

**1. Introduction and Aims**

- 1.1 The purpose of this policy is to provide detailed information and guidance on the process and management of the student attendance system for Undergraduate and Postgraduate courses. This Policy explains our expectations of students as partners in the learning process.
- 1.2 Research indicates a strong correlation between regular attendance and retention, progression, wellbeing, and academic achievement. By regularly reviewing student attendance, Regent's can offer additional support and guidance to the students who may need it.
- 1.3 This policy has been developed as part of Regent's commitment to provide a supportive learning environment in which students are encouraged to develop knowledge, understanding and the range of skills and attributes that will be useful to them during their time at Regent's and beyond. Regent's encourages active participation in all learning activities through regular attendance and has minimum attendance requirements.
- 1.4 Regent's records student attendance at all scheduled sessions. This is to monitor student attendance and engagement in their studies. It also ensures that Regent's is able to meet its reporting obligations to external bodies and agencies on a prompt and timely basis. These include government funding organisations such as the Student Loans Company, third party sponsors, Professional, Statutory and Regulatory Bodies, and UK Visas and Immigration (UKVI).
- 1.5 All Regent's scheduled sessions take place in-person on campus or, in the case of field or study trips, to specified off-campus locations. Regent's does not normally offer online teaching or assessment.
- 1.6 This policy outlines the steps that Regent's will take where students are not meeting attendance expectations. This includes any sanctions that may be applied to students with low or non-attendance or who try to circumvent the attendance record system.
- 1.7 The applicability of this Policy under Regent's University London's Collaborative Provision arrangements is detailed in Schedule A.

**2. Principles**

- 2.1 **Fairness.** All students will be treated equitably in relation to attendance requirements, including accommodating any reasonable adjustments made for disabled students.
- 2.2 **Support and Wellbeing.** High levels of student attendance and engagement have been linked to high academic achievement. Regent's recognises that not all students who are struggling either personally or academically will show a pattern of behaviour that includes reduced attendance. However, it is important for Regent's to measure attendance in order to identify and offer additional support to students who may have personal circumstances or health issues that are affecting their studies. Thus, the Regent's primary response to non- or low attendance will be centred on student wellbeing.
- 2.3 **Student Ownership.** Regent's is committed to providing a supportive learning environment. However, students are required to take responsibility to complete the online enrolment onto the course and to meet the university's minimum attendance requirements.

2.4 **Disabled students.** Regent's may make reasonable adjustments to support disabled students to attend at and engage with their sessions. These adjustments may include (for example) specified seating or positioning within a room, and/or regular breaks, and/or slightly delayed start/early departure. Non-attendance at scheduled sessions is not a reasonable adjustment. This means that all students, regardless of disability, must meet the minimum attendance threshold.

### 3. **Scope**

3.1 This policy is relevant to all students enrolled at the University and all staff responsible for reviewing attendance. 'Staff' includes any individual working at or for the University. This includes, but is not limited to temporary, honorary, visiting, casual, voluntary, emeritus and agency workers, students employed by the University and its suppliers.

3.2 This policy covers in-person and/or online (where this is available) attendance of all timetabled events and trips. It also covers students on Study Abroad or work placement.

### 4. **Definitions**

4.1 'Attendance' is the activity of attending scheduled academic sessions. Face-to-face and/or online attendance (where this is available) at scheduled teaching and learning events is a core component of student retention, progression and achievement. Section 5 below outlines how non-attendance (absence) or students' late arrival are defined and the steps students should take to ensure that their attendance is recorded for each academic session.

4.2 'Engagement' is the directed and self-guided activity that academic staff have determined is necessary to complete the learning hours for a module. Depending on the module this will include preparatory work and reading, participation in scheduled sessions, completion of both formative and summative assessments, and attendance at personal tutorials. Engagement also includes attending meetings with and responding to requests for information from a Student Experience Officer (SEO) as required.

4.3 'Inbound Study Abroad student' is a student studying at Regent's from another institution for one or two terms, coming from either one of our partner institutions or as a free-mover.

4.4 'Outbound Study Abroad student' is a Regent's student who is studying at a partner institution on an exchange programme for one term or more, returning to Regent's upon completion of their period abroad.

4.5 'Teaching event' refers to any teaching and learning session. It includes lectures, seminars, tutorials, practical sessions, workshops, studio sessions and compulsory field trips.

4.6 'Minimum attendance requirement' is the minimum attendance expected of all students to be considered as active students. The university expects students to attend 100% of their classes but accepts that sometimes that is not possible, so the minimum attendance threshold is 75%.

4.7 'Sponsored students' are those holding a student visa for which Regent's is the sponsoring body and includes any period of study abroad undertaken by these students.

