

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 Foundation, Undergraduate and Postgraduate courses. This Policy explains our expectations of students as partners in the learning process.
- 1.2 The applicability of this Policy under Regent's University London's Collaborative Provision arrangements is detailed in Schedule A. This Policy refers to Courses and Modules but should be taken to also include the alternative terminology of Programmes and Units as applicable for Collaborative Partners.
- 1.3 Research indicates a strong correlation between regular attendance and retention, progression, wellbeing, and academic achievement. By regularly reviewing student attendance, support and guidance can be offered as needed.
- 1.4 This Policy is part of our commitment to provide a supportive learning environment in which you learn and develop skills and attributes useful both now and in the future. We therefore encourage active participation in all learning activities through regular attendance including setting minimum attendance requirements.
- 1.5 We expect you to attend 100% of your scheduled teaching events, including (as relevant) when on a period of placement, sandwich year, or study abroad. However, we recognise that this is sometimes not possible due to (for example) short-term illness. We therefore set the minimum attendance requirement as 75%. This means that if your attendance falls below the 75% threshold in any teaching period, you will not have achieved the minimum threshold, and action will be taken as explained below.
- 1.6 Your attendance is recorded at all scheduled teaching events. This is to monitor attendance and engagement in your studies. It also ensures that we, and all our collaborative partners that this Policy applies to, can meet reporting obligations to external bodies and agencies. 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).
- 1.7 All scheduled teaching events take place in-person on campus or, in the case of field or study trips, to specified off-campus locations (including, for example, placements, sandwich study, study abroad, internships). Unless specifically approved as online or distance learning mode of study, teaching and assessment is wholly in person on campus.
- 1.8 This Policy outlines the steps that will normally be taken where you are not meeting attendance expectations. This includes any sanctions that may be applied where you have poor attendance or try to undermine official attendance records. We therefore expect you to be familiar with this Policy, including any updates made during your studies.

2. Principles

- 2.1 This Policy is informed by the following principles:
 - a. **Fairness.** You will be treated equitably in relation to attendance requirements, including accommodating any reasonable adjustments made for disabled students.
 - b. **Encouraging Achievement through Support.** High levels of student attendance and engagement have been linked through research to higher academic achievement. As poor student attendance can sometimes be an

indicator of personal and/or academic challenge, our approach as explained in this Policy is centred on your wellbeing.

- c. **Encouraging Achievement through Active engagement.** As well as achieving minimum attendance requirements you must also commit to active engagement in teaching events and directed tasks. You must also regularly check the official records we hold about your attendance and report anything that you feel is not correct.
- d. **Confidentiality.** Information about your attendance and engagement will be handled in accordance with General Data Protection Regulations (GDPR) and data protection legislation. This means that, as far as possible, we will handle your information confidentially. However, to fulfil our legal obligations regarding recording and monitoring attendance, we share information about your attendance, engagement and status with relevant staff and for statutory and legal reporting. This processing and sharing of data is in accordance with our Privacy Notice.

3. Definitions

3.1 We use the following definitions:

- a. **Absence/Absent.** You are absent if you have not been recorded as in attendance up to fifteen minutes after the teaching event has started. All absences, including notified absences, will count towards your overall attendance record.
- b. **Attend/Attendance.** To be classed as having attended a teaching event you must:
 - i. Personally tap in/have your presence recorded within the first 15 minutes of the teaching event beginning.
 - ii. Promptly return from any break. This means being no more than 5 minutes late to return from a break called by the person leading the teaching event.
 - iii. Not leave the teaching event more than 15 minutes before it is scheduled to end.
- c. **Attendance Review Panel.** A formal meeting to consider non-attendance and, as necessary, take action aimed at improving attendance. Where this is not possible, action may include interruption of, or withdrawal from, studies.
- d. **Authorised absence.** We may allow you to be absent from a teaching event to attend an academically relevant session (such as a field trip or guest speaker event). Where attendance at such an event would result in your absence from a timetabled module teaching event, you must ask your module or course leader in advance. If approved, you will be marked as present if you attend such a permitted event. However, if you are given permission to attend an academically relevant event but subsequently do not attend, you will be marked as absent.
- e. **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 includes preparatory work and reading, active participation in scheduled teaching events, 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 any member of staff (for example, as relevant, Student Experience Officer, Personal Tutor, Academic Advisor).
- f. **Exceptional Circumstances.** If you are unable to complete a summative assessment you should follow the [Academic Regulations: Exceptional Circumstances](#) (or equivalent collaborative partner process) to request an extension or deferral. You should be aware of the timescales for making such a request.
- g. **Fraudulent attendance** includes:
 - i. Leaving (and not returning to) a teaching event more than 15 minutes before it is scheduled to end.
 - ii. Not returning promptly from a scheduled break.

