STUDENT ATTENDANCE AND ENGAGEMENT PROCEDURE

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** (after four weeks of non-attendance) - meeting with relevant member of Divisional staff.
- **Step 2** (after six weeks of non-attendance) - meeting with senior tutor.
- **Step 3** (after 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 That being said, any international student with zero attendance in any 60 day term-time period must be withdrawn.

Therefore, the autumn term process will look as follows:

**Autumn Term 2022**
Initial Process from first available attendance report in teaching week 4:

- **Week 4** - Step 1 (Meeting with relevant member of Divisional staff.)
- **Week 6** - Step 2 (Meeting with senior tutor.)
- **Week 8** - Step 3 (Student Withdrawal.)
The autumn terms process comes with the follow caveats:

a) Any student with zero attendance by teaching week 10 (28/11) must be withdrawn (census point 01/12);
b) In the Autumn Term 2022 the first attendance report will be run in week 4 and thereafter every fortnight;
c) 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;
d) The procedure for withdrawing a student involves three steps of intervention and must be completed within eight weeks;
e) The reporting and monitoring process will be continuous and so Step 1 can be initiated at any reporting point in the academic year on a rolling basis;
f) Student attendance at any point in the cycle ‘stops the clock’ and the cycle of monitoring recommences.