

Student Attendance Policy

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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		

Contents

Purpose and scope	3
Introduction	3
Definitions	3
Scope	3
Policy statement.....	5
Misrepresentation.....	6
Absence Procedure.....	6
Low or non-attendance procedures.....	7
Procedures for the first two weeks.....	8
Attendance monitoring procedures	8
Withdrawals for low or non-attendance	9
Review and appeal processes	10
Appendix A Acceptable and Unacceptable Reasons for Absence	11
Acceptable reasons for absence	11
Unacceptable reasons for absence	12

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**

Attendance refers to a student's involvement in all scheduled and non-scheduled learning activities that form part of their programme. This includes being present at timetabled sessions such as classes, workshops, tutorials, or placements, whether in person or online (with cameras switched on where required), 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 overseas** 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 Attendance and Engagement Team as early as possible to discuss possible accommodations.
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:
 - SLC reporting
 - Mode of study allocation
 - UKVI expectations
 - Awarding body reporting
 - Status of full-time and part-time
8. The following modes of study are offered at Regent College London 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, in accordance with the Office for Students publication *Blended learning and OfS regulation* (OfS 2022.63, October 2022), combining in-person and online academic activity as part of a structured and integrated learning model.
10. In line with SLC guidance, full-time study equates to approximately 16 hours of activity per week on average, with part-time study requirements depending on your intensity of study. To be eligible for a maintenance loan, students must follow a structured timetable and attend their course regularly in person on a full-time/part-time basis at least once during the week, Monday to Friday (excluding weekends), in line with the course requirements of the

university/awarding body. If you follow your scheduled timetable, you will be meeting these requirements.

Policy statement

11. 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
12. 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.
13. We record attendance for each module in order to identify patterns of engagement and provide timely support.
14. 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.
15. 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 75% 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.
16. 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

17. 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.
18. 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.
19. 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

20. 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.
21. 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.
22. 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

23. 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.

24. 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.
25. 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.
26. If you are concerned that your attendance may fall below 75%, 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.
27. 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.
28. 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

29. 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.
30. If you miss four sessions, the College will begin taking supportive action to help you improve your attendance. Persistent attendance below 75%, may result in further steps, including referral to the Fitness to Study Procedure or, ultimately, withdrawal from your programme.
31. 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

32. 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.
33. 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

34. Please note that for PG online and part time students, these requirements are approximately halved; for example, Stage 1 will be invoked following fifteen missed hours.

If...	You will...	Notes
Stage 1		
you do not attend more than thirty hours , 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 fifteen hours 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 fifteen hours , or your attendance falls below 75% overall.	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 cannot adequately explain your lack of attendance, a Notification of Intention

If...	You will...	Notes
		<p>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>

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. 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.
39. You will be entitled to ask for a review of the withdrawal decision, or appeal the withdrawal, using the details in the section below.
40. 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

41. 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 five working days of the Notification being issued. Your request must include supporting evidence.
42. 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.
43. 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.
44. 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.