- iii. Having someone else try to (or achieve) recording your attendance in a teaching event that you did not attend.
- iv. Recording (or attempting to record) someone else as being in attendance for any reason.
- v. Asking for the official record of your attendance to be amended where you know or are reasonably aware you were absent.
- vi. Asking for the official record of your attendance to be amended where you know or are reasonably aware you were late.

All cases of alleged fraudulent attendance are referred through the relevant General Misconduct Regulations (or equivalent for Collaborative Partners not using the Regent's University London [Academic Regulations: General Misconduct](#)).

- h. **Inbound Study Abroad** refers to anyone (from a partner organisation or as a free mover) studying with us for one or two terms as a formal component of their course.
- i. **Late/Lateness.** You are late if you arrive at a teaching event between one and fifteen minutes after its scheduled start time. In some circumstances, particularly where there are concerns for the health and safety of yourself or others in the teaching event, you may not be allowed to join a session late. Where this is the case, this will be clearly communicated by staff leading the teaching event and/or module. Persistent lateness may result in a referral to the Attendance Review Panel.
- j. **Minimum attendance requirement.** This is 75% in any teaching period and is expressed as a threshold. This means your attendance must be at 75% or above to meet the minimum requirement.
- k. **Non-attendance/Poor attendance.** Poor attendance warnings are triggered at any point we deem appropriate when your attendance falls below 75%. Our decision for when to take action is based on any available data we deem relevant to your engagement and/or attendance. This means that the level of your attendance that we decide to take action at should not be construed as setting a precedent for you in any future instance of poor attendance, or for any other student whose attendance is below the expected threshold. Non-attendance is where your attendance is at 74% or lower. Non-attendance results in referral action (explained below).
- l. **Notified absence** If you are going to be absent, you must notify the member of staff leading the teaching event that you are going to absent and provide a reason why. You should do this in advance, and where this is not possible, no more than 48 hours after the start of your absence. All absences, including notified absences, count towards your overall attendance record.
- m. **Outbound Study Abroad** refers to our students who study for one or more terms on an exchange programme at a partner institution. Outbound Study Abroad students studying at partner institutions overseas where term dates do not align with ours will have their vacation period adjusted (e.g. Spring term vs Summer term). This ensures sponsored students do not breach 60-day absences from the UK.
- n. **Official attendance record.** This is the information we hold about your attendance based on recorded attendance. It forms the basis of our decision to take action in accordance with this Policy.
- o. **Reasonable Adjustments, including if you are disabled.** We may make reasonable adjustments to support your attendance at and engagement in your studies. Although adjustments may include (for example) regular breaks, and/or slightly delayed start/early departure, non-attendance at scheduled teaching events is not a reasonable adjustment. This means that you must, regardless of disability, meet the minimum attendance threshold. If your Student Support Agreement 'SSA' allows you to take unscheduled breaks, this means you may

- leave the teaching event class for a short break of 10-15 minutes but are expected to return. If you are unable to or do not return, your attendance will be impacted.
- p. **Recorded/Recording attendance.** We use various methods to formally record your attendance. These normally include (as applicable) electronic readers (where you are required to use your student card to 'tap in' to a teaching event), digital records, hard-copy registers (including for off-campus teaching events). Where used, a hard-copy register taken by a member of staff for a teaching event is final. Therefore, if you are unsure your attendance has been accurately recorded you should, before the end of the teaching event, (as relevant):
 - i. For electronically/digitally recorded attendance: check your current attendance record by accessing the monitoring software SEAtS via the Regent's App.
 - ii. For hard-copy registers: Ask the member of staff leading the teaching event to check your attendance.
 - q. **Sponsored students.** You are a sponsored student if:
 - i. You have or require a Student Visa to study with us or to undertake a period of study abroad.
 - ii. We sponsor your Student Visa.

