

## A9 Academic Engagement and Attendance Policy

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A9.1 We know that students who fully engage with their studies are more likely to succeed in their programme and SQE assessments. This policy sets out our expectations for academic engagement, how we will support you if you are not engaging, and the potential consequences of non-engagement.

A9.2 We are required by the Department for Education to have an attendance policy in place to ensure appropriate engagement for students in receipt of postgraduate loan funding.

A9.3 This policy applies to all students enrolled on a College module or programme, including apprentices and students from partner universities.

### Expectations of Academic Engagement

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A9.4 We expect you to fully engage with the learning opportunities offered in your studies. This includes:

- Attending Town Hall meetings, surgeries, and personal supervisor meetings;
- Engaging with learning tasks and activities in line with the module delivery schedule on Canvas;
- Submitting formative and summative assessments on time;
- Not taking holidays during module delivery unless exceptional circumstances apply, e.g., you have booked a holiday prior to accepting your place on a module and need to defer assessment;
- Balancing your employment with your studies, where applicable.

A9.5 We will monitor your engagement regularly throughout each module to identify if you need further support or are at risk of not completing the module.

A9.6 At the beginning of your studies, we will explain the risks of non-engagement, which may include withdrawal from your module or programme.

A9.7 If you are unable to engage fully due to health, personal, or other circumstances, you must notify a member of the Academic Team or Student Services via email or ServiceNow.

### Engagement Review

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A9.8 At the midpoint of each module, the Academic Team will review your engagement based on the expectations outlined above.

A9.9 The following will be considered as indicators that your engagement is below expectations:

- Persistent non-attendance at personal supervision meetings;
- Non-completion of learning tasks and activities, affecting your ability to complete the module;

- Non-submission of formative or summative assessments.

A9.10 The Academic Team will determine the required engagement levels for each module, which will be communicated to you at the start of the module.

A9.11 If the Academic Team identifies concerns about your engagement, they will notify the Student Services Team to trigger the procedure below.

### Academic Engagement Procedure

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A9.12 The Student Services Team will review the information provided and decide on the appropriate route:

- Informal Support;
- Formal Review;
- Referral to another Policy;
- Withdrawal;
- Notification to a university or employer partner.

A9.13 To ensure timely action, this procedure will be triggered within seven working days of the Engagement Review.

A9.14 The Student Services Team will maintain written records of all communications and actions taken under this procedure.

### Informal Support

A9.15 Informal support will be initiated if your engagement falls below expected levels for a module but there is no pattern of non-engagement across modules.

A9.16 The Student Services Team will:

- Contact you by email to remind you of the academic engagement expectations;
- Inform you of options under the Exceptional Circumstances or Leave of Absence policies if life circumstances are affecting your engagement;
- Encourage you to reach out to the Academic Team to create a plan to get back on track;
- Signpost external wellbeing support;
- Offer a phone call or Zoom meeting to discuss your situation;
- Notify you that your engagement will be reviewed again and that continued non-engagement may lead to Formal Review or Withdrawal.

A9.17 The Student Services Team will request an update on your engagement from the Academic Team no later than 21 working days after contacting you.

A9.18 If your engagement has not improved, the next stage of the procedure will be triggered.

### Formal Review

A9.19 Formal Review will be triggered if there has been no improvement since Informal Support, if there is a pattern of non-engagement across modules, or if there are concerns about your ability to engage.

A9.20 The Student Services Team will contact you by email and phone to invite you to a meeting to discuss your engagement.

A9.21 The meeting will involve the Module Leader and a member of the Student Services Team, and will provide an opportunity to:

- Remind you of our academic engagement expectations;
- Explain your options under the Exceptional Circumstances or Leave of Absence policies;
- Agree on a plan to help you re-engage with your studies;
- Signpost external wellbeing support;
- Notify you that your engagement will be reviewed again, and further non-engagement may result in Withdrawal.

A9.22 If you do not attend the meeting, it will be rearranged once. If you miss the meeting again, the process will move to the Withdrawal stage.

A9.23 The Student Services Team will request an engagement update from the Academic Team no later than 21 working days after the meeting.

A9.24 If your engagement has not improved, the withdrawal stage of the procedure will be triggered.

### Withdrawal Stage

A9.25 If your engagement does not improve, the College reserves the right to withdraw you from your module or programme in line with the Terms and Conditions.

A9.26 You will be notified by email that the College believes you no longer intend to complete your studies, and that you are assumed to have abandoned your programme.

A9.27 You will have five working days to respond and inform the College that you do wish to continue your studies.

A9.28 If you do not respond to the withdrawal notice, you will be officially withdrawn, and a withdrawal letter will be issued with information on how to request a review.

A9.29 If you respond to indicate that you wish to continue your studies, you will be invited to a Formal Review meeting. Non-attendance on two occasions will result in your withdrawal.

A9.30 If you were in receipt of funding, the relevant funding body will be notified.

A9.31 The Registrar will also be notified to ensure that you receive a transcript and any exit award, as appropriate.

### Referral to Another Policy

A9.32 If your engagement issues relate to other circumstances, the Student Services Team may refer you to the Exceptional Circumstances or Leave of Absence policies, or the Fitness to Study Policy if health is the issue.

A9.33 After a referral, the Student Services Team will follow up within 21 working days to ensure action is taken.

### Notification to University or Employer Partner

A9.34 If you are registered through a partner university, engagement information may be shared with your home university's designated Link Tutor.

A9.35 If you are registered through a formal employer partnership, your engagement may be shared with the employer's designated contact if required.

### Right to Review a Withdrawal Decision

A9.36 If you are withdrawn under this procedure, you can request a review if:

- There has been a procedural irregularity in considering your case;
- There is new evidence is available that could not reasonably have been submitted earlier.

A9.37 Requests must be submitted within 10 working days of the withdrawal letter via email to the Registrar ([registry@collegalpractice.com](mailto:registry@collegalpractice.com)).

A9.38 The Chief Operations Director will review your case and decide whether to reinstate your registration.

A9.39 You will receive a written decision within 10 working days.

### External Review

A9.40 Once internal procedures are exhausted, you may be able to apply to the OIA for a review if eligible under their rules. Information about the OIA is available at [OIA website](#).

A9.41 You will need a Completion of Procedures letter to apply, which will be provided automatically at the conclusion of the Review process.