

Student Attendance Policy

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Changes	<ul style="list-style-type: none"> • Updated monitoring procedures • Addition of Attendance and Absence Panel process • Method of recording attendance 		
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Related internal policy	<ul style="list-style-type: none"> • Fitness to Study Policy • Student Transfer and Change of Status Policy • Student Inclusion, Disability and Wellbeing Policy • Student Charter 		
Related external policies and regulations	Student visa guidelines Student Loans Company guidance Equality Act 2010 Blended learning and OfS regulation (OfS 2022.63, October 2022)		

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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 scheduled 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**

Attendance refers to a student's involvement in all scheduled and non-scheduled learning activities that form part of your programme. This includes being present at timetabled sessions such as classes, workshops, tutorials, or placements, whether in person or online (with cameras switched on), as well as taking part in wider academic activities such as submitting assignments, attending Personal Academic Tutor (PAT) meetings, and undertaking independent study.

Activities include, but are not limited to:

- Lectures, seminars, and tutorials
- Meetings with Personal Academic Tutors (PATs)
- Employability workshops
- Academic skills sessions
- Wellbeing clinics
- English language support
- Personal development sessions

Attendance monitoring helps the College understand your progress, ensure your mode of study is recorded correctly, and meet regulatory and funding requirements

Scope

4. This policy applies to all **home and international** students undertaking programmes with the University of Greater Manchester (UGM), Pearson and other awarding bodies currently on teach out.

5. You should not use this policy to excuse yourself from submitting coursework or attending exams. Please refer instead to the [Mitigating Circumstances Policy](#).
6. 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 [Student Inclusion, Disability and Wellbeing Policy](#). If you require additional support or an alternative engagement plan, you should contact the Wellbeing and Disability Team as early as possible to discuss possible adjustments.
7. The College operates attendance monitoring procedures in line with the reporting mechanisms set out below. These procedures are guided by the requirements and expectations of relevant regulatory and awarding bodies, which may change from time to time. The College will review and adapt its processes accordingly to ensure ongoing compliance:
 - Student Loans Company (SLC) reporting
 - Mode of study allocation
 - UKVI expectations
 - Awarding body reporting
8. The following modes of study are offered at RCL in line with SLC guidance:
 - full-time in person learning
 - full-time distance learning (synchronous)
 - part-time in person learning
 - part-time distance learning (synchronous)
9. Across these modes, programmes may also be delivered using a blended learning approach, combining in-person and online academic activity as part of a structured and integrated learning model.
10. Full-time study is determined in accordance with SLC guidance, with part-time study requirements depending on your intensity of study. To be eligible for a maintenance loan, you must follow a structured timetable and attend your course regularly in person. This means attending on a full-time or part-time basis, as applicable, at least once during the week, Monday to Friday (excluding weekends), in line with the requirements of your course and the university or awarding body. If you follow your scheduled timetable, you will be meeting these requirements.

Policy statement

11. This policy is intended to support your 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
12. We monitor attendance at every scheduled 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.
13. We record attendance for each module in order to identify patterns of engagement and provide timely support.
14. Your attendance for in-person classes is recorded through the SEaTS mobile application. You must log in using your College email address and ensure that Bluetooth and location services are enabled on your device. You must also be connected to the RCL student Wi-Fi network for your attendance to be recorded correctly. Attendance for online classes is recorded through Microsoft Teams. Your attendance will only be recorded if you log in to Microsoft Teams and join the class using your College email address.
15. 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.
16. RCL expects all students to attend every scheduled 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 modules across the academic year. Attendance below this threshold will trigger formal action as described in the attendance monitoring procedures, under Stage 3.
17. RCL is required by law to report attendance and changes in enrolment status to relevant funding bodies, such as the SLC or UK Visas and Immigration (UKVI).

Student visa holders

18. 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.
19. 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.
20. 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](#)).