If you are a sponsored student and you do not attend teaching events for 60 (sixty) days or more, you will be referred automatically to an Attendance Review Panel. If you are withdrawn from your studies for non-attendance, we will also withdraw our sponsorship. This may result in the UK Home Office cancelling your Student Visa. Further information (including advice and guidance) about Student Visas should be obtained from the Student Immigration and Compliance Team or equivalent for Collaborative Partners.
 - r. **Student ID card.** We issue your student ID card at the beginning of your studies. You should keep this on you when on campus as it allows us to check your identity and may be used to record your attendance. You must arrange to replace or obtain a new student ID card if yours is lost, stolen or faulty.
 - s. **Tapping in.** Placing your student ID card on an electronic reader to digitally record your attendance. You can tap in to a session from 10 (ten) minutes before a teaching event is due to begin. However, if you tap in more than 10 minutes before a teaching event starts, your attendance will not be recorded.
 - t. **Teaching event.** This is any timetabled teaching and learning session, including lectures, seminars, tutorials, practical sessions, workshops, studio sessions, and compulsory field trips. For resit only students, teaching events may include academic contact sessions or directed studies that are different to and separate from usual module activities.

4. Expectations

4.1 We expect you to:

- a. Familiarise yourself with this Policy, including any updates.
- b. Familiarise yourself with the applicable method for recording attendance, including how to check your attendance and raise any concerns about accuracy.
- c. Carry your student ID card with you for all teaching events, and when on campus.
- d. Attend all scheduled teaching events, including those undertaken whilst on placement, sandwich study, or study abroad.
- e. Attend all personal tutorials, supervision, and scheduled off-campus learning sessions (such as field trips).
- f. Arrive in good time for all teaching events so that you are not late.
- g. Not risk the health and safety or learning experience of others by attempting to join a teaching event after the permitted late period.
- h. Actively engage in your learning.
- i. Plan your workload so you submit assessments by the published deadlines whilst maintaining attendance at all scheduled teaching events.
- j. Take responsibility for ensuring the accuracy of your own attendance record.

- k. Regularly check your University email address (or equivalent for collaborative partners) regarding any updates to teaching events, or alerts regarding poor or low attendance.
- l. (for dissertation students): meet with your supervisors, or engage as directed by your supervisors, at least once every three weeks.
- m. (for students on placement or sandwich study): provide evidence of regular attendance at the placement organisation. We may verify such evidence by any reasonable means.
- n. (for outbound study abroad students): abide by any policy relevant to attendance and engagement which the partner institution has in place.
- o. (for outbound study abroad students): provide to the International Partnership Office (or equivalent at a collaborative partner) your completed:
 - i. Arrival certificate. To be submitted within two weeks of the start of your term abroad.
 - ii. Attendance certificate: To be submitted within six weeks of the start of your term abroad.
 - iii. Departure certificate: To be submitted within one week of completion of your term abroad.

If you do not provide the above certificates within the timescales noted, you will be reported to your Study Period Abroad Academic Advisor (or equivalent at a collaborative partner) and (if a sponsored student) to the Student Immigration and Compliance Team (or equivalent at a collaborative partner).
- p. (for doctoral students): meet with your supervisors, or engage as directed by your supervisors, at least once every four weeks.

4.2 We will:

- a. Publish this Policy, including on our website.
- b. Provide clear explanations about our expectations of you, including likely consequences for non-attendance, persistent lateness, and fraudulent attendance.
- c. Make you aware, at the earliest opportunity, if we have concerns about your attendance and/or engagement.
- d. Provide you with a student ID card when you begin your studies following completion of enrolment.
- e. Make available your timetable of teaching events.
- f. Inform you of rooming changes as soon as possible in advance of the affected teaching event and update our timetabling system in advance of the session. If a room change is required at the last minute for any reason, the member of staff leading the teaching event will make alternative arrangements. Where possible you will be required to tap in to the new room to ensure your attendance is digitally recorded. If this is not possible, the member of staff leading the teaching event will make alternative arrangements to record attendance.
- g. Update any cancelled teaching using our timetabling system so that this does not impact your attendance record.
- h. Publish clear assessment deadlines.
- i. (for outbound study abroad students): obtain confirmation of registration and engagement from the partner/host institution.
- j. (for doctoral students): ensure - through your supervisory team - that accurate and timely records are made of your absence/attendance.