## **5. Lateness and absence definitions and student responsibilities**

- 5.1 'Tapping in'. Where a session takes place in a Regent's teaching space on campus, it will be possible for attendance to be recorded on an electronic reader. The student places their card on the reader for it to record their presence. This is referred to as 'tapping in' and that term is used in the remainder of this policy.
- 5.2 Where a session takes place outside of a space with an electronic reader or is a field trip, the tutor will keep a record of who is present. This is the final record.
- 5.3 'Lateness' is defined as a student failing to tap into a session from between one minute and fifteen minutes after the session has started.
- 5.4 'Absence' is defined as a student failing to tap into a session from fifteen minutes after the session has started or leaving earlier than 30 minutes before the end of the session.
- 5.5 'Fraudulent attendance' is the attempt to pretend to be present at a session when the student is actually absent for all or most of it. Fraudulent attendance includes (but is not limited to) the following:
- a. a student asking a member of staff to record them as on time when they were late;
  - b. a student asking a member of staff to record them as present when they were absent;
  - c. a student leaving a scheduled session more than 30 minutes before it is due to end (and not returning);
  - d. a student taking longer than scheduled breaks during a class (for example, presence at the start and end but stepping out for most of the class);
  - e. a student tapping in to a session on behalf of someone else;
  - f. a student asking someone else to tap in for them.
- 5.6 If a student tries to gain fraudulent attendance by any means, they will be subject to a General Misconduct allegation and may also receive an automatic warning or penalty if the evidence supports this decision.
- 5.7 Section 10 provides information about processes for recording attendance and any actions students should take if their ID card is missing or not working.

## **6. General Attendance Expectations**

- 6.1 Regent's expects students to attend all scheduled learning events on their timetable as this gives students the best chance of academic success. This includes all events set out in the course specification or those provided to students during a module, including personal tutorials, supervisions and scheduled off-campus learning sessions.
- 6.2 Students' submission of assessments will also be recorded as a form of attendance. For students on a visa, this will also contribute towards the UKVI conditions associated with their visa.
- 6.3 Students should familiarise themselves with attendance requirements and must ensure that they engage with the method of recording attendance used by Regent's. Students are responsible for ensuring that their attendance is recorded.
- 6.4 It is important that students attend teaching events punctually and do not disrupt the learning of others. It is vital that students arrive on time so they are present for information that may be given at the start of a session, for example, Health and Safety instructions or information about assessment. Please note that Regent's attendance monitoring system will record time of arrival and if a pattern of lateness or absence is

observed, this will likely lead to further engagement with the steps in this policy.

## **7. Study Abroad and Work Placement Attendance Expectations**

- 7.1 **Inbound Study Abroad students** who are studying at Regent's on an exchange or study abroad programme must comply with this Student Attendance Policy.
- 7.2 **Outbound Study Abroad students**, meaning Regent's students who are studying at a partner institution on an exchange programme must abide by any policy relevant to attendance and engagement which the partner institution has in place.
- 7.3 Outbound Study Abroad students studying at partner institutions overseas where term dates do not align with Regent's' will have their vacation period adjusted (eg. Spring term vs Summer term). This ensures sponsored students do not breach 60-day absences from the UK.
- 7.4 In addition to the partner institution's Attendance Policy, Regent's expect that students will engage fully and proactively with their studies and the learning and teaching activities within their course.
- 7.5 The International Partnerships Office (IPO) will obtain confirmation of registration and engagement from the partner institution in accordance with the definition of engagement.
- 7.6 IPO will ensure three touch points (with the host institution and with the student) during the student's term abroad, as follows:
- a. Arrival certificate: to be completed and returned to IPO within two weeks of the start of the student's term abroad.
  - b. Attendance certificate: to be completed and returned to IPO within six weeks of the start of the student's term abroad.
  - c. Departure certificate: to be completed and returned to IPO within one week of completion of the student's term abroad.
- 7.7 In the event that a student fails to maintain satisfactory engagement with their course and the partner has been unable to provide one or more of the three certificates above, the IPO office will notify the Student Immigration & Compliance team (for Student Visa holding students) and their Study Period Abroad Academic Advisor.
- 7.8 Students who are on a **work placement** as a mandatory and assessed part of their course must comply with this Student Attendance Policy and with any attendance requirements outlined in the relevant module information.
- 7.9 Students on work placements will be expected to provide regular confirmation of attendance throughout their placement. This evidence may be subject to an audit by a member of Regent's staff.
- 7.10 All visa **sponsored students** on a Study Abroad programme or work placement remain sponsored by the University and engagement monitoring will therefore continue in line with the University's policies and obligations to meet UKVI requirements. If students adhere to the minimum attendance requirements set out in the regulations, they will automatically also meet the attendance requirements stipulated by UKVI.

