

**Approval Date & Version:** January 2019, Ver. 4.11  
**Approved by:** Academic Board (AB)  
**Next Review Date:** January 2021

**External Reference Points:**

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> <li>No core practices are directly applicable</li> </ul>
UKQC- Advice and Guidance	<ul style="list-style-type: none"> <li>Enabling Student Achievement</li> </ul>
Awarding Body Reference	<ul style="list-style-type: none"> <li>Programme Specifications</li> <li>London Met Academic Regulations</li> <li>Pearson BTEC Recognition of Prior Learning Policy</li> </ul>
Other reference Points	<ul style="list-style-type: none"> <li>NCL Quality Assurance Manuals</li> <li>Student Handbooks/ Course Handbooks</li> </ul>

**1. Aims of the Policy:**

- 1.1. The Student Attendance and Progression Policy is intended to set out the regulations and processes employed by the College to monitor student attendance and progression on all programmes of study.
- 1.2. The policy aims to support students to achieve their learning potential and enhance student success and retention.

**2. Policy:**

- 2.1 The College defines, sets out and communicates its rules/expectations on attendance and progression to the students.
- 2.2 The College routinely monitors attendance and progression status of students and use them as leading indicators to identify students at risk of withdrawal and failure.
- 2.3 The students are expected to take responsibility for organising their studies and ensure that they are aware of their timetable and expectations for attendance at all activities relating to their programme of studies.

**3. Procedures and Process:**

**Recording Attendance:**

3.1 All students will have their attendance monitored at every lecture, seminar, workshop, or practical session. These will be monitored through the use of registers.

3.2 The registers are to be fed into the College SMS by administrative staff to enable an analysis and overview of each individual student's attendance. Data will be analysed and monitored by administrative staff in the College using in-house software. All authorised and non-authorised absences are recorded, and actions are taken where necessary.

3.3. Tutors are required to mark late any student arriving 30 minutes late after the start the scheduled start time

**Authorised Absence:**

3.4 Short-term absences (up to one week) due to illness may be authorised without any documentary evidence, but it is advised that the student contacts the relevant member of staff to inform about the reason of being absent.

3.5 Instances of illness that affect an assessment must be reported to the College, and where relevant, with medical evidence (doctor's or hospital note). The same is applicable for other extenuating circumstances.

3.6 Students are permitted to apply for temporary leave, suspension of studies, or deferral of their programme of study for personal or medical reasons.

**Unauthorised Absence**

3.7. Unauthorised absences over one week, such as non-attendance due to undocumented medical, personal or other extenuating circumstances are not permitted, if no evidence is presented, or the absence is not agreed in advance.

3.8. Students are not permitted to be absent from scheduled classes or practical sessions due to employment, unless agreed with the tutor or module leader.

3.9. All examinations and assessments must be attended and completed on time (and within any pre-agreed extensions already granted), unless approved by the Principal or another officer of the College acting on his/her behalf.

3.10. Unauthorised absences by students will result in a warning letter being sent by central administrators. Following the initial letter, if a student's absence is still of concern, s/he may be invited to improve the attendance rate and/or is invited to attend a meeting in the College to discuss the reasons behind such absence.

3.11. All students are at risk of removal from their programme after consistent and continued periods of absence are recorded. A student whose attendance rate is below 50% at the mid-point of an academic term or is below 50% during the entire term, may result in removal of the student from the programme with no opportunity to re-enrol on any programme.

3.12 No extended period of absence is permitted unless authorised through application for temporary leave, suspension of study or deferral.

**Non-Attendance:**

3.13. As detailed above, students demonstrating non-attendance on a programme of study will be asked to attend a meeting in the College with the Programme Leader/Tutor/Administrator. Should a student choose at that point to suspend or defer their studies, documentation must be completed to confirm this, and this would become effective as soon as the information is received centrally.

3.14. Students also have the option to leave the course prematurely and take an exit award, if sufficient credits have been obtained and the exit award is a viable award route for their programme of study.

3.15 Where required, in instances of non-attendance, a warning will be sent to students to require them to attend a meeting in the College where their attendance, academic progression and any other personal circumstances can be discussed

3.16 In instances where a student does not attend the scheduled meeting in the College and no viable reason is given for non-attendance at the meeting, the College may withdraw the student from the programme with no opportunity to re-enrol on any programme. However, prior to the withdrawal, the reasons to withdraw will be conveyed to the student in writing,

3.17 In cases where students attended the preliminary attendance meeting but there are no visible improvements in attendance, then the student could be exited from the programme.