5. Issues in Recording Attendance

- 5.1 **Faulty student ID cards.** If you believe your attempt to tap in to a teaching event has not been successful where digital recording of attendance is available, you should check SEATs on the Regent's App before the teaching event ends. If your attendance in the teaching event does not appear in SEATs, you should:

- a. During a break or other appropriate opportunity that will not disrupt the learning of others, show your SEAts record and student ID card to the member of staff leading the teaching event and ask them to record your attendance.
 - b. Contact Security as soon as possible to report your student ID card as being faulty and, as necessary, arrange for a replacement ID card to be issued.
- 5.2 **Forgotten student ID cards.** If you forget your student ID card your attendance at teaching events whilst you do not have your card will not be recorded. This is because your attendance should be sufficiently above the minimum attendance threshold so that forgetting your student ID card once or twice during an academic year will not significantly impact your overall attendance record.
- 5.3 **Lost student ID cards.** If you lose your student ID card your attendance at teaching events whilst you do not have your card will not be recorded. You should therefore:
 - a. Report the loss of your student ID card to Security as soon as possible. Keep in mind that you may not be allowed on campus if you do not have your student ID card.
 - b. Arrange for a replacement card as soon as possible. You will be charged for your replacement card (current charges are available on the website). If your level of attendance is referred to an Attendance Review Panel, you may tell us about the loss of your student ID card and have this considered in determining any action to take. However, in such cases we will also expect to see evidence that you took prompt action to arrange for a new student ID card.
- 5.4 **Stolen student ID cards.** If your student ID card is stolen, your attendance at teaching events whilst you do not have your card will not be recorded. You should therefore:
 - a. Report the theft of your student ID card to Security as soon as possible. Keep in mind that you may not be allowed on campus if you do not have your student ID card.
 - b. Arrange for a replacement card as soon as possible. If you provide a valid Police report as evidence of the theft of your student ID card, you will not be charged for the replacement. If your level of attendance is referred to an Attendance Review Panel, you may tell us about the theft of your student ID card and have this considered in determining any action to take. However, in such cases we will also expect to see evidence that you took prompt action to arrange for a new student ID card.
- 5.5 **Faulty card readers.** Even if other students appear to have difficulty in tapping in to a teaching event where digital recording of attendance is available, you should still attempt to tap in, just in case there is an issue with their card (rather than the electronic card reader). If more than 10 students in a teaching event report being unable to tap in, there may be a fault with the card reader. If this happens, the member of staff leading the teaching event should use student ID cards to make a record of attendance and arrange for the SEAts record to be updated as soon as possible. Additionally, the member of staff leading the teaching event should report the fault to IT as soon as possible.
6. **Addressing poor, low, and non-attendance**
 - 6.1 All absences, including notified absences, will count towards your overall attendance record.

- 6.2 If you are struggling to meet attendance requirements because of your personal circumstances, it might be appropriate to consider an Interruption of Study. As an Interruption of Study means you will take longer to complete your course you must understand the implications of this including any impact on your visa status. We recommend you discuss the potential for requesting an Interruption of Studies with your Academic Advisor, your Student Experience Officer or the Student Wellbeing & Disability team (or collaborative partner equivalent). If you are as sponsored student, you should discuss your options with the Student Immigration and Compliance Team.
- 6.3 The early stages of the process are designed to encourage you and facilitate your re-engagement with your studies. However, your progression through the stages of the process will be accelerated if your attendance warrants this.
- 6.4 We may refer you to the Student Wellbeing & Disability team where we have concerns about your safety and/or wellbeing. This referral may result in formal consideration of your Fitness to Study using the Academic Policy: Fitness to Study.
- 6.5 We use a four-stage warning process as follows:
- Stage 1.** If your attendance is poor, your Student Experience Officer will email you to check your wellbeing and remind you of the sources of support available to you. If you had poor attendance for the previous term, you will start the next term at Stage 1.
 - Stage 2.** If your attendance continues to be poor, or does not show sufficient improvement following stage one, we will email you again. The purpose of this is to ask you to sign an attendance commitment, confirming you can and will meet the minimum attendance threshold. If you cannot make this commitment, you should meet with your Student Experience Officer to discuss what options are available to you.
 - Stage 3.** If your attendance does not improve after stage two your Academic Advisor or similar designated member of staff will contact you. This is to arrange a meeting with you to discuss your situation, what support can be put in place to improve your attendance and/or engagement (including an agreed action plan), and whether a change in your status might be recommended. You will receive up to three working days' notice of the meeting.
 - Stage 4.** If your attendance continues to be poor or low, we will tell you that we are referring you to a weekly stage 4 Attendance Review Panel.
- 6.6 If referred to an Attendance Review Panel ('Panel') your circumstances, including the official record of your attendance and any prior warnings will be considered. This is so that the Panel can decide whether you will be allowed to (for example) continue your studies, have conditions placed upon your continued enrolment, be required to take an interruption of study, or be withdrawn from your studies.
- 6.7 The Panel membership comprises:
- An Associate Provost, Head of School or other equivalent academic (Chair):
 - a Student Experience team representative:
 - a Registry representative:
 - a Student Immigration and Compliance team representative.
- The Panel may permit staff observers for the purpose of training. No students are permitted to attend Panel meetings.
- 6.8 You will be given two working days' notice of the Panel meeting, and that you can provide any supporting evidence, an explanation of the reasons for and how you plan to improve your attendance and/or engagement and/or lateness.
- 6.9 The Panel may consider:

