



## **Attendance and Engagement Policy Blended Learning Delivery**

### **Introduction**

Arden University is committed to providing the highest quality student experience and a key component of this is promoting and encouraging student engagement and attendance with all aspects of the learner experience.

Student attendance and engagement is monitored for the following reasons:

- To aid student retention and progression through the early identification of students at risk and allow timely academic and personal support interventions
- To enable notifications of withdrawals/suspensions to be made on time ensuring all stakeholders are informed in a timely manner.
- To meet any requirement to report absences to employers or other sponsors where they are funding/co-funding course fees.
- To comply with the requirements of the Student Loan Company who require confirmation of attendance on a regular basis for those students who are in receipt of financial support.
- To comply with visa authorisation and undertake any necessary reporting to local immigration authorities (where applicable).

### **Key Principles**

Attendance and engagement can apply to both online engagement (normally via iLearn) and attendance at any scheduled study centre sessions.

### **Expected online engagement:**

- Key engagement indicators within the induction module.
  - undertaking induction module lessons and activities
- Key engagement indicators within the module.
  - completing weekly lessons
  - completing weekly learning activities
  - contributing to discussion forums
- Completing and submitting assessments.

### **Expected attendance:**

- Attendance at all sessions of on-campus induction.
- Attendance at timetabled / classroom sessions.
- Attendance for on-campus assessments (presentations, exams etc).

### **Induction and Late Enrolments:**

- The induction process is designed to prepare students for study and comprises both an online and on-campus induction.
- Online induction opens approximately 2- 3 weeks before teaching begins. Students gain access to online induction once they are enrolled on their course.
- On-campus induction will normally take place during the week prior to teaching and students will be expected to attend.
- Late enrolments may be accepted up to the start of teaching.
- Students enrolling late who may have missed all or part of the on-campus induction will be briefed/provided copies of all relevant information separately by their Student Support Co-ordinator.

### **Attendance**

- Arden University recognises the importance of good attendance and expects all students to attend 100% to all timetabled sessions as far as is possible.
- Attendance to all timetabled sessions will be recorded and monitored.
- Online engagement will also be monitored and will be taken into consideration when evaluating overall attendance.
- Where it has been identified that a student requires additional sessions in relation to skills development, they will also be expected to attend these sessions.

### **Lateness**

- Students are expected to be punctual for all classes.
- A student will be recorded as late if they arrive 15 minutes after the timetable start time.
- If a student arrives after 15 minutes they will not be permitted to join the class at that time. Students are able to join the class after the next break to avoid disruption to the rest of the group.
- If a student does not join the class after the break, they will be marked as absent for that session.

Students who are consistently late disrupt both their own education and that of others and so a meeting between the student and the Student Support Co-ordinator will be convened where persistent lateness gives cause for concern.

## **Absence**

Arden University appreciates that at times absence will be necessary due to unforeseen circumstances, for example illness.

Students should email [attendance@arden.ac.uk](mailto:attendance@arden.ac.uk) in the event that they are going to be absent.

- For the first 7 days of your absence we operate a self-certification process. Any absence over 7 days would require evidence. If you are given staged warnings at any time over your attendance then we may require you to provide evidence for all absences.

Extensive or persistent absence affects a student's ability to continue studying and may result in withdrawal from the programme and notification to external authorities.

## **Mitigating Circumstances/Leave of Absence**

- Where a student's ability to study or take assessments is in any way affected the Mitigating Circumstances Policy/Leave of Absence process may be applicable.
- Where a student is impacted by long term sick leave the Leave of Absence process may also be applicable. Leave of Absence can be actioned by Arden if required.

Details can be found in the Student Handbook and students may also seek further guidance from their Student Support Co-ordinator.

For international students, a Leave of Absence will be subject to visa extensions being granted by local immigration authorities.

## **Holidays**

Holidays during scheduled classes and assessment periods (including re-assessment periods where applicable) are not permitted.

## **Attendance Monitoring**

Student attendance will be monitored in order to take remedial action where a student's engagement is not at the required level.

- In class, Module Tutors will record attendance in a register at all sessions. This will enable analysis and oversight of individual student attendance at both module level and overall programme level.
- Formative and summative assessment submission including examination attendance (where applicable) will also be monitored.
- Data will be analysed and monitored by staff. It is expected that academic members of staff will also benefit from this information which will enable them to make positive steps towards absenteeism.
- At the end of a semester any student whose attendance is a concern will be sent a summary which will also be added to the student's record.

### **Initial Contacts and Minimum Attendance**

Within the first 2 weeks of the student's intake, Arden University expects that students have achieved the following milestones:

- Student is enrolled and registered.
- Student has completed Online Induction.
- Student has engaged on line completing, lessons, activities and participating in Discussion Forums.
- Student has attended On-Campus Induction.
- Student has paid or has approved student finance funding in place for study.
- Student attendance is at least 80%.

Failure to achieve the above milestones may result in withdrawal from the programme in accordance with [QA.66 Non-Academic Withdrawal](#).

### **Ongoing Contacts and Minimum Attendance**

Arden University will initiate contact with a student where:

- The student fails to register/enrol.
- The student fails to complete the Online Induction.
- The student has repeated absence resulting in attendance below 80% (over a 3-week period).
- The student fails to complete key engagement indicators within a module.
- The student fails to submit assessment or attend a scheduled examination.
- The student is consistently late (over a 3 week period)

Where poor attendance/inadequate participation is a cause for concern the University will discuss any issues with the student and agree arrangements for adequate participation. Failure to meet the minimum attendance requirements may result in withdrawal from the programme in accordance with the procedure outlined in [QA.66 Non-Academic Withdrawal](#)