

Attendance Monitoring Policy

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1. Introduction

- 1.1 NMITE recognises that attendance is a key aspect to engagement, retention, progressions, and attainment. Students are active participants in their learning experience and are expected to take responsibility for achieving their potential through engaging fully with those experiences and with the requirements of their programme.
- 1.2 This Policy sets out the processes employed by NMITE to monitor student attendance and engagement on all programmes of study. It aims to be a supportive measure which has the potential to indicate those students at risk of leaving their course early and/or failing their programme.
- 1.3 While there are additional requirements relating to attendance for the UK Visas and Immigration Department (UKVI) Tier 4 sponsored students, this policy is applicable to the student body as a whole¹.

2. Attendance requirements

- 2.1 Students are expected to aim for 100% attendance. Failure to meet attendance levels of at least 80% of the scheduled learning and assessment activities during each FHEQ Level may impact upon your registration status as a student.
- 2.2 Attendance means that students must be present each day (Monday to Friday) for all learning activities in accordance with the published timetable.
- 2.3 Engagement means that students must engage with all learning activities which form part of their programme of study, subject to absence only for medical reasons or other personal reasons agreed in advance with the module lead.
- 2.4 NMITE is required to maintain attendance records for all Tier 4 sponsored students and to report absence to UKVI. This monitoring will comply with the requirements

¹ NMITE is required to report all Tier4 sponsored students, who fail to attend and have no satisfactory explanation for the absence, to the UKVI with the consequence that their sponsorship may be withdrawn, and they will be withdrawn from their studies at NMITE.



of the UKVI, and students will receive information on this process and the implications of any absence as part of their enrolment at NMITE.

3. Monitoring Attendance and Engagement

- 3.1 Attendance and engagement is monitored by means of the Module Lead (or nominee) maintaining a register of attendance as provided by Registry. The Register will be taken at 10am and 2pm each working day (with the exception of Wednesday afternoon). The Module Lead (or nominee) will confirm the register of attendance either by verbal checking or by observation of students present in the studio.
- 3.2 The register will be visible to the Student Services Team and the Academic Team, and will be employed to:
- i. Check welfare – to ensure that absences are followed up to ascertain reason, barriers to attendance and provide support where appropriate.
 - ii. Monitor engagement in programme- to support students to maintain progress with their module and overall programme.
 - iii. Extenuating circumstance - in the instance that EC claims are submitted the attendance register may be considered by the EC committee
 - iv. Team working strategy- in the event that this is evoked by members of a team, information from the attendance register can be used to the module lead and can be considered as part of the meeting with students to assess learning outcomes achieved during the module.

4. Follow-up Procedure

- 4.1 If a student is not present, a follow up email on the first day of absence should be sent by the Module Lead (or nominee); this should be supportive in nature and ask the student to provide an explanation of their absence.
- 4.2 If there are two consecutive days of absence, the Module Lead should raise this with the Student Services Team who will make contact via email/ teams to establish wellbeing and anticipated length of absence. In this instance students will be reminded that if they are off due to ill health or known reason- they are to inform their module lead (copying in student services) via email. Students are encouraged to maintain contact for the duration of the absence (as would be required in a place of work).
- 4.3 Instances of illness or other unforeseen circumstance that affect an assessment must be reported to the module lead or Student services, and where relevant, an Extenuating Circumstances claim can be made online (via MyNMITE) and



completed with the relevant evidence (e.g. doctors or hospital note). Further details are found in the Extenuating Circumstances policy.

- 4.4 If a pattern of regular absence is identified, it will trigger a process of communication and support, which will encourage students to resume their studies. NMITE will endeavour to identify the reason for the absence and provide appropriate support if this is required. This includes:
- i. the student being invited to attend a meeting with Student Services Manager and Personal Tutor to establish support required and clear expectations for attendance and any further barriers to this.
 - ii. If there is no maintained improvement in attendance; the student will be invited to attend a meeting with the Student Services Manager and Programme Lead, to identify if a formal support plan is required and to reinforce clear guidance of barriers to achievement and progression that may occur due to lack of attendance/engagement.
 - iii. The final escalation point is the student being invited to a meeting with the Academic Director and Director of Registry and Student Life; and in line with the Student Contract – Terms and Conditions, the student will be offered two opportunities to attend a meeting. If the student fails to attend, they will be presumed withdrawn and will receive formal notification of this from Registry.
- 4.5 The following policies may be considered at any point in the process of supporting the student attendance and engagement.
- Extenuating Circumstances Policy
 - Student Disability and Reasonable Adjustment Policy
 - Fitness to Study Policy
 - Leave of Absence policy

5. Roles & responsibilities

- 5.1 Students must maintain attendance in line with 2.1 of this policy and in the event of an absence to communicate this to their Module Lead and Student Services.
- 5.2 Module Leads – record or check attendance on a register twice daily; maintain communication from the first day of absence with the students and share concerns regarding attendance and engagement with Student Services Manager.
- 5.3 Student Services Manager will with the team provide support, working with Personal Tutors and students to reduce barriers to attendance, monitor and action steps in the procedure as required, maintain clear records of actions.
- 5.4 Personal Tutors- support adherence to this Policy and attend meetings as requested by Student Services Manager to support attendance and engagement,



also to raise attendance during each PT meeting and reminds student of the importance of this and the policy.

- 5.5 Programme Lead/Academic Director- Reiterate at the start of (and mid) FHEQ level meetings the importance and purpose of the policy. Support the escalation of support meetings to maintain attendance and engagement levels amongst enrolled students.
- 5.6 Director of Registry and Student Life – maintain oversight of any emerging concerns, report continuation risks to senior leaders and support the final escalation point meetings, advising student on options for continuation and completing any procedural communications.



Policy Owner	Director of Registry and Student Life	
Version Number	2.0	
Date Policy (Re)Approved	July 2025	
Approval authority	Academic Council	
Date of Commencement	On approval	
Equality Impact Assessment (EIA) completed	TBC	
Amendment History	Date	Reason for Update
	July 2025	Biennial review
Summary of changes made to this version	Change of job role titles 3.1 – change of attendance monitoring method 4.1 – initial follow up process from module lead. 4.2 – clarity in communication between teams 5.2 – highlighting responsibilities of module lead Subsequent re-numbering	
Date for next review	01/08/2027	
Related Policies, Procedures, Guidance, Forms or Templates	Student Handbook Regulation for First Degrees Programme Specifications Student Contract (relevant to the student year of enrolment) Extenuating Circumstances Policy Student Disability and Reasonable Adjustment Policy Fitness to Study Policy Leave of Absence policy	
Policies superseded by this Policy	V1: Nov 2024	