
STUDENT ATTENDANCE AND ENGAGEMENT PROCEDURE

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Purpose and Scope

This procedure details how Applied Business Academy supports and monitors student attendance and engagement with their studies, and how it makes decision about a student's status where they are not engaging effectively.

The primary audiences for this procedure are:

- Institution staff who are responsible for supporting students and considering, and make decisions about, a student change of status.
- Students.

Throughout this procedure, 'Applied Business Academy' refers to ABA.

Who does this procedure apply to?

If you are...	Then...
A DET student...	All sections of this procedure are applicable to you.
On a programme leading to an award from Applied Business Academy	All sections of this procedure are applicable to you.
On a programme leading to an award from University of West London	All sections of this procedure are applicable to you.
On a programme leading to an award from a particular partnership such as Nescot	All sections of this procedure are applicable to you.

If you are not sure who awards your programme at the end, please contact your dedicated Student Services Officer (SSO).

Additional procedures may apply to international students on student visas.

Introduction

This procedure sets out ABA's approach to monitoring and supporting student attendance & engagement with their studies, and making decisions about changes to a student's status where they are not engaging effectively.

A change of student status means:

- Permanent withdrawal
- A temporary suspension of studies
- Transfer from one programme to another

This procedure identifies a range of events or circumstances that may act as potential triggers for changing a student's status. These do not include:

- Failing to satisfy the criteria for progressing from one level of a programme to another. The criteria(s) are specified in the relevant programme specification and or academic regulations, along with details of how the satisfaction of these criteria is determined (normally the outcome of an assessment board).

Definitions

Permanent withdrawal is where a student is required to their programme without having the possibility of returning. Depending on the student's academic progress at the time of withdrawal, and subject to the regulations of the awarding body, they may be entitled to an exit award. Where a student wishes, and is eligible, to return to ABA, they will be required to re-apply via the same process as any new applicant.

A temporary suspension of studies is when a student is required to take time off, away from their studies with the intention of returning to the same programme within a limited, specified period.

Transfer from one programme to another could be an internal transfer (within ABA, from one programme to another) or externally (where a student transfers to a programme offered by another provider).

Student engagement support

Student engagement and success is supported by ABA in various ways. However, there may be instances where a student is at risk of being unable to complete academic work to the required standard to progress through their programme. Examples of such circumstances placing a student to be at risk can include:

- Failure to attend timetabled teaching sessions or placements.
- Failure to attend an appointment with ABA staff relating to academic progress or engagement.
- Late or non-submission of work for summative assessment.
- Failure to engage in other ways as per the requirements of the programme.
- Failure to attend assessment or examination activities.
- Receiving marks for summative assessments below minimum threshold to what is required to pass a unit or module.
- This means the start and end time indicated on your timetable for each session you are in attendance.

How the procedure works

Attendance

Timetabled teaching sessions are a compulsory aspect of students' learning experience. During these timetabled sessions, most of the curriculum content is conveyed. For programmes that have mandatory placement or practical elements, attendance, and engagement at these is also imperative. Timetabled sessions also provide students opportunities to form an interaction with the academic staff as well as their peers.

ABA expects all students to arrive on time for all timetabled teaching sessions and placements, and to attend for the entire duration of these. ABA monitors and stores records of student attendance and expects all students to engage with our methods of monitoring. **This means the start and end time indicated on your timetable for each session you are in attendance for the full duration.**

Authorised and unauthorised absences

If you are already aware you will be absent for a scheduled teaching session or placement before this takes place, it is important you inform a member of the Student Services team at ABA as early as possible in advance of the session itself so this can be considered for authorisation. Please note, in most cases, you will be asked for evidence such as medical records, appointment confirmations or any other appropriate documentation to support your absence request for approval. If you fail to inform us in advance, or if you do not provide an acceptable reason or sufficient evidence for this, then the absence will be left unauthorised.

If you are absent for your scheduled teaching session or placement due to an unforeseen circumstance (such as a sudden illness), it is important you inform a member of the Student Services team at ABA as early as possible in advance of the session itself, if possible. Your absence will be kept unauthorised if you fail to notify us about it and explain why it happened.

If you are aware or suspect you will need to be absent from several sessions or placements, then you are required to discuss this with your designated Student Services Officer (SSO) or Programme Leader as soon as possible. Discussing the situation in detail will enable the possibility to agree temporary arrangements for your engagement or consider a period of suspension on programme.

