

Attendance and Engagement Policy

Scope:

This policy applies to students studying a Lancaster University integrated foundation year where teaching is delivered by Cardinal Newman College on behalf of Lancaster University. Lancaster University will maintain oversight of attendance and engagement so as to ensure compliance with statutory bodies.

Cardinal Newman College will be responsible for the application of this policy and where appropriate, as defined within regulation, will escalate areas of concern to Lancaster University.

Attendance and active participation in scheduled sessions are essential to success at university. This policy supports the development of independence, responsibility, and time management expected of students completing an integrated foundation year.

1. Attendance Expectations

Full attendance and excellent punctuality are expected at all scheduled teaching sessions, workshops, and tutorials.

Students are preparing for progression to Level 4 study; consistent attendance demonstrates professionalism and supports academic advancement.

Attendance falling below 90% will trigger monitoring and may result in an academic review.

2. Punctuality

Students arriving more than five minutes after the published start time of a session will be marked as Late.

Persistent lateness will be addressed as a concern and may be discussed in academic progress meetings with an academic tutor.

3. Reporting Absences

With regards to planned absences, students must inform one of the following staff members at least one working day in advance via Microsoft Teams:

- Jen Sixsmith
- Vanessa Lang
- Charlotte Hunter

Examples of acceptable reasons for planned absence:

- Medical or dental appointments (where rescheduling is not feasible)
- Religious observance
- University-related commitments (e.g. campus visits, meetings with academic staff)
- Official appointments (e.g. court, probation, driving test)
- Caring responsibilities for a dependent
- Bereavement or significant family events (e.g. wedding)
- Unplanned Absences
- University related sporting commitments

Where absence could not reasonably be foreseen (e.g. illness or sudden transport issues), students must notify the contacts listed above by 9:30am on the day of absence.

4. Examples of Unauthorised Absences

The following reasons will not normally be accepted:

- Holidays or travel during term time
- Employment (unless part of an academic placement)
- Social events or celebrations
- Driving lessons

Note: This list is not exhaustive. Each case will be considered in context, but students should assume that academic commitments take precedence.

5. Teaching Staff Responsibilities

Teaching staff must communicate attendance expectations clearly from the outset of the course.

All absences and late arrivals must be recorded accurately using CEDAR.

Acceptable register marks are as follows:

Mark	Meaning
/	Present
L	Late
O	Absent (unapproved)
A	Authorised absence (note required)
X	Lesson not held

If a member of teaching staff is absent, cover should be arranged and registers completed accordingly. If no cover is available, the session should be marked 'X'.

6. Monitoring and Follow-Up

If a student's attendance drops below 90%, or there is a concerning pattern of lateness, the issue will be raised directly with the student.

If no improvement is made, Jen Sixsmith should be informed. The student may be referred for further monitoring or an academic progress review.

Persistent non-attendance without valid reason may affect continuation on the programme.

7. Confidentiality and Data Sharing

As adult learners, students' attendance information will be treated confidentially and shared only with relevant college and university staff. Parents/guardians will not be contacted without the student's explicit consent, in line with data protection legislation.