

SW07- Attendance & Engagement Policy

Responsibility of	SLT
Policy code	SW07
Initial approval	8 th September 2022
Reviewed	N/A
Next review	July 2023
Approved by	Board of Trustees

Attendance Policy

A core foundation on which Nexus ICA is built is the biblical principal of collaboration. As outlined in the Student Code of Conduct, each member of the Nexus ICA community has something of value to bring, therefore it is essential that good attendance is maintained by all in order for each individual to reach their full potential.

The policy below outlines:

- The requirement for attendance and engagement
- How attendance and engagement is recorded and monitored
- How to let us know if you won't be in attendance
- The consequences of repeated non-attendance

1. Introduction

1.1 This policy sets out the regulations and processes employed by Nexus ICA to monitor student attendance and engagement on all programmes. This policy should be read within the context of Nexus ICA's desire to ensure that each student can succeed within their studies.

1.2 The policy states the reasons and methods behind attendance and engagement monitoring and provides information regarding specific policies given by the UKVI for international students.

1.3 The processes presented are applicable to the entire student body and will be carried out and enforced by academic and administrative staff, as detailed.

1.4 The objectives and methods of recording data are presented below, parallel to the reporting process employed by administrative and senior staff in the event of non-attendance. Whilst these are particularly relevant for UKVI Tier 4 students, the policy is applicable to the student body as a whole.

1.5 All lectures, seminars, workshops, tutorials and other required sessions are provided to give the students the knowledge and skills to complete the course. Key skills and knowledge can be missed when attendance is low which can subsequently result in low grades, resits or retakes.

1.6 All students are expected to attend all of their scheduled sessions.

2. Definitions

2.1 Engagement is expected of all students in every required element of Nexus ICA life.

2.1.1 Engagement encompasses the attendance of on campus sessions such as lectures, workshops, practical sessions, scheduled assessments, submissions to summative or formative assessments and other required course related sessions. It also includes engagement with online learning resources and learning materials which form part of either the course or Nexus ICA's communications.

2.1.2 Engagement also includes all activities defined in the Course Handbooks as compulsory, such as Tutor Group, Encounter and Building Clean.

2.2 Attendance monitoring refers to all recording of student attendance of scheduled on campus sessions, through class registers. Students are required to be present when the register is taken at the beginning of every class.

2.3 Attendance is required at all sessions, whether they are run by Nexus ICA staff or outside professionals/trainers.

2.4 All students should refer to their Module and Programme Study Guides for further information on expected attendance. Further information and timetables are distributed after enrolment onto the programme.

2.5 "UKVI Tier 4 students" refers to all students sponsored by Nexus ICA, having been issued with a CAS number, currently undertaking a course with Nexus ICA.

2.6 UKVI Tier 4 students demonstrating low levels of attendance, or non-attendance, are subject to the reporting processes detailed below, as dictated by UKVI. Continued non-attendance could result in withdrawal of sponsorship, and the reporting of the persons to the UKVI, consequently affecting their visa and status in the UK. This monitoring and reporting is a legal requirement of all sponsors.

3. Recording attendance

3.1 All students will have their attendance monitored at every lecture, workshop, practical session, assessment, and all other activities as defined by 2.1.2. These will be monitored through the use of registers.

3.2 Nexus ICA is obliged to take registers, and these will be kept for a minimum of three years beyond the completion date of the course.

3.3 The registers will be reviewed by academic and administrative staff to enable an analysis and overview of each individual student's attendance. Data will be monitored by administrative staff. It is expected that academic staff will benefit from this information to enable them to take positive action towards absenteeism.

3.4 All absences must be recorded and action taken where necessary.

4. Authorised Absences

4.1 We recognise that there may be circumstances that prevent you from engaging as outlined above. In those circumstance you are required to complete an absence form prior to your first required session that day.

4.2 Authorised absences are expected to be short-term. Should you be concerned that an absence may be longer-term, you should speak with your personal tutor.

4.3 You must have a legitimate reason for absence, as such submitting an absence form does not guarantee the authorisation of your absence.

4.4 Legitimate reasons for absence may include but are not limited to:

- Short-term illness, injury or risk of passing on infection
- Bereavement
- Unexpected caring responsibilities for a family member or dependant
- Personal or family crisis
- Safeguarding concerns
- Medical appointment

4.5 Instances of illness that affect an assessment must be reported to Nexus ICA and where necessary, an Application for Extension form must be completed with the relevant evidence (doctor's or hospital note). In cases of severe illness completion of a Mitigating Circumstances form may be required.

4.6 Students should not be absent from the course unless authorised by Nexus ICA. Absence request forms can be accessed via the Nexus ICA website. Where possible an absence request forms should be completed at least one week in advance of the absence.

5. Unauthorised Absences

5.1 All absences not approved by the above process are consider unauthorised.

5.2 Students are not permitted to be absent from scheduled classes or sessions due to employment, unless agreed with Nexus ICA.

5.3 No extended period of absence is permitted unless authorised through application for deferral of study.

6. Non-attendance

6.1 Any students demonstrating a pattern of non-attendance on a programme of study is at risk of being withdrawn from their programme of study.

6.2 Students also have the option to leave the course prematurely and take an exit award, if this is a viable award route for their programme of study.

6.3 Students will follow the non-attendance procedure as outlined by Appendix A.

6.4 In addition to this policy UKVI Tier 4 students are subject to more stringent checks. These guidelines can be accessed at [GOV.UK](https://www.gov.uk).

7. Non-engagement

7.1 Since engagement with every element of Nexus ICA life is required (as stated above) it is of concern to Nexus ICA that any students should demonstrate a pattern of non-engagement.

7.2 We recognise that there may be many reasons for non-engagement and as such you will be invited to discuss such reasons with a relevant member of staff. We expect your attendance at such a conversation.

7.3 An un-improving pattern of non-engagement may instigate stage two of the non-attendance procedure outlined by Appendix A.

Appendix A

Non-Attendance Process

- Stage 1: 1-week non-attendance – Meeting with a Personal Tutor
- Stage 2: 2-weeks non-attendance – Meeting with Personal Tutor & a member of management staff
- Stage 3: 3-weeks non-attendance OR 2 consecutive weeks non-attendance– Meeting with a personal tutor & a member of SLT
- Stage 4: 4-weeks non-attendance or 3 consecutive weeks non-attendance – discussion of withdrawal from course

Note for UKVI Tier 4 students: UKVI request notification after 10 consecutive contact points have been missed.