- a. Your officially recorded attendance record, including historical attendance data, in the format of the overall number of sessions you were 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 about your engagement, including any statement provided by the Course Leader, Academic Advisor, Student Experience Officer, Student Wellbeing & Disability, and/or Blackboard activity data (or collaborative partner equivalent);
 - d. Your evidence and/or statement explaining your poor/low/non-attendance and/or engagement and your plan for improvement.
 - e. Any prior Panel consideration of your poor attendance, including whether you have a Behavioural Action Plan in place (see below).
- 6.10 The Panel will consider whether you are realistically able to sufficiently re-engage with your studies. This is an academic decision based on the requirements of the course and is informed by the available evidence.
- 6.11 The Panel may make any reasonable decision including, but not limited to:
- a. You may remain on the course unconditionally.
 - b. You may remain on your course subject to specific conditions, including a requirement to meet with the Student Wellbeing & Disability team
 - c. You may remain on your course subject to specific conditions, including that you must take a Required Interruption of Studies. This usually happens where the Panel is not persuaded that you can currently meet the required attendance threshold and/or you have missed a significant amount of teaching across the term. You should be aware that extended interruptions may have an impact on your maximum period of registration. Where you are placed on a required interruption of studies:
 - i. It will be for a minimum of six weeks, and for a maximum of 18 months.
 - ii. You may be required to undertake a fitness to study assessment prior to a return to study. (Also see [Academic Regulations: Interruption of Studies, Transfer and Withdrawal](#)).
 - d. You may remain on your course subject to a warning or penalty for General Misconduct or must abide by a Behavioural Action Plan. If you are found to have breached misconduct regulations in relation to your attendance, appropriate warnings or penalties from the [Academic Regulations: General Misconduct](#) can be applied. These warnings will remain on your record for current and future studies at Regent's and this will affect any future misconduct breaches.
 - e. You are withdrawn with immediate effect. Sponsored students who are withdrawn by a Panel will have their sponsorship cancelled and a report of this made to UKVI within the required reporting timeframe. Any application for readmission or admission to a new course can consider your withdrawal for non-attendance. This is in accordance with the [Academic Regulations: Readmission](#).
- 7. Appealing the Attendance Review Panel's Decision**
- 7.1 You may be able to request an Appeal of the Panel's decision if you can demonstrate you meet one of the grounds of appeal as at Stage Two of the [Academic Regulations: General Misconduct](#).
- 7.2 If your Appeal is upheld, we will refer your case back to a new Attendance Review Panel (in place of the relevant 'Stage One' misconduct panel).

8. Schedule A

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

Cours Florent

- 8.2 This policy is not applicable to Cours Florent students. Students should refer to Cours Florent's policies for the applicable policy.

DOMUS Academy

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

Istituto Marangoni (London)

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

Istituto Marangoni (Paris)

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

Liverpool Media Academy (LMA)

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

Macromedia

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

NABA London

- 8.8 This policy is not applicable to NABA London students. Students should refer to NABA London's Attendance Policy.