ATTENDANCE AND PROGRESSION POLICY

Version	2, September 2021
Approved by	Quality Assurance Committee
Next Date of Review	August 2022
UKQC- Advice and Guidance	• Enabling Student Achievement
Awarding Body Reference	• Student Complaints Procedure of Bath Spa University
Other reference Points	• ESL Quality Assurance Manuals • Student Handbooks/ Course Handbooks
	• Teaching and Learning Policy of ESL

1. The aim of this policy is to help and support the students in order to achieve their learning potential, improve and enhance the rate of their successes and retention. This policy sets out the rules and regulations in order to monitor students' attendance and progression.

2. Elizabeth School of London (ESL) communicates its regulations and targets on student attendance and progression to the learners. ESL has a routine to monitor attendance and rate of progression of the students to minimise the poor rate of progression and withdrawal.

3. ESL expects that the students will attend their classes on time, aware about the class time table, take part the necessary activities related to their course or programme.

4. Attendance procedure:

   4.1 All students will have their attendance monitored at every lecture, seminar, workshop, or practical session. These will be monitored through the use of registers.

   4.2 The registers are to be fed into ESL's SMS by administrative staff to enable an analysis and overview of each individual student's attendance. Data will be analysed and monitored by administrative staff in ESL using in-house software. All authorised and non-authorised absences are recorded, and actions are taken where necessary.

   4.3 Tutors are required to mark late any student arriving 15 minutes late after the start the scheduled start time unless they have a valid reason (refer to acceptable reasons guide).

   4.4 if a student arrives 30 minutes before the end of the class, they will be marked as absent for the entire session.

5. Authorised Absent:

   5.1 Short-term absences (up to one week) due to illness may be authorised without any documentary evidence, but it is advised that the student contacts the relevant member of staff to inform about the reason of being absent by email.

   5.2 Instances of illness that affect an assessment must be reported to ESL, and where relevant, with medical evidence (doctor's or hospital note). The same is applicable for other extenuating circumstances.

   5.3 Students are permitted to apply for temporary leave, suspension of studies, or deferral of their programme of study for personal or medical reasons.

6. Unauthorised Absent

   6.1 Unauthorised absences over one week, such as non-attendance due to undocumented medical, personal or other extenuating circumstances are not permitted, if no evidence is presented, or the absence is not agreed in advance.

   6.2 Students are not permitted to be absent from scheduled classes or practical sessions due to employment, unless agreed with the tutor or module leader/programme leader.

   6.3 All examinations and assessments must be attended and completed on time (and within any pre-agreed extensions already granted), unless approved by the

Principal or another officer of ESL acting on his behalf.

6.4 Unauthorised absences by students will result in an initial warning letter being sent by central administrators asking them to contact ESL with the reason for their absence. A meeting will be organised with the attendance officer. Following the initial letter, if a student's absence is still of concern, or received no communication, a second warning letter is sent requesting a formal meeting with the student, Attendance Officer and Academic Manager to discuss the absences, and to implement an action plan. Continuation of low attendance will result with a final letter requesting direct contact with the school and a meeting with the principle. Failure to attend the meeting without a valid reason will result in withdrawal.

6.5 All students are at risk of removal from their programme after consistent and continued periods of absence are recorded. A student whose attendance rate is below 50% at the mid- point of an academic term or is below 50% during the entire term, may result in removal of the student from the programme with no opportunity to re-enroll on any programme.

6.6 No extended period of absence is permitted unless authorised through application for temporary leave, suspension of study or deferral.

7. Non-Attendance

7.1 As detailed above, students demonstrating non-attendance on a programme of study will be asked to attend a meeting in ESL with the Programme Leader/Tutor/Administrator. Should a student choose at that point to suspend or defer their studies, documentation must be completed to confirm this, and this would become effective as soon as the information is received centrally.

7.2 Where required, in instances of non-attendance, a warning will be sent to students to require them to attend a meeting in the College where their attendance, academic progression and any other personal circumstances can be discussed.

7.3 In instances where a student does not attend the scheduled meeting in ESL and no viable reason is given for non-attendance at the meeting, ESL may withdraw the student from the programme with no opportunity to re-enrol on any programme. However, prior to the withdrawal, the reasons to withdraw will be conveyed to the student in writing,

7.4 In cases where students attended the preliminary attendance meeting but there are no visible improvements in attendance, then the student could be excited from the programme.

8. Progression

8.1 The purpose of progression monitoring is to ensure that ESL has fair, transparent and effective processes to monitor students' academic progression and to identify students with poor academic performance who may require additional support.

8.2 The progression policy is only applicable to ESL and BSU Foundation degrees.

8.3 On successful completion of their foundation degree, the learners will get to BSU for their education in order to complete their undergraduate degree.

9. Monitoring Students' Progression

Student progress is monitored on a consistent basis, benchmarked against several key indicators:

- Attendance at 60% or less
- Late/Non-Submissions
- Unsuccessful Submissions

Therefore, the Student at Risk Register provides a holistic overview of student progress and early interventions, ensuring that the maximum number of students have successfully completed. Those who do not, are warned of poor performance and reminded that they must pass all of the six modules offered by BSU for their Foundation Programme.

10. Monitoring and evaluation

ESL records attendance data for all students at all learning sessions. The students with low attendance are identified and invited for an interview as explained under 'unauthorised absence'. The meeting details are recorded and uploaded to the student file for future reference. The data is then used to produce a termly "Poor Attendance Enquiry Form Analysis Report" for each programme of study.

10.1 The Assessment Panel considers the assessment submission and results status of each student.

10.2 Monthly "Low Attendance Report" identifies students who are at the risk of withdrawal or failure.