



## HE Student Attendance Policy and Procedure 2025-2026

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1. University Centre Askham Bryan has Curriculum Team Leaders (CTLs) responsible for managing higher education (HE) student attendance. These staff members work under the respective guidance of Heads of curriculum departments with HE provision and liaise directly with the Management Information Systems (MIS) team based in York to ensure attendance processes are followed, data is accurately maintained and also work with the Academic Services Coordinators to ensure that reporting requirements to the Student Loans Company (SLC) are met.
- 1.2. Attendance in HE is defined, in line with DfE guidance, as **participation in a course by a student**, including but not limited to:
- Teaching (face-to-face, online, or blended)
  - Project supervision and dissertation meetings
  - Field trips and placements (where mandatory)
  - Academic Appraisals, tutorials, workshops, and seminars
  - Practical or laboratory sessions
  - Any timetabled or required academic activity

### 2. PURPOSE

- 2.1. The purpose of this policy is to:
- a) Ensure timely and accurate recording of student attendance and engagement across all HE programmes.
  - b) Support early identification of disengagement or attendance issues to enable timely intervention.
  - c) Comply with SLC service standards, DfE guidance, and other funding body regulations.
  - d) Maintain accurate and auditable records to evidence student participation.
  - e) Safeguard the academic success and wellbeing of all HE students.

### 3. SCOPE AND LIMITATIONS

This policy and procedure applies to:

- 3.1. All HE students enrolled on undergraduate courses at the College, including full-time and part-time modes of study.
- 3.2. All managers, teaching and support staff responsible for recording, monitoring, or supporting HE student attendance and engagement.
- 3.3. All curriculum-related activities, including scheduled classes, online learning, project supervision, dissertation activities, placements, and any mandatory enrichment activity.

### 4. RESPONSIBILITIES

- 4.1. Regular attendance and engagement are essential for academic progress, safeguarding, and funding compliance.
- 4.2. The college expects **HE students** to:
  - Attend and engage in all scheduled learning activities.
  - Submit assessments by published and/ or agreed deadlines.
  - Maintain a minimum attendance rate of 75% (unless otherwise agreed or required by awarding bodies, professional bodies or for bursaries).
  - Respond promptly to communications regarding attendance concerns.
- 4.3. The college expects **Curriculum staff** (lecturers, instructors, supervisors) to:
  - Take attendance within the first 15 minutes of each session via ProSolution or approved HE system.
  - Record attendance for face-to-face, online, and blended activities.
  - For project/dissertation supervision, log engagement (meetings, draft submissions) as attendance.
  - Contact students with unexplained absences within 2 working days.
  - Notify the HE Academic Services Coordinators of persistent absence or disengagement.
- 4.4. The college expects **Curriculum Team Leaders and Course Managers** to:
  - Monitor weekly attendance and engagement reports.
  - Ensure early intervention for students below expected thresholds.
  - Liaise with the HE Student Engagement Team on cases of concern.
- 4.5. The college expects **MIS Team** to:
  - Maintain the HE attendance recording system and ensure data integrity.
  - Provide regular BI reports to HE managers.
- 4.6. The college expects **Academic Services Coordinators** to:
  - Ensure SLC notifications are submitted in line with service standards (80% of withdrawals reported within 60 days).

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4.7. The college expects **Departmental Administrators** to:

- Arrange meetings to discuss concerns and provide targeted support.
- Document all actions on the student record.

## 5. ATTENDANCE EXPECTATIONS

5.1. Depending on the level of study students are expected to engage with a minimum of **15–20 hours per week** for full-time study (including scheduled contact time and independent learning).

5.2. Minimum attendance requirement: **75%** of scheduled sessions where attendance was required.

5.3. Engagement includes:

- Attending teaching sessions (face-to-face, online, or blended)
- Completing and submitting work by deadlines
- Attending tutorials, project supervision and dissertation meetings
- Participating in group work, placements, and mandatory field trips

5.4. Note that for those students eligible for a UCAB bursary a minimum expected attendance of 80% is usually required.

## 6. ATTENDANCE RECORDING GUIDELINES – FOR STAFF

6.1. Registers must be completed accurately for all scheduled learning activities using the approved codes:

Mark	Description	Positive	Negative	Neutral
/	Present	X		
L	Late	X		
V	Virtual/Online	X		
O	Absent		X	
S	Sickness/Illness		X	
W	Withdrawn			X
N	Not Required to Attend			X
C	Class Cancelled			X
!	Unmarked		X	

## 7. ABSENCE MANAGEMENT

7.1. **Not Required to Attend**—Lessons/ assessments/ tutorials where staff member has stated that your attendance is not required.

