

Student Attendance and Engagement Policy

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| Owner | Chief Operations Officer | | |
| Version | 2 | | |
| Changes | <ul style="list-style-type: none"> • Redraft of the policy • Inclusion of the ability to take action against students who are persistently late or disengaged • Removal of the ability to suspend students for poor attendance • Inclusion of home overseas students in the same policy | | |
| Approval date | 15 th October 2025 | Approved by | Academic Council |
| Implementation date | September 2025 | Date of next review | September 2026 |
| Related internal policy | <ul style="list-style-type: none"> • Fitness to Study Policy • Student Transfer and Change of Status Policy • Inclusion Policy • Student Charter | | |
| Related external policies and regulations | Student visa guidelines Student Loans Company guidance Equality Act 2010 | | |

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Purpose and scope

Introduction

1. Regular attendance and active participation are required for academic progress at Regent College London (RCL), and you are expected to attend all compulsory sessions. Attendance expectations are communicated during enrolment, and by signing your student contract, you agree to maintain regular attendance and engagement.
2. This policy outlines how attendance and engagement are monitored, the actions taken when participation falls below our required thresholds, and the reasons for these measures, including regulatory compliance and student support.

Definitions

3. **Attendance** is defined as participating in-person or online (depending on your programme) at a compulsory teaching session. This is normally recorded as a sign in on the class register, the SEAtS system, or appearing, with your **camera on**, for the duration of an online session.
4. **Engagement** is defined as active participation and engagement in the classroom or at online sessions. You are expected to be in class before or at the allotted start time and engage with others in the class. You are also expected to be prepared for your sessions, which includes having the required resources and equipment. For online sessions, this means being in a quiet learning space with a computer for your classes, and you should have your camera on for the whole session.

Scope

5. This policy applies to all **home and overseas** students undertaking programmes with the University of Greater Manchester (UGM), Buckinghamshire New University (BNU) or Pearson.
6. Students undertaking programmes with St Mary's University (SMU) should refer to their institution's [Student Attendance and Engagement Policy](#).
7. You should not use this policy to excuse yourself from submitting coursework or attending exams. Please refer instead to the Mitigating Circumstances Policy.

8. Students with disabilities, chronic health conditions, or other extenuating circumstances may be eligible for reasonable adjustments. We will consider individual cases in line with the Equality Act 2010 and our Inclusion Policy. If you require additional support or an alternative engagement plan, you should contact the Attendance and Engagement Team as early as possible to discuss possible accommodations.

Policy statement

9. This policy is intended to support learning. Attendance and engagement are important factors for effective learning outcomes. By monitoring attendance and engagement, the goal is to collaborate with students to address any challenges to learning as early as possible
10. We monitor attendance at every compulsory teaching session, and you must attend all sessions. This includes lectures, seminars, group work, Personal Academic Tutoring sessions and tutorials. These might be either in person or online, depending on your programme. Please note that online attendance is not normally an option for in-person classes.
11. Punctuality and full attendance are expected for all sessions. Arriving more than 15 minutes late or leaving 15 minutes early without prior approval will be recorded as lateness. Repeated instances of lateness or early departure may lead to disciplinary action in accordance with the College's [Low or non-attendance procedures](#) outlined below.
12. Regent College London expects all students to attend every compulsory session to maximise their learning and academic success. However, we recognise that occasional absences may occur. As a minimum, students are required to maintain attendance at **no less than 80%** of all scheduled compulsory sessions across the academic year. Attendance below this threshold will trigger formal action as described in the attendance monitoring procedures, under Stage 3.
13. RCL is required by law to report attendance and changes in enrolment status to relevant funding bodies, such as the Student Loans Company or UK Visas and Immigration (UKVI).

Student visa holders

14. RCL is licensed by UKVI to sponsor international students requiring Student visas to study in the UK. We must adhere to certain duties in line with our sponsorship. This includes monitoring your attendance, as outlined above.

15. You should be aware of your responsibilities in relation to your attendance and your Student visa. These are:
- a. To attend your timetabled teaching sessions regularly in person. Note that you cannot study your course via online learning only and must attend in-person teaching and other sessions.
 - b. To arrive on time for your teaching sessions and stay for the whole session.
 - c. To complete and submit all written assignments, practical or other coursework on time, and attend any examinations.
 - d. To keep any appointments to meet or talk to College staff.
 - e. To inform us of any absences.
 - f. To inform us of any ongoing issues or problems that are affecting your ability to attend your studies.
 - g. To check your emails regularly and respond to any correspondence about your attendance or engagement.
16. We record and monitor your attendance throughout your studies. This includes periods when you are studying away from the College (for instance, on a work experience placement or writing a dissertation). We will review data about your attendance throughout your studies and use this to determine whether you are meeting our requirements and responsibilities as a student sponsor (as described in the Home Office's Student Sponsor Guidance).
17. Students on a Student visa will additionally be subject to the processes outlined in Annex A.

Misrepresentation

18. Misrepresentation can refer to:
- a. registering attendance at a session but not attending the full session.
 - b. instances where students sign registers for other students (proxy signatures).
 - c. submitting false fit notes in support of your absence.
19. If you register your attendance without having been present, you will be considered to have misrepresented your attendance. We carry out regular checks to ensure that the policy is not being circumvented in this way.
20. Any attempt to falsify attendance records will be investigated under the Student Disciplinary Procedure and may result in formal sanctions, including warnings, suspension, or withdrawal from the programme.

