

## STUDENT BASED SERVICES

### Attendance Monitoring of Undergraduate and Postgraduate Taught student Guidelines 2018/19 onwards

#### Principles

Student attendance will be collected (currently using iLancaster) for all teaching events. All event types will be considered as relevant for monitoring attendance except sessions that are classed as optional drop-in sessions.

The goals of using this data include early intervention to support students who may be experiencing difficulties and are at risk of dropping out. Data is also intended to help students self-monitor their engagement with their studies.

In order to maintain visibility, compliance and to avoid duplication all attendance monitoring, including communication with students should be undertaken in LUSI MyStudents. Responsibility for attendance monitoring rests with the student's administrative department. Responsibility for following up non submitted coursework rests with the department owning the module of the missing work.

Communication to those with attendance issues should be undertaken and therefore visible in LUSI MyStudents. The initial letter should be supportive and if no improvement is seen is escalated to set recover plans and where applicable meetings within the department and ultimately a referral to the Standing Academic Committee.

During the ATR process the average attendance should be considered against the average mark to establish any learner analytic relationships. The registry will also undertake an analysis of attendance records against students as they withdraw.

#### Guidelines and Processes

- Attendance will be monitored and recorded as an overall percentage record for each term.
- The overall university student attendance target is 70%, but departments can establish local variations, whilst maintaining a holistic approach, for example by placing a greater emphasis on particular event types, or setting a higher overall percentage, (a lower overall percentage may not be set). These local variations must be agreed at faculty level and published to students in programme / departmental handbooks for the start of the academic year, or other comprehensive communication.
- In addition, there is a minimum compulsory intervention for any student who fails to make any attendance check-ins for 10 consecutive days.

Using traffic light system, any student who fails to make any attendance check-ins for 10 consecutive days will be highlighted in red. Students falling into this group will result in a communication for action to the relevant coordinator.

Any other student with attendance below 70% will be highlighted as amber. Attendance monitoring should be undertaken in a timely way, with at least two census points per term, with interim overviews for students missing consecutive days.

Attendance on different event types will be visible for each student, likewise the student's weekly attendance pattern. There will be no direct link to colour indicators for non-submitted coursework.

When considering students with non attendance, other interactions should be considered, for example the submission of coursework and the interaction with on-line resources where available.

Communication to those with attendance issues should be undertaken and therefore visible in LUSI MyStudents. Communications should be copied to appropriate staff, for example the academic tutor and outside the department to the college administrator. The initial communication should be supportive and if no improvement is seen a recovery plan should be put in place, meetings within the department and escalated where applicable to the standing academic committee.

#### **Students studying at Lancaster on a Tier 4 visa**

Students studying at the University under a Tier 4 visa are required to attend classes as part of the conditions of their visa. Attendance at class (lectures, seminars etc) and on any work placement will be monitored by departments as for all other students, in accordance with the Attendance Guidelines, in order to identify where problems might be occurring and to provide support, academic or otherwise, to students whose attendance levels fall below the required threshold.

In addition, and in order for the University to meet its immigration sponsor obligations, the Registry will monitor Tier 4 student attendance centrally in accordance with immigration sponsor guidance. Any Tier 4 student who fails to attend any scheduled activity in the timetable for a rolling period of 5-working days will be sent an email from the Registry copied to the department, warning them that their attendance is not complying with the terms of their visa. A further trigger will be signalled for Tier 4 students who miss all scheduled activities during a rolling period of 10 working days. This will require the Registry and the department holding a meeting with the student. If the student does not attend this meeting, there will be a process triggered for de-registering the student on the grounds of failing to comply with the terms of the visa. If it is clear that the student is engaging in other activities during this period of time, the department will then work with that student on overall engagement from a supportive and academic progression perspective.

The University is obliged to report to the UKVI any student that is no longer engaging with their studies. This means that, where a student is withdrawn or intercalates their studies, departments are required to notify the Registry of this change in circumstance as soon as possible and no later than 10 working days after the last date of attendance.