## **8. Dissertation Modules and Doctoral Students Attendance Expectations**

- 8.1 The amount of timetabled activity during dissertation modules will vary based on course and level. As a minimum, students will be expected to meet with their supervisors, or engage as directed by their supervisors, at least once **every three**

weeks and supervisors will be responsible for ensuring that the absence/attendance is recorded accordingly.

8.2 **PhD students** will be expected to meet with their supervisor, or engage as directed by their supervisor, at least once every **four weeks**, and supervisors will be responsible for ensuring that the absence/attendance is recorded accordingly.

## 9. **Students on Resits only Attendance Expectations**

9.1 Where students have not completed assessment and must resit assessments to progress, they may be required to complete a full term's study to resit the incomplete module assessment. Where this does not include attendance at sessions for the specified module(s), arrangements for regular academic contact will be put in place. These classes are treated in the same way as any other session and students are required to attend them. Not attending will result in the student being directed to the appropriate stage in this Attendance Policy.

## 10. **Recording attendance**

10.1 **On campus**, attendance is recorded by students tapping in on the card readers placed inside or outside a teaching room. Students must carry their cards at all times to provide proof of identity and to record their attendance at all timetabled sessions. It is possible to tap in up to ten minutes before the start of a scheduled session. Students should tap into every session, even if a new timetabled session is held in the same room as the previous one. See paragraphs 10.6-10.8 for information about faulty, lost, stolen or forgotten ID cards.

10.2 **Off-campus teaching.** Academic staff will take attendance where students are required to attend learning events off campus (museum visits, trips, etc.). These will be recorded in the University's attendance monitoring system.

10.3 **For dissertation or doctoral students**, or where there is low or no taught activity across a course or module, students must meet the contact attendance requirements (see section 8) and supervisors will be responsible for recording the absence/attendance accordingly.

10.4 **For students on placement**, they are obliged to meet the attendance requirements of the placement and the placement supervisor will confirm that these are being met with the placement provider.

10.5 All students will be able to view their own attendance data captured via the attendance monitoring system and are responsible for ensuring its accuracy. If it is unclear whether your tap in has been recorded, you can check your current attendance record by accessing the monitoring software SEAtS via the Regent's App and should do so before your teaching session ends if you are concerned that it has not been recorded.

10.6 **Faulty ID cards** should be reported via ASK for correction. If the student's card is faulty and not recognised, the student may ask their tutor to record their attendance for that session. This should be done during an appropriate break in the session and the student should have their card available if asked to show it (to demonstrate that they have a card with them). Students should always tap in even if it does not appear to have worked. If more than one student cannot use the reader, then section 10.7 on faulty card readers applies.

10.7 **Faulty card readers**, where identified because multiple students do not have confirmation of attendance, can be reported by the session leader/tutor to be resolved

by the IT team and records rectified.

- 10.8 **Lost cards** should be reported to Security and students can use the Online Store to purchase another card. If a card is purchased by 12 noon, the new card will be available to collect by 4 pm that day, and if after 12 noon, it will be ready for collection by 10 am the following day. Students will not be able to tap in attendance until a new card is received. The record of noting the loss can be used towards an explanation if the student's attendance drops below the required minimum, including their promptness in obtaining a replacement. Repeated loss of ID cards might mean that students jeopardise their attendance record, so it is important to look after ID cards and to use them to tap in.
- 10.9 **Stolen cards** should be reported to Security as soon as the theft is noted. Students can follow the same procedure as for lost cards and if they have evidence of the theft (a police report), they will not be charged for a replacement. The same principle concerning not being able to tap in applies until a replacement card is available. Evidence of the theft can be considered should a student need to justify their attendance performance based on the formal record.
- 10.10 **Forgetting an ID card** for the day is treated the same as a lost or stolen card: the student's attendance will not be recorded. If attendance remains well above the minimum requirement, forgetting a card once or twice in an academic year should not affect the student's overall attendance record and thus performance.
- 10.11 **Room changes or cancelled teaching.** Where possible, all room changes will be amended on Regent's timetabling system and communicated to students in advance of the session. If a room change is required at the last minute for any reason, the relevant member of staff will make alternative arrangements. Where possible, students will then be required to tap into the new room to ensure their attendance can be recorded and, if not possible, staff will make alternative arrangements to record attendance. Cancelled teaching will be updated on the timetabling system.