Absence Procedure

21. You are expected to attend all scheduled sessions. If you are unable to attend for a valid reason, you should complete and submit the Absence Form and submit this along with evidence where possible. Note that routine work commitments or holidays will **not** normally be accepted as valid reasons for absence.
22. Once submitted, your Absence Form will be reviewed, typically within five working days. You will receive confirmation once your absence has been acknowledged and recorded.
23. You should contact your Personal Academic Tutor for support on how to catch up with any work that has been missed and discuss the impact of the absence on your learning and academic progress.
24. If you are concerned that your attendance may fall below 80%, or if you need to take a prolonged absence (over five working days) or frequent short absences, you should contact the Attendance and Engagement Team as soon as possible. They will discuss support options with you and recommend the most suitable next steps, which may include engaging with the Fitness to Study procedure to ensure your wellbeing and academic progress are supported.
25. You should be aware that missing sessions may negatively affect your academic performance. You are responsible for catching up on any missed content by reviewing session slides, notes, or recordings.
26. If you are experiencing a long-term medical condition, disability or other circumstances that affect your ability to attend sessions, you should contact the Attendance and Engagement Team for support. Your situation may be referred to the Fitness to Study Policy or to the Inclusion Policy and Procedure.

Low or non-attendance procedures

27. Attendance is reviewed regularly to support student engagement and success. If you miss a session, the College will contact you to request the reason for your absence. You must complete and submit an Absence Form detailing the circumstances.
28. If you miss four sessions, the College will begin taking supportive action to help you improve your attendance. Persistent attendance below 80% may

result in further steps, including referral to the Fitness to Study Procedure or, ultimately, withdrawal from your programme.

29. Arriving late or leaving a class early is recorded separately. If you are persistently late to class or frequently leave early, this may trigger a process to monitor your attendance and lateness. This will be dealt with in line with our Fitness to Study Procedure or Inclusion Procedure.

Procedures for the first two weeks

30. If you do not attend the first two weeks of your course, your place on the programme will be automatically forfeited, and you will be withdrawn from the programme.
31. If you are on a hybrid programme and do not attend the in-person sessions within the first two weeks, you will be withdrawn from the programme.

Attendance monitoring procedures from week three onwards

| If... | You will... | Notes |
|--|--|--|
| Stage 1 | | |
| you do not attend four sessions, either consecutively or cumulatively, and you do not notify us using an absence form. | receive an Absence Concern Email . | This email will offer support to help you improve your attendance and will outline the consequences related to attendance requirements. |
| Stage 2 | | |
| your absence continues to be of concern, and you miss a further four sessions following receipt of the initial Absence Concern Email. | be invited to attend an Absence Concern Meeting . This meeting will typically be conducted in person with your Personal Academic Tutor, where possible. | If you do not attend the meeting without a valid reason, the meeting will go ahead without you, and the case will be forwarded to Stage 3. |
| Stage 3 (formal action) | | |
| you miss a further four sessions , your attendance falls below 80% or do not attend the meeting | be invited to a further (Final) Absence Concern Meeting with the Attendance Officer. This meeting will typically be conducted in person. | At the meeting, we will discuss possible next steps, including referral to other services or the suspension of your studies. |

| If... | You will... | Notes |
|--------------------------|-------------|---|
| with the PAT at Stage 2. | | <p>If you cannot adequately explain your lack of attendance, a Notification of Intention to Withdraw may be issued.</p> <p>If you do not attend the meeting without a valid explanation, this will take place in your absence, and we may take steps to withdraw you from the programme.</p> |

32. Upon resuming regular attendance, you will be exempt from the low or non-attendance procedures. Continued engagement with any support plans implemented for your attendance is required; should low or non-attendance continue, the procedures will be reinstated at the same stage.
33. If we notice a pattern of non-attendance, we reserve the right to invoke the attendance monitoring procedures earlier.

Withdrawals for low or non-attendance

34. As noted above, if your attendance is not deemed to be acceptable, and you have not responded to the College's communications, we can withdraw you from the programme.
35. If we withdraw you, we will be required to notify relevant authorities such as the Student Loans Company or UKVI, and they will take the necessary actions under their remits; there is a risk that you will lose access to student funding or your right to study in the UK.
36. You will be entitled to ask for a review of the withdrawal decision, or appeal the withdrawal, using the details in the section below.
37. If you do not respond to the Notification of Intention to Withdraw, you will be withdrawn from the programme ten working days after the Notification is issued. If you ask for a review of the decision, the withdrawal will be paused until a decision is made.

Review and appeal processes

38. If you receive a Notification of Intention to Withdraw, you may submit a request for a review of the decision by contacting the Attendance and Engagement Team, within ten working days of the Notification being issued. Your request must include supporting evidence.
39. If your review is accepted, you may be offered re-admission to the College. This will typically be to a subsequent cohort due to the number of missed sessions. Re-admission will be conditional upon your agreement to an Attendance and Engagement Plan.
40. If you do not submit a review request, or if your review is unsuccessful, you may appeal the withdrawal decision under the relevant section of the Consolidated Appeals Procedure. Your appeal must also be supported by evidence.
41. A successful appeal may result in reinstatement to a subsequent cohort, subject to your agreement to attend. Please note that reinstatement may affect your student funding arrangements.