The Attendance and Engagement Procedure replaces the Academic Diligence Procedure and adheres to the following principal: **Three-step process for zero attendance.**

The steps are:

*Step 1*            - four weeks of non-attendance - meeting with relevant member of Division staff.

*Step 2*            - six weeks of non-attendance - meeting with senior tutor.

*Step 3*            - eight weeks of non-attendance - withdrawal of student.

The process will monitor **all** students and the attendance monitoring and interventions procedure must be geared to withdrawing **any** student no later than 60 term-time days from their last recorded date of attendance and so, attendance reports must be run every two weeks. That being said, any international student with zero attendance in any 60-day term-time period must be withdrawn.

**Update: Spring Term 2023**

The three-step process for zero attendance from the autumn term will continue into the spring term as well as for the rest of this academic year. For compliance reasons, the three-step process for withdrawing a student must have an end point after 8 weeks of non-attendance. Templates to support with the attendance and engagement procedure will be published in due course.

The following caveats remain:

* The monitoring and reporting process will be continuous and so Step 1 can be initiated at any reporting point in the academic year on a rolling basis. This will assist in spacing the monitoring and reporting activity.
* Given the three steps of intervention, where the fortnightly reports flags zero attendance for a student in the preceding two weeks, the appropriate intervention is triggered, as relevant to the last date of attendance.
* Student attendance at any point in the cycle ‘stops the clock’ and the cycle of monitoring recommences.