. Students whose records demonstrate persistent lateness will be contacted by ICMP to ascertain the reasons for their lateness. Students may be required to attend Student Support sessions or meetings with their Programme Leader to ascertain how we may support the student to return to studies.

12. Triggers for Potential Withdrawal

- 12.1.1. Where the poor attendance and engagement is more widespread, this may result in the student being withdrawn from the programme.

13. Factors influencing decisions on Withdrawal

- 13.1. Where student attendance falls below acceptable levels ICMP will consider the wider indicators of engagement, including VLE use, access to learning resources, assessment history and interactions with staff.
- 13.2. If in the opinion of ICMP, after consideration of these wider factors, the student has demonstrated insufficient engagement to successfully complete their studies, ICMP will move to withdraw the student from the module or programme.
- 13.3. All withdrawals must be approved by a Senior Member of the Programme Administration Team or the Registrar.
- 13.4. ICMP is committed to supporting students in improving engagement and therefore the student's chances of achieving a better result through their studies. However, withdrawal from a module may be deemed a necessary outcome and students must be aware that this may affect their funding status in the move from full- to part-time study.
- 13.5. Students who are withdrawn will still be liable to pay any outstanding fees. Please see our Refund Policy for further guidance.
- 13.6. Student Visa students are not permitted Part-time (PT) mode of study; therefore, ICMP will be required to withdraw them fully from their programme and notify UKVI of this decision if a student can no longer study full-time

14. Appeals

- 14.1. ICMP is committed to offering students who are withdrawn from modules/programmes the right of appeal against that decision. This appeal must be made within five working days of the date of the decision being communicated to them. Appeals should be made in writing to qualityassurance@icmp.ac.uk. The decision of the Appeals Panel is final and no further appeals against withdrawal from the module/programme will be considered. Refer to the Appeals policy on MyICMP for more information.
- 14.2. In the spirit of fairness ICMP will allow students who are withdrawn from modules/programmes and who choose to submit an appeal against this decision to continue to attend all compulsory events of their programme until the outcome of the appeal has been communicated to them. Students will be permitted to continue to participate in any assessments.

15. Intermission and Withdrawal

- 15.1. Any student wishing to intermit or withdraw from their programme of study must use the Student Initiated Withdrawal Procedure.

For students sponsored by ICMP under the Student Visa route, an intermittence is treated as a withdrawal. ICMP will notify UKVI of your withdrawal from the course and the withdrawal of our sponsorship and you will be required to leave the UK. To return to study you will need to apply for a new CAS and obtain a new entry visa.

16. Authorised Absences

16.1 All absences should be notified to ICMP via the Student Helpdesk, studenthelp@icmp.ac.uk. Absences that can be foreseen in advance may be authorised. Absences should only be authorised in advance if the reason given is a substantial. The following are examples of authorised absence, which **would be** considered as being acceptable:

- 16.1.1. An ICMP organised educational visit or activity
 - 16.1.2. A hospital or specialist medical appointment (if supported by an appointment card or hospital letter). Other medical appointments must be arranged outside of timetabled study hours
 - 16.1.3. Emergency childcare
 - 16.1.4. A religious holiday up to 4 days per academic year
 - 16.1.5. Attendance at a funeral
 - 16.1.6. A job interview or other career related appointment
 - 16.1.7. Professional engagement that is relevant to the programme of study
- 16.2 This list is not intended to be exhaustive and ICMP will take account of the inherent reasonableness of any case, the number of absences taken by any one individual, repetitions of the same excuse and any supporting evidence. The following reasons **would not** be acceptable as authorised absence:
- 16.1.8. Holidays
 - 16.1.9. Part-time work, which is not part of the student's programme of study
 - 16.1.10. Leisure activities
 - 16.1.11. Birthdays or similar celebrations

- 16.1.12. Babysitting younger siblings
- 16.1.13. Driving lesson

17. Authorised Religious and Cultural Holidays

- 17.1. ICMP is aware of the diverse religious communities represented within ICMP's community and takes reasonable steps to ensure, whenever possible, that ICMP's timetable does not clash with days of significant religious importance to students. However, where this does occur, we allow up to four days in any one academic year for Religious and Cultural Holidays (these days will be tracked via the student's record on the student database).

18. Use of Data

- 18.1. The Institute is committed to handling student data with care and ensuring compliance with the Data Protection Act 1998, which sets out the legislative framework for managing personal information. The Institute's Data Protection Manual is available on MyICMP.