### **Progression**

3.20 The purpose of progression monitoring is to ensure that the College has fair, transparent and effective processes to monitor students' academic progression and to identify students with poor academic performance who may require additional support.

3.21 The progression policy is only applicable to HNDs and Foundation degrees as they are of more than one-year duration. No progression policy is applicable for the BA (Hons) top up programmes.

### **Progression Regulations for HNDs**

3.22 The HND programmes are delivered over a two-year period and each academic year has 3 academic terms. Students studying this course of study will be monitored in three stages over the duration of the programme to review their academic performance.

3.23 In the HND programmes, students are required to pass not less than 6 units (90 credits) in the first year in order to progress to the second year.

### **Progression from Level 4 to Level 5 (FdA)**

3.24 Where a student has completed 120 credits, they will receive a Progression Decision of PP – Pass, and will be permitted to enrol at the next level. Where a student has passed at least 90 credits, and can complete the full requirements of the level through registering and completing/passing one further module, they will receive a Progression Decision PC1 – Conditional Progression, One Module Outstanding. They will then be permitted to re-enrol at the higher level, provided an agreed programme of modules is recorded allowing them to redeem the outstanding module at the lower level.

### **Progression Stages**

#### **3.25 Stage: 1 Student at Risk Register) – HND/FdA Programmes**

Student progress is monitored on a consistent basis, benchmarked against several key indicators:

- Attendance at 60% or less
- Late/Non-Submissions
- Unsuccessful Submissions

Therefore, the Student at Risk Register provides a holistic overview of student progress and early interventions, ensuring that the maximum number of students have successfully completed a minimum of 3 units in the first two terms. Those who do not, are warned of poor performance and reminded that they must pass a minimum of 3 units by the end of Term 3 of Year 1, to be eligible to receive a conditional offer of a place for the second year. The student could be asked to sign-up to an Individual Learning Plan (ILP), if deemed necessary.

### 3.26 **Stage: 2 (Progression Board) – FdA**

A Progression Board meeting must be held at the end of the final semester of the first academic year, after the Academic Assessment Panel has been held. The aim of this meeting is to review the students' academic performance in order to make progression decisions from year one to year 2.

### 3.27 **Stage: 2 Progression Board- HNDs**

A Progression Board meeting must be held in the month prior to the beginning of Year 2, but after the Academic Assessment Panel meeting of Term 3. The purpose is to assess a student's eligibility for progression to Year 2 and consider any extenuating circumstances that exist, or are currently in progress.

Any student who has passed 6 or more units of Year 1 will be made an unconditional offer of a place in Year 2.

Students who passed 3, 4 or 5 units of Year 1 will be made a conditional offer of place in Year 2. The student must pass a total of 6 units of Year 1 within 6 weeks of the commencement of the Year 2. If they do not meet the condition, the students will not be allowed to continue the programme. Their registration with the College and the awarding body will be terminated, subject to an appeal outcome (should one take place). For not meeting the condition of progression, the students will not be deemed to have registered for Year 2, thus their attendance and registration for the Year 2 will not be confirmed.

### 3.28 **Stage: 3 (Post-Progression Review)- HNDs**

A Post-Progression Review meeting will take place within the first eight weeks of the commencement of year 2. The purpose is to:

- Identify students who have not met the progression decision (and will therefore be withdrawn from the College) and,
- Review the academic performance of the students to identify any need for additional support to ensure timely completion of the programme

\*At this stage, a student will be expected to have successfully completed all units of the first year.

#### 4. Monitoring and Evaluation:

4.1 The College records attendance data for all students at all learning sessions. The students with low attendance are identified and invited for an interview with the 'Attendance Officers' and the details are recorded in the 'Poor Attendance Enquiry Form'. The data is then used to produce a termly "Poor Attendance Enquiry Form Analysis Report" for each programme of study.

4.2 The Assessment Panel considers the assessment submission and results status of each student.

4.3 An annual Progression Board confirms the lists of students who are awarded conditional or unconditional offer to progress to the next year of their study.

4.4 Termly "Students at Risk of Withdrawal Report" identifies students who are at the risk of withdrawal or failure.