Misrepresentation

21. Misrepresentation can refer to:
 - a. registering attendance at a session but not attending the full session.
 - b. instances where students record attendance for other students (proxy signatures).
 - c. submitting false fit notes in support of your absence.
22. 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.
23. 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

24. 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. Note that routine work commitments or holidays will **not** normally be accepted as valid reasons for absence. Examples of acceptable and unacceptable reasons for absence can be found in Appendix A.
25. 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. Note that acknowledged absences will still count towards your absence record.
26. You should contact your Personal Academic Tutor or module 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.
27. If you are concerned that your attendance may fall below 80% in any module, or if you need to take a prolonged absence (over five working days) or frequent short absences, you should contact the Activity Monitoring 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.
28. 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.
29. If you are experiencing a long-term medical condition, disability or other circumstances that affect your ability to attend sessions, you should contact the Activity Monitoring Team for support. Your situation may be referred to the Fitness to Study Policy or to the Student Inclusion, Disability and Wellbeing Policy.

Low or non-attendance procedures

30. 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.
31. If your attendance falls below 80%, the College will begin taking supportive action to help you improve your attendance. Persistent attendance below 80%

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

32. 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 Student Inclusion, Disability and Wellbeing Policy.

Procedures for the first two weeks

33. 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.
34. 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

If...	You will...	Notes
Stage 1		
your attendance in any module falls below 80% (or you miss two sessions for PG Online students), 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 your attendance in one or more of your modules falls below 75% (or you miss a further two sessions for PG Online students) 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, your case will be forwarded to Stage 3.
Stage 3 (formal action)		
Your attendance in all modules falls below 70%	be invited to a further (Final) Absence Concern	At the meeting, we will discuss possible next

If...	You will...	Notes
(or you miss a further two sessions for PG Online students), or it has been four weeks or more since you last attended any module.	Meeting with the Attendance Officer. This meeting will typically be conducted in person.	<p>steps, including referral to other services or the suspension of your studies.</p> <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. You will then be referred to the Attendance and Absence Panel where we may take steps to withdraw you from the programme.</p>

35. 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.
36. If we notice a pattern of non-attendance, we reserve the right to invoke the attendance monitoring procedures earlier. The College may escalate a case directly to a higher stage where patterns of absence, disengagement, or concern indicate that earlier intervention is necessary to support you or meet regulatory obligations.

Withdrawals for low or non-attendance

37. 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.
38. Such cases will be considered by the Attendance and Absence Panel. The purpose of the panel is to consider individual student cases and determine students may continue in their study, continue subject to specified conditions

or be withdrawn from the programme. The Panel Terms of Reference can be found in Appendix B of this policy.

39. If we withdraw you, we will be required to notify relevant authorities such as the SLC 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.
40. You will be entitled to ask for a review of the withdrawal decision, or appeal the withdrawal, using the details in the section below.
41. If you do not respond to the Notification of Intention to Withdraw, you will be withdrawn from the programme five 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

42. If you receive a Notification of Intention to Withdraw, you may submit a request for a review of the decision by contacting the Activity Monitoring Team, within five working days of the Notification being issued. Your request must include supporting evidence.
43. 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.
44. 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.
45. 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.

Appendix A Acceptable and Unacceptable Reasons for Absence

Acceptable reasons for absence

Acceptable reasons generally include serious, unavoidable, and unforeseeable circumstances that prevent attendance and/or the submission of summative assessment. Examples include:

1. Bereavement and Serious Family Matters

- Death of a child, sibling, parent (including step-parent), legal guardian, spouse, or civil partner.
- Death of a close relative (e.g., grandparent, aunt, uncle) or close friend, accompanied by a brief statement outlining the personal impact on the student.
- Serious illness or injury in a child, sibling, parent (including step-parent), legal guardian, spouse, civil partner, partner, or other close relative.

2. Health and Medical Circumstances

- Serious personal injury, medical condition, or mental health condition that prevents attendance and/or submission of summative assessment.
- Moderate personal injury, medical condition, or mental health condition that prevents attendance and/or submission of summative assessment.
- Serious worsening or acute episode of an ongoing disability, medical condition, or mental health condition.
- Mental health crisis requiring urgent intervention.