7.2. **Absence** – any non-attendance that is not one of the following:

- Withdrawn
- Not required to attend
- Class postponed

### 7.3. Absence Reporting

- students must notify the module leader and course manager by email, teams or phone before the start of the missed session.

### 7.4. Absence Thresholds

- Five consecutive weeks' absence without any engagement: withdrawal process initiated in line with SLC requirements.
- Six weeks of attending but remaining below 75% attendance – Strategic Postponement be initiated in line with SLC requirements.

### 7.5 Residential Students in Askham Bryan College Accommodation

- More than 5 consecutive days' absence: welfare check initiated, at this stage Residential Services Manager to be informed for residential students.

## 8. MONITORING AND INTERVENTION

8.1. If a student is absent after the register is taken the student may be sent a message noting their absence.

- Trigger Point 1** - Initial Contact: Student contacted within 2 working days of unexplained absence or when overall absence drops below 75% - Normally week 1 of attendance concerns (Action: Course Manager on ProMonitor).
- Trigger Point 2** - Meeting: If attendance does not improve -formal discussion with Course Manager and action plan agreed- normally week 2 of attendance concerns (Action: Course Manager log on ProMonitor).
- Trigger Point 3** - Review: Action plan reviewed after 2 weeks; if no improvement or attendance drops below 75%, case escalated, - Normally week 4 of attendance concerns (Action: Course Manager Log on ProMonitor).
- Trigger Point 4** - Final Warning: Course Manager to request Departmental Administrator to send notification of risk of withdrawal or Strategic Postponement– Normally week 4 of attendance concerns – (Action Course Manager and Administrator Admin to log on ProMonitor).
- Trigger Point 5** - Strategic Postponement: Initiated if attendance/engagement fails to improve, following safeguarding checks. Normally week 6 of attendance concerns. (Action Course Manager to request strategic postponement letter from

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Academic Services; Academic Services Log on ProMonitor letter sent).

### **8.2. Additional Process for Students living in Askham Bryan College Accommodation**

- More than 5 consecutive days' absence:
  - If able to speak to the student
    - ask how they are if they would like a welfare check. If they want a welfare check or you still have concerns after speaking to them on log on CPOMS the conversation had with the student and request a welfare check, select residential tag to ensure that the safeguarding team are notified.
  - If not able to make contact with the student
    - log on CPOMS concerns about students attendance and request a welfare check, select residential tag to ensure that the safeguarding team are notified

## **9. BREAKS IN LEARNING, STRATEGIC POSTPONEMENT & RESUMPTIONS**

- 9.1. Students may request a suspension of studies for personal, health, or compassionate reasons.
- 9.2. Health suspensions may be eligible for up to 60 days additional funding from SLC.
- 9.3. In Line with SLC requirements the college can strategically postpone a student as per the absence thresholds in 7.4. Maintenance loan entitlement may be recalculated upon suspension.
- 9.4. Students must agree a return-to-study plan with their Course Manager before resumption.

## **10. DATA ACCURACY AND AUDIT READINESS**

- 10.1. Attendance and engagement data is used for SLC reporting, internal monitoring, and external audit.
- 10.2. All staff must ensure records are accurate, complete, and submitted within required timescales.
- 10.3. Periodic audits will be conducted to verify compliance with DfE and SLC standards.

## **11. COMPLIANCE**

- 11.1. Failure to follow this procedure may result in funding non-compliance, safeguarding risks, and potential disciplinary action for staff.
- 11.2. Students failing to meet attendance requirements may be subject to academic sanctions, suspension, or withdrawal.

## 12. MONITORING AND REVIEW

- 12.1. The Assistant Principal HE and Academic Registrar has overall responsibility for the oversight of this policy.
- 12.2. The Head of HE Academic Services and Quality Assurance will maintain oversight of the effectiveness of these arrangements, supported by Curriculum Team Leaders and Academic Services Coordinators. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of HE Academic Services and Quality Assurance.

## 13. SUPPORTING/RELATED DOCUMENTS

- Timetabling Procedure

## 14. RELEVANT LEGISLATION

- 14.1 In all aspects of this Policy and Procedure the College will comply with the following legislation:
- DfE Post-16 Funding Assurance Review Guidance [DfE post-16 funding assurance review guidance](#)

## 15. DOCUMENT HISTORY

Date of Issue: 18<sup>th</sup> December 2025

Approved on: HEAB 12<sup>th</sup> November 2025 and Policies Group on 26<sup>th</sup> November 2025

Next review: August 2026

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Publication requirements: PUBLIC