

ATTENDANCE MONITORING POLICY

This policy explains the University's approach to monitoring the attendance of students on campus-based courses of study. It also explains how the University carries out its specific obligations for international students who hold a visa under Tier 4 of the points-based immigration system and for whom the University is Sponsor.

1 Introduction

- 1.1. The University recognises the value of attendance monitoring to help identify students who may be in danger of leaving their course of study. Through early identification of such students, the University has the opportunity to offer assistance and guidance, encourage progression and avoid potential discontinuation. Attendance monitoring is also essential for the University to meet its statutory requirements for receipt of funding and students to be able to receive maintenance funds.
- 1.2. This policy applies to all students registered on campus-based courses. (see also 2.7).

2 International Students (from outside the European Economic Area)

- 2.1. The University is the Sponsor for international students who hold a visa under Tier 4 of the points-based immigration system. As a Sponsor the University is obliged to meet the expectations of the UK Visas and Immigration (UKVI) as laid down from time to time in their Guidance and Regulations. Further information on this can be found on the [UKVI's web-site](#)¹.
- 2.2. Within these Regulations, the UKVI requires Sponsors to report any international students who have missed ten (10) consecutive expected contact points within each academic year of study. Once an international student has missed ten (10) consecutive expected contact points, the University must notify the UKVI of that student's absence within ten (10) working days. This means that the international student's leave to remain may be curtailed by the UKVI.
- 2.3. Falmouth University defines contact points as face-to-face lectures, tutorials, seminars and meetings: these may also include a combination of one-to-one audio or video communication (e.g. Skype, or phone-based work discussions). Exchanges of e-mail messages, although possibly part of a schedule of regular contact, are not acceptable as a formal contact point for these purposes.
- 2.4. All international students (i.e. who are not from the European Economic Area) are subject to additional registration points at the beginning of subsequent study block for which they are in attendance. This involves a face-to-face check of identity and documentation.
- 2.5. In addition, students are required to report to Student Administration Front of House desk with their ID card at either Penryn or Falmouth campus every fortnight throughout the academic year.

¹ See: <https://www.gov.uk/tier-4-general-visa/overview>

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- 2.6. Heads of Subject are responsible for performing monthly checks to confirm that the academic engagement and attendance of international students on their course(s) satisfies the requirements of this policy. Further information to students is given in the Tier 4 student guidance sheet.
- 2.7. Equivalent processes will be followed in the case of any category of student not explicitly noted in this document.

3 Undergraduate and Taught Master's Students

- 3.1. The attendance of all students on taught awards is monitored via class registers either taken by the member of staff delivering/facilitating the scheduled activity or by students logging their own attendance. For the purposes of this policy, a scheduled activity may be a lecture, seminar, tutorial, workshop, critique, technical instruction, demonstration, presentation, group work, performance or any other timetabled activity. Academic departments will retain records of class attendance. Student Administration will conduct sample audits of registers.
- 3.2. Undergraduate students are responsible for notifying the relevant Module Leader(s) of any absence from any scheduled activity. Students causing concern will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.

Stage 1

- 3.3. Where taught student misses fifty per cent (50%) of scheduled activities (or five (5) scheduled activities where the attendance monitoring system (SEATS) has not been implemented) within any two-week period of a study block the Head of Subject or Course Co-ordinator will be notified and may (subject to 3.2) who will issue a communication seeking a full explanation.

Stage 2

- 3.4. Should a student miss a further fifty per cent (50%) of scheduled activities (or a further five (5) scheduled activities where the attendance monitoring system (SEATS) has not been implemented) within another two-week period in the same study block, the Director of the academic department (or nominee) will issue a second communication requesting urgent contact together with a full explanation.

Stage 3

- 3.5. Students whose pattern of attendance does not improve above the minimum expectation (51% or more in any subsequent two-week period within the same study block) of the second communication may have their studies terminated in accordance with the Terms and Conditions. The Director (or nominee) will determine whether the student will be withdrawn, referred for additional support (e.g. HWFS) or if no further action is to be taken (e.g. circumstances are known and being actively managed).
- 3.6. No student shall be withdrawn under this policy without the authorisation of the Deputy Vice-Chancellor (Academic) (or nominee).
- 3.7. At any stage of this policy, the Director of the academic department or Head of Subject may make an assessment that a student should be called in to a Health, Wellbeing and Support for Study meeting.

VERSION CONTROL

PURPOSE/CHANGE	AUTHOR	DATE
Original document for approved at AQSC.	QAE	July 2015
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