Instances of unauthorised absences will be followed up by the Student Services and Academic Services team.

Attendance Warnings

If a student has four accumulated or consecutive unauthorised absences in a semester/term/trimester, we will ask the student about the reasons for non-attendance and request that they resume attending.

If a student has eight accumulated or consecutive unauthorised absences in a semester/term/trimester, we will invite the student to discuss their circumstances with members from key departments involved to find out if ABA can do anything to help the student resume attending. The outcomes available at this stage are:

- To agree that the student will resume attending with no further action by ABA; or,
- To agree individualised temporary arrangements for the student's attendance. This may happen where a student who has previously attended satisfactorily is suddenly unable to do so due to unforeseen circumstances (for example, illness of a dependent relative) to attend for a short period; or
- To refer the student and escalate the matter to the Student Wellbeing Service for the consideration of an individual support plan to support their re-engagement; or
- Where it has been identified the student is having underlying physical or mental health difficulties or challenges, to discuss and refer the student to the Fitness to Study procedure.

If a student has twelve accumulated or consecutive unauthorised absences in a semester/term/trimester, or where they fail to attend the appointment to discuss their attendance described in paragraph 20, the Student Services team will consider recommending the matter for further review to the Programme Leader or a member of the Senior Leadership Team (SLT) for consideration that the student's status is changed i.e. they are recommended to suspend their studies, transferred to another programme, or be withdrawn from this.

Other types of engagement

Where a student:

- Fails to submit summative assessment at all; or
- Submits summative assessments late without making a formal request for mitigating circumstances; or
- Demonstrates a failure to engage properly in other ways in line with the requirements of their programme.

We will invite the student to discuss their circumstances with key colleagues from departments, including Student Services, Academic Services & Registry.

The possible outcomes from this discussion can be:

- To refer the student to the Student Wellbeing Service for the consideration of an individual support plan to support their re-engagement; or
- To agree that the student will re-engage (e.g. submit overdue and upcoming assessments as per an agreed schedule and on time) with no further action by ABA; or
- To agree individualised temporary arrangements for the student's engagement; or,
- Where the student has been identified or declared as having underlying physical or mental health difficulties or challenges, to refer the student to the Fitness to Study procedure.

Where a student continues to:

- Not submit work at all; or,
- Submit work late; or,
- Fails to attend an appointment with ABA staff to discuss their engagement or academic progress.

The Programme Leader will consider the possibility of the student's status being changed i.e., they are recommended to suspend their studies, transfer to another programme, or be withdrawn from this.

Withdrawal or suspension

The Senior Leadership Team (SLT) or Programme Leader holds discretion whether a student's status is changed owing to non-attendance and/or other types of non-engagement as described in this procedure. SLT or Programme Leader will base any decision to change a student's status on a holistic consideration of the case, to ensure that all aspects of a student's circumstances inform any change of status.

It may be decided to suspend a student's studies for a period of up to one calendar year by SLT or Programme Leader to allow the student sufficient time to deal with circumstances causing their lack of engagement (such as adverse personal circumstances). The duration of any suspension by ABA must take into account the student's ability to re-engage with the programme at the end of the suspension period and with all requirement assessment or re-assessment points.

Alternatively, SLT or the Programme Leader may decide to withdraw the student from their programme permanently where there is no evidence and/or realistic prospect of the student re-engaging with the studies successfully, and/or where there is no realistic commitment from the student to engage in meetings with ABA staff to discuss their non-engagement.

Whether a decision has been made to suspend or withdraw a student from their programme, they must be informed in writing of the reasons by ABA (this includes notification via a completed withdrawal form). Any proposal to withdraw the student should explain why ABA believes suspension is not appropriate. The student will then have a right of appeal against the decision as per the standard Complaints & Grievance Policy.

Once a student has been informed by ABA of its intention to withdraw them, the student's individual record will be updated to reflect the leave date and reason for withdrawal. The student may be eligible to receive a transcript indicating any credits earned on programme (if this is available). Depending on the student's academic progress at the point of withdrawal, and subject to the regulations of the awarding body/organisation, they may be entitled to an exit award.

Non-academic grounds: change of status

There may be a range of other circumstances or events under which ABA may suspend a student's studies or withdraw them permanently on non-academic grounds. These include:

- Referral from the Fitness to Study procedure;
- Non-payment of programme fees;
- An adverse outcome from ABA's Student Disciplinary Procedure.