Attendance Management and Engagement Policy

臣fective from 2021-22

- 1 Introduction
- 1.1. This policy outlines of, and approach to, the management of student attendance and engagement with their programme of study. The University wants all students to be successful in their chosen programme of study and will endeavour, at both School and University level, to provide the opportunities and support to enable success. This includes
 - wellbeing.
- 1.2. For the purposes of this policy, attendance and engagement is understood to mean that students will be responsible for their learning and will pursue their studies conscientiously, making use of the resources and opportunities made available to them. This includes attending lectures, seminars and tutorials whether they are delivered in-person or online as agreed for each programme, submitting assignments and undertaking examinations unless otherwise agreed with the University because of exceptional circumstances.

Annex A: Key Data Sets and Interventions

Data Set	Process	When	Intervention/Outcome
Enrolment & re- enrolment data	Automated process of reminders to enrol and re-enrol. Manual intervention via Support Centre 57,8334 AMCID 181		

Blackboard login data may

particularly any missed summative assignments. Additional signposting to University support services such as Counselling & Wellbeing, Welfare, Student Financial Support, and International Advisory may also form part of this discussion as appropriate to the student's situation. Coursework submissions data may subsequently be used throughout the term as one of the data sets supporting Academic Engagement and Fitness to Practice processes. Coursework submissions data is used as evidence of attendance & engagement for the purposes of Home Office Compliance requirements for students holding a Tier 4/Student Route visa.