3. Personal and Domestic Circumstances

- Family breakdown such as divorce or significant relationship breakdown.
- Unexpected financial hardship (non-work-related) that has an immediate and unavoidable impact.
- Housing emergencies including eviction or an unforeseen and sudden requirement to move.
- Unexpected caring responsibilities arising from the acute deterioration of an ongoing medical or mental health condition in a dependent or close relative.

4. Legal and Safety Circumstances

- Jury service.
- Attendance at court or tribunal as a witness, defendant, or claimant.
- Being a victim of a violent crime (e.g., assault, sexual assault, domestic violence).

- Being a victim of theft or burglary affecting essential academic work or assessment materials.

Unacceptable reasons for absence

Unacceptable reasons typically include circumstances that are foreseeable, avoidable, preventable, or manageable around scheduled academic commitments. Examples include:

1. Personal Organisation and Time Management

- Oversleeping or missing public transport.
- General pressure of College or academic work.
- Failure of personal IT equipment, software, or internet access.

2. Avoidable Personal Commitments

- Employment commitments or personal appointments that could reasonably have been arranged outside timetabled sessions.
- Personal disruptions such as travel, family events, or social commitments that could have been planned around scheduled timetables.
- Booked holidays or travel abroad.
- Living at a distance from the College, including travel-related delays.

3. Elective or Non-Urgent Circumstances

- Cosmetic or elective medical treatment or surgery.
- Ongoing caring responsibilities, including routine school holidays, where no acute or unforeseen change in circumstances has occurred.
- Work commitments that do not meet the threshold of an emergency.

Appendix B Attendance and Absence Panel Terms of Reference

Terms of Reference and Membership

Attendance and Absence Panel (Home students)

Purpose

Pursuant to the Student Attendance Policy, the Attendance and Absence Panel's purposes are to determine whether UK domiciled students:

- may continue their study;
- have conditions place upon their continued study;
- be referred to the Fitness to Study Policy or to the Student Inclusion, Disability and Wellbeing Policy; or
- should be withdrawn due to low or non-attendance.

The Panel will:

- Receive advice about students who have failed to adhere to the College's expectations on attendance, as described in the published Student Attendance Policy.
- On the basis of the advice received, and in the light of any additional information known to the panel, to determine whether students should be withdrawn for low or non-attendance, or whether a different course of action is appropriate.

Composition and membership

Role	Member
Chair	Academic Registrar
Deputy Chair	Chief Registry Officer
Professional services representatives	Director of Student Services and Experience
	Student Activity Monitoring Manager

A relevant academic representative may be co-opted to the Panel for the consideration of complex cases.

Quorum

The Chair or Deputy Chair and at least half of the membership.

Mode of operation

The Panel will normally meet once a week.

Reporting

The Panel will communicate its decisions to the Registry Team, Finance Team and/or the relevant School, as appropriate, in accordance with the decision reached and the timescales set out in the procedure maintained by the Activity Monitoring Team. A summary of decisions will be reported to the Management Team on a monthly basis.

Attendance and Absence Panel (International students)

Purpose

The purpose of the Attendance and Absence Panel for international students is to manage and oversee the withdrawal process of sponsored students in compliance with the regulations set forth by UK Visa and Immigration (UKVI).

The Panel will:

- Conduct regular compliance checks to ensure that all withdrawal processes adhere to UKVI regulations.
- Collaborate with the Compliance team to address any compliance issues with attendance promptly.
- Ensure that the withdrawal process aligns with relevant immigration laws and regulations.

Composition and membership

Role	Member
Chair	Chief Registry Officer
Deputy Chair	Director of Data Intelligence and UKVI Compliance
Academic representatives	Dean of School
	Deans of Schools or Nominees
Professional services representatives	Group Chief Commercial Officer
	UKVI Compliance Supervisor (Post Enrolment)

Quorum

The Chair or Deputy Chair and at least half of the membership.

Mode of operation

The Panel shall meet at twice a month (fortnightly). Additionally, the Panel may meet as and when required.

Reporting

The Panel will communicate its decisions to the Compliance team for reporting to UKVI, Registry Team, Finance Team and/or the relevant School, as appropriate, in accordance with the decision reached by the Panel. A summary of decisions will be reported to the Management Team on a monthly basis.