UNIVERSITY OF WINCHESTER

ATTENDANCE POLICY

Document Title:	Attendance Policy
Responsible Department:	Student Support and Success
Approving Body:	Senate
Date of Approval:	September 2026
Date Effective From:	30 September 2026
Review Date:	July 2029
Indicate whether the document is for public access or internal access only **Indicate whether the document applies to collaborative provision?** *(Strikethrough text, as appropriate)*	**Public Access** ~~**Internal Access Only**~~ ~~**Applies to Collaborative Provision**~~

Summary: This policy outlines the baseline expectations and requirements for student attendance in all University programmes, together with the action that may be taken when a student does not meet attendance expectations.

The Policy was first approved by Senate in June 2024 and effective from 1 September 2024. Following a review, minor amends have been made for approval by Senate in June 2025. The changes include:

- Additional clause clarifying that short courses are not within the scope of the policy (2.1.4)
- Updates to reflect changes to the names of other University policies
- Additional reference to Fitness to Practise procedures (5.8)
- Various additions to align with UKVI compliance requirements

This policy is underpinned by our commitment to promoting a university wide approach to health, safety and wellbeing and is supported by the principles of the University Mental Health Charter. Care has been taken to ensure that the policy is written compassionately, with consideration of the potential impact on staff and students

1. Purpose

1.1. The University has a duty to monitor student attendance and engagement with their studies in order to ensure:

1.1.1. students are on track to complete their programme;

1.1.2. the University complies with its legal duty to provide accurate data about its students to the Office for Students, Student Finance England, UKVI and the Higher Education Statistics Agency;

1.1.3. University staff are able to identify where students may need additional contact or support to succeed in their studies; and

1.1.4. the University is able to recognise and acknowledge where students are achieving good levels of attendance.

1.2. The Department for Education (DfE) requires every higher education provider to have a published, auditable attendance policy and states that a provider must not claim funding from the Student Loans Company for students who are not adhering to a provider's attendance policy[1].

1.3. This policy outlines the baseline expectations and requirements for student attendance in all University programmes, together with the action that may be taken when a student does not meet attendance expectations.

1.4. This policy supports the University in fulfilling its statutory and regulatory obligations in relation to student interruptions of study and withdrawals. It provides a framework for the consistent determination and recording of attendance and engagement end dates, ensuring compliance with the reporting requirements of HESA, the Office for Students (OfS), and the Student Loans Company (SLC).

2. Scope

2.1. This policy applies to:

2.1.1. All students enrolled on undergraduate, taught postgraduate and postgraduate research programmes and credit bearing short courses delivered and awarded by the University.

2.1.2. All international students, regardless of sponsored status. The University is fully committed to complying with its Student Route Sponsorship Licence duties in accordance with UK Visa and Immigration (UKVI) rules and regulations. The University must be in a position to confirm that any student, currently being sponsored under the Student Route, is actively engaged in studies and attending classes as required by their programme. Attendance and engagement of students on the Student Route is recorded and monitored in line with the University's Student Visa Compliance Policy.

2.1.3. Where additional attendance requirements, for example those set out by professional, statutory and regulatory bodies (PSRBs) or degree apprenticeship sponsors, are more rigorous than those set out in this Policy, the requirements of the PSRB or apprenticeship sponsor will prevail. Faculties with programmes where this is the case will be responsible for the operation of local processes to ensure compliance with such requirements.

2.1.4. Credit bearing and non-credit bearing Short courses or any other non-degree programmes delivered by the University may require either regulatory or contractual attendance requirements and it is reasonable that these courses

[1] https://www.heinfo.slc.co.uk/resources/guidance/student-information-service-user-guide/attendance-confirmation/attendance-management-guidance/

may undertake some form of attendance monitoring, however, they do not have to be and will not by default be incorporated into University attendance monitoring systems. International students, however, will be monitored if they engage with any.

2.1.5. In extraordinary circumstances (such as pandemics or natural disasters), the University may adjust attendance policies to accommodate affected students.

3. Review

3.1. This policy will be reviewed triennially.

4. Definitions

4.1 The University defines attendance as presence in timetabled teaching and learning activities. Attendance is routinely monitored.

4.2 The University defines engagement as actively interacting with your programme of studies, this would include (but is not limited to) use of Canvas, engagement with support services, academic procedures and submission of assignments. Engagement for students will not be routinely reviewed but is taken into consideration as part of any supportive interventions and decision-making.

5 Student Attendance Requirements and Expectations

5.1 All students are expected to attend and engage with their studies fully.

5.2 Regular attendance and active participation in teaching and learning activities form a fundamental part of students' academic journeys and are key to achievement of learning outcomes. Students who attend timetabled teaching sessions and actively engage with teaching and learning activities, whether on campus or online, have the opportunity to achieve better degree outcomes through:

5.2.1 A greater understanding of their subject and what is required of them in their assessments; and

5.2.2 A deeper sense of belonging in their programme and the University allowing them greater opportunity to work with staff and fellow students to achieve better outcomes.