## 11. **Absence**

- 11.1 The University understands that absence is sometimes unavoidable. In such cases, it is up to the student to notify their Module Tutor of the reasons for the absence at the earliest opportunity (ideally in advance, but, if this is not possible, within 48 hours of the start of the absence).
- 11.2 All absences, including notified absences, will count towards students' overall attendance figures. If a student falls below the minimum attendance threshold of 75%, then a four-stage process may be initiated (see section 12).
- 11.3 At any stage of the process, a student may be referred to Student Wellbeing & Disability team if the student or a staff member is concerned about their safety or wellbeing. A referral under the Fitness to Study Policy may also be completed.
- 11.4 If a student leaves a session more than 30 minutes before it is scheduled to end they will be marked as absent, where they leave within 30 minutes of the scheduled end of the session they will be marked as late and this may result in a general misconduct warning. If a student is present at the beginning and end of a session but absent for a major part of it without being able to provide a good reason, this may result in a general misconduct warning.
- 11.5 If a student is absent from a summative assessment due to illness or other exceptional circumstances, they should follow the [Academic Regulations: Exceptional Circumstances](#) if there is good reason for their absence. A record of the absence in

the attendance monitoring system is not sufficient evidence to be granted exceptional circumstances for missing the assessment.

- 11.6 Where students are struggling to meet attendance requirements owing to personal circumstances, it might be appropriate to consider an Interruption of Study. As an interruption of study means that the student will take longer to complete their course and may affect their visa status, it is important that they understand the implications of this. Students should discuss their requirements with their Academic Advisor, their Student Experience Officer or the Student Wellbeing & Disability team. Student Visa holders should also discuss their options with the Student Immigration & Compliance team.

## **12. Process for Addressing Low or Non-attendance**

- 12.1 Depending on the circumstances, low or non-attendance may trigger a sequence of follow-up contacts with the student to check whether any support or further advice is required. The stages are typically as outlined below and the timing of these stages will depend on the level of non-attendance. Students with very poor attendance will generally be progressed through the stages at an accelerated rate. The expectation at any stage is that the student can improve their attendance to the usual required minimum, unless it is at the end of the academic year and there is no possibility of improvement. Students who improve their performance will be reset in the attendance monitoring system and those who do not will be progressed through the stages.
- 12.2 Notifications about attendance or any meetings concerning attendance will be sent to the student's Regent's email account.
- 12.3 **Stage 1**  
Once a student has missed the first minimum attendance threshold, they will receive an email from their Student Experience Officer to check if they are well, advocating that the student returns to their timetabled teaching events and signposting them to sources of support.
- 12.4 **Stage 2**  
If the student's low or non-attendance continues after the Stage 1 email, they will receive a second email asking them to sign an attendance commitment, confirming that they are able to meet the required attendance levels. Where a student cannot make this commitment, they should discuss alternative options, or support routes, with their Student Experience Officer.
- 12.5 **Stage 3**  
If the student's low or non-attendance continues after the Stage 2 email, they will be contacted, asking them to arrange a meeting with a designated staff member (usually their Academic Advisor) to discuss the situation and what support the student may need to improve their attendance. This meeting must take place within a set time and a student will normally receive three working days' notice. The meeting will result in agreeing an action plan and determining whether a change in student status might be an appropriate course of action.
- 12.6 **Stage 4**  
If the student's attendance continues to cause concern, the student will be notified that they will be referred to an Attendance Review Panel. The purpose of the Attendance Review Panel is to consider individual student cases and whether those students may continue in their study, have conditions placed upon their continued enrolment, be required to take an interruption, or be withdrawn from Regent's.

**12.7 Attendance Review Panel composition and meeting frequency**

The Panel membership comprises:

- a. A Head of School or other senior academic (Chair):
- b. a Student Experience team representative:
- c. a Registry representative:
- d. a Student Immigration and Compliance team representative.

12.8 The Panel usually meets weekly, as business demands require. Students are not invited to attend.

**12.9 Attendance Review Panel Meeting Conduct**

The Panel will consider evidence provided of the student's engagement.

12.10 Students may submit information to the Panel, for example an explanation for poor attendance, any supporting evidence, and a statement describing how they will be able to meet the attendance requirements in the future, with a minimum of two working days' notice.

12.11 The Panel may consider:

- a. the student's recorded attendance data, including historical attendance data, in the format of the overall number of sessions the student was expected to attend and the number and percentage of those actually attended;
- b. any supporting information which might modify the data collected (for example a late start and the reason for that late start);
- c. information regarding the student's engagement, including any statement provided by the Course Leader, Academic Advisor, SEO, Student Wellbeing & Disability, and/or Blackboard activity data;
- d. any evidence or statement provided by the student explaining their prior behaviour;
- e. the student's statement about how they propose to improve their attendance in future;
- f. any prior Panel consideration of the student's poor attendance, including whether they have a Behavioural Action Plan in place (see below).