5.3 For the purposes of this policy, student attendance includes the following contact points:

5.3.1 Attending all scheduled teaching sessions on their individual timetable;

5.3.2 Attending scheduled meetings with their Personal Academic Tutor, Skills Coaches or programme and/or regulation required meetings; and

5.3.3 Attending scheduled meetings with their supervisor(s) (for postgraduate taught and research students).

5.3.4 Where students miss any of these contact points for two consecutive weeks the University considers this to be falling below expectations with the consequences set out in Section 5 below. Continued poor attendance may result in a student being withdrawn or interrupted from their programme of study.

5.3.5 The University recognises that there may be times when students are unable to

meet the attendance requirements of their programme. When this is the case, students are asked to notify the member of staff who is scheduled to teach the session.

5.3.6 Student route visa students must follow a separate process to apply for a leave of absence through the visa compliance team. Details of absence authorisation for student route visa students can be found in Visa Sponsorship Policy.

5.3. 7 It is the student's responsibility to catch up on missed teaching and learning. Members of staff are not obligated to re-teach missed material or provide extensions due to unauthorised absence.

5.3.8 Attendance monitoring will be managed by members of staff in timetabled teaching sessions. Details of how attendance is recorded is set out in the Academic Engagement Dashboard Procedures.

5.3.9 If a student believes that their attendance has been inaccurately recorded, they should contact the member of staff responsible for taking the relevant register within two working days requesting it be corrected.

5.3.10 Where a member of staff believes a student has inaccurately recorded their attendance, the staff member will correct the Dashboard. Should a student repeatedly falsify their attendance (2 or more occasions), this will be deemed a student conduct issue and may be referred to the Academic Registrar under the Student Conduct and Disciplinary Policy.

5.4 In addition to monitoring attendance, the University will also monitor engagement with learning and assessment. For the purposes of this policy, engagement includes the following:

5.4.1 Completing and submitting assessments by the deadline

5.4.2 Attending scheduled assessments such as examinations, practicals and placements; and

5.4.3 Engagement with the University's Learning Resources.

5.5 Completion and submission of assessments will be monitored by Faculties, including during Progress Weeks in each term.

5.6 Engagement with the University's Learning Resources, including the VLE and Library will be monitored using the Academic Engagement Dashboard.

6 **Monitoring and responding to poor attendance**

6.4 Attendance will be monitored by University staff in all scheduled teaching sessions. Where student attendance falls below expected levels (i.e. non-attendance for two consecutive weeks), a member of Faculty staff, normally the Personal Academic Tutor, will make contact with the student (using the guidance outlined in the Academic Engagement Dashboard Procedures) to discuss their lack of attendance and ensure appropriate support is offered, if required. Where a Student Route sponsored student has non-attendance for two consecutive weeks, they will also be contacted by a member of the International Student Success team (normally the UKVI Compliance Officer). The expectation will be that attendance improves following this contact.

6.5 The stipulated engagement contact points will be monitored through the Academic Engagement Dashboard, as set out in the Academic Engagement Dashboard Procedures.

6.6 It is the student's responsibility to catch up on missed teaching and learning.

Members of staff are not obligated to re-teach missed material or provide extensions due to unauthorised absence.

6.7 Where student attendance continues to be below expected levels, following the 28 day alert, the Support & Retention Adviser will confirm the 28 day panel outcome to the Dean of Faculty and Registry and where appropriate ask for Dean's approval to interrupt or withdraw. Following Dean's approval, Registry will inform the student. Where a student fails to attend scheduled teaching sessions for four consecutive weeks, they will normally be formally withdrawn or interrupted by the University. (See *Supporting Students to Succeed: Support to Study Procedures.*)

6.8 For the purposes of University determined enforced interruption or withdrawal the defined last day of study will be recorded once engagement and interaction is confirmed as having ceased. (Refer to the Interruption and Withdrawal Procedures for further information)

6.9 For Student Route visa holders, the university will ensure to follow UKVI Sponsorship duties and report accordingly.

6.10 Where a student has poor attendance for scheduled teaching sessions or for any assessment method whilst enrolled on a programme or course that is accredited by a Professional, Statutory and Regulatory Body (PSRB) then they will also be subject to Fitness to Practise Policy procedures as required.

7 Related policies

7.1 This policy works alongside the following University policies and procedures:

- *Academic Engagement Dashboard Procedures*
- *Support to Study Procedures*
- *Exceptional Circumstances Policy*
- *Student Visa Compliance Policy*
- *Fitness to Practise Policy*
- *Interruption and Withdrawal Procedures*
- *Student Conduct and Disciplinary Policy*