**12.12 Attendance Review Panel Outcome**

The Panel will consider whether the student is realistically able to sufficiently re-engage with their studies. This is an academic decision based on the requirements of the course and is informed by the available evidence.

12.13 The Panel may make any reasonable decision. This decision includes, but is not limited to, the following (which are explained in more detail in subsequent sections):

- a. the student remains on course with no conditions;
- b. the student may remain on their course on condition that they follow a required Interruption of Studies and any other conditions (see [Academic Regulations: Interruption of Studies, Transfer and Withdrawal](#) and 12.14 below for further detail);
- c. the student may remain on their course but is subject to a warning or penalty for General Misconduct or must abide by a Behavioural Action Plan;
- d. the student is withdrawn with immediate effect and, subject to the reason for the withdrawal, may not be permitted to reapply for five years.

**12.14 Required Interruption of Study**

A Required Interruption of Study is normally used where the Panel considers that the evidence indicates the student might not currently be able to meet the required attendance threshold and/or has missed a significant amount of teaching across the term. Students should be aware that extended interruptions may have an impact on

the maximum period of registration at Regent's. Where a student is placed on a required interruption of studies:

- a. It will be for a minimum of six weeks;
- b. the maximum period will be 18 months;
- c. it may include a fitness to study assessment prior to a return to study.

#### 12.15 **Breaching General Misconduct Regulations**

Where a student has breached misconduct regulations in relation to their attendance, appropriate warnings or penalties from the [Academic Regulations: General Misconduct](#) can be applied. These warnings will remain on the student's record for current and future studies at Regent's and this will affect any future misconduct breaches.

#### 12.16 **Withdrawal**

Where the Panel decides to withdraw a student, they will be withdrawn with immediate effect. Students who are visa sponsored should be aware that this means Regent's will end its sponsorship of the student's visa and report this to UKVI within the required reporting timeframe. Students removed for breaches of the attendance policy will not usually be permitted to reapply for study at Regent's for five years unless they are able to provide compelling evidence of their reason for non-attendance and how they plan to meet attendance requirements in future. This is in accordance with the [Academic Regulations: Readmission](#).

#### 12.17 **Appealing the decision of the Attendance Review Panel**

Students have the right to appeal the decision of the Attendance Review Panel if they can demonstrate that they meet one of the grounds of appeal.

12.18 The grounds of appeal and the process for appeal is the same as for the [Academic Regulations: General Misconduct](#), described as a Stage Two: Right of Appeal. In this circumstance, and if grounds of appeal are established, the matter may be referred again to an Attendance Review Panel as the relevant 'Stage One' misconduct panel.

### 13. **Sponsored students**

13.1 Students sponsored to study at Regent's under the Student Visa route are required to attend their studies in person in accordance with this policy. In line with UK Home Office requirements, where a sponsored student does not attend in person for a period of 60 days or more, they will be automatically referred to the University's Attendance Review Panel. If their studies are terminated, suspended or interrupted for any reason, including non-attendance, the University is required to withdraw sponsorship with the UK Home Office who may cancel the visa.

13.2 Students who are on a Student Visa must read the Student Visa responsibilities guidance which provides information about the visa requirements. If students need any visa advice, they should contact the Student Immigration & Compliance team.

### 14. **Privacy Notice**

14.1 Regent's processes personal information about its students, including attendance information. This includes attendance at different teaching events, number of absences and changes in student status. Staff have access to student attendance data. The attendance system complies with the General Data Protection Regulations (GDPR) and data protection legislation. Regent's is obliged to share students' data with relevant parties for the purpose of statutory and legal reporting. Regent's processes and shares data in accordance with its Privacy Notice.

## **15. Schedule A**

15.1 The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

15.2 Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

### **DOMUS Academy**

15.3 This policy is not applicable to Domus Academy students. Students should refer to Domus Academy's policies for applicable policy.

### **Istituto Marangoni (London)**

15.4 This Policy is not applicable Istituto Marangoni London students. Students should refer to Istituto Marangoni London's Attendance Policy.

### **Istituto Marangoni (Paris)**

15.5 This Policy is not applicable to Istituto Marangoni Paris students. Students should refer to Istituto Marangoni Paris' Attendance Policy.

### **Liverpool Media Academy (LMA)**

15.6 This policy is not applicable to LMA students. LMA students should refer to LMA's Attendance Policy.

### **Macromedia**

15.7 This policy is not applicable to Macromedia students. Students should refer to Macromedia's policies for applicable policy.