HIGHER EDUCATION

Attendance and Engagement Policy

At **School of Coding Higher Education**, we are committed to helping every student make the most of their academic journey. Your time here is not only about gaining qualifications, but also about building personal confidence, professional skills, and lasting relationships. One of the most effective ways to succeed is through **active and regular engagement** with your learning.

Regular attendance and meaningful participation will help you:

- Understand your subject deeply
- Obtain feedback and support.
- Stay on track with assignments.
- Connect with your peers and tutors.
- Feel a sense of belonging within our academic community.

As adult learners, we respect your independence and understand that **you are responsible** for your learning. However, we also recognise that life can sometimes interfere with your ability to engage fully. Some students will ask for help when they need it, but others may struggle silently. That's why we monitor attendance and engagement, to identify when someone may need support, **before it's too late**. This is about support, not punishment.

1. PURPOSE OF THE POLICY

This Attendance and Engagement Policy is intended to promote student success by clearly outlining the expectations for active participation in academic and co-curricular activities (structured learning experiences outside the formal curriculum that support personal, academic, and professional development). It establishes a framework that supports students in achieving their educational goals while helping them make the most of their time at School of Coding Higher Education. The policy encourages regular attendance and meaningful engagement as essential components of academic development, personal growth, and community involvement. It also ensures that students are aware of their responsibilities as adult learners and understand the support available to them, should they face difficulties. By monitoring patterns of attendance and engagement, the institution can provide timely interventions, ensuring that challenges are addressed early before they affect academic progress. Furthermore, this policy enables the institution to meet important legal and regulatory obligations, including those set by the UK Visas and Immigration (UKVI). Engagement goes beyond simply attending classes; it involves active participation in lectures, seminars, practical sessions, group work, independent study, and interactions within the digital learning environment as well as Canvas. Students who consistently engage tend to achieve higher academic outcomes, complete their qualifications on time, and gain essential life skills such as time management, communication, and collaboration. Engagement also plays a vital role in enhancing students' sense of belonging by fostering friendships, professional networks, and stronger connections with faculty and support staff.

This policy outlines what constitutes effective engagement, how it is monitored and recorded, the types of support students can access if they fall behind, and the procedures followed when a student's disengagement puts their progression or visa compliance at risk. Ultimately, this policy reinforces the shared commitment between students and the institution to maintain a positive, inclusive, and achievement-oriented learning environment.

2. SCOPE OF THE POLICY

This policy applies to **all higher education students** at School of Coding Higher Education, including:

- **Full-time** and **part-time** students
- **UK** and **international** students
- **Undergraduate** and **postgraduate** learners
- All modes of study: **on-campus**, **blended**, and **online**

3. POLICY STATEMENT

We believe that students should take ownership of their education, but we also must ensure every learner is supported. This policy is:

- **Supportive**, not disciplinary
- Based on **research** showing that active engagement leads to higher success
- A tool to help us **intervene early** if we think you are struggling
- A way to help you get back on track if your attendance or participation drops

4. ENGAGEMENT EXPECTATIONS

4.1 What Counts as Engagement?

You're expected to participate in a range of academic activities, including:

- Attending **timetabled teaching**: lectures, labs, seminars, tutorials, revision sessions
- Participating in **placements**, **fieldwork**, and **supervision sessions**
- Completing **assignments**, **projects**, and **assessments**
- Using the **Virtual Learning Environment (VLE) Canvas** to study and submit work
- Attending meetings with **academic advisors** and **tutors**
- Taking part in **co-curricular activities** (like career events, industry talks)

4.2 Other Recognised Forms of Engagement:

We understand students may engage in other meaningful ways, such as through reasonable adjustments(changes or accommodations made to support students with disabilities or specific needs, ensuring equal access to learning and assessment) for disability. These are also considered valid. The Academic Registrar (or nominee) will decide, in consultation with departments, if a particular activity demonstrates sufficient engagement.

4.3 Commitment and Independent Learning:
While life outside university matters, your course requires a minimum level of commitment. You are expected to:
- Prioritise your academic work
- Allocate time for **independent study.**
- Communicate proactively with staff.

4.4 Flexibility of Engagement:
We do not use a "one-size-fits-all" approach. Each programme sets expectations suited to its structure. Your **programme handbook** and **module guides** explain what's expected of you.

4.5 Minimum Levels of Engagement:
We don't enforce fixed thresholds for every student, but if your engagement drops below a minimum standard (e.g. **for** class attendance, **for** submissions, **for** Canvas activity), we will intervene.

4.6 Why We Monitor:
We track engagement to:
- Identify very low participation.
- Compare students with their peers.
- Help those who may be at risk of dropping out.
- Provide support **before academic failure occurs.**

5 ATTENDANCE REQUIREMENTS
The minimum attendance requirement for students at School of Coding Higher Education is set at 86% over the course of the academic year. Attendance falling below 90% at **anytime** is considered a cause for concern and may trigger a review or support intervention to help the student re-engage. Any absence that is not supported by valid documentation, such as a doctor's note or official approval, is classified as unauthorised and will be formally recorded. **In cases where a student is absent for 20 or more consecutive days without appropriate notification, the institution is legally required to report the absence, particularly to the local authority in the case of students under the age of 18.** This approach ensures both regulatory compliance and early identification of students who may require academic or pastoral support.

It is important that students use Evision to update their current status, including any health issues or doctor's notes. This is vital in situations where students need to retake an assessment or module.

6. MONITORING AND REPORTING

Attendance is recorded through:

1. **Manual registers** (taken by lecturers in class)
2. **Biometric fingerprint scanning** at classroom entry (you scan in and out)

Data is:

- Entered into the **SOC Student Portal**
- Reviewed daily by the **attendance team**
- Analysed monthly for trends and risks

This allows staff to identify students who need support quickly.

7. ENGAGEMENT REVIEW AND SUPPORT PROCESS

If your attendance drops below 86%, the following steps will happen:

1. **Phone Call**: To remind you about the attendance policy.
2. **Two Warning Emails**: If no improvement, you get written warnings.
3. **Face-to-Face Meeting**: Staff will talk to you, understand the reasons, and offer support.
4. **Final Step**: If still no improvement, you may be **permanently excluded** from your course.

Every phone call, email, and meeting is recorded on the student portal as proof and for audits.

8. SUPPORT AVAILABLE

We offer a range of services to help you stay engaged:

- **Academic Advisors** – Personalised academic support
- **1:1 Study Support** – Help with writing, research, and study skills
- **Mental Health & Wellbeing** services
- **Disability Services** – Adjustments, support plans
- **Student Advice & Financial Support**
- **International Student Advice** – Visa, cultural transition, personal issues

9. MITIGATING CIRCUMSTANCES AND EXCEPTIONS

We understand things can happen. You will not be penalised for missing sessions if:

- You are **ill**
- You have a **bereavement** or **family emergency.**
- You have an **approved temporary withdrawal.**

Notify your tutor/module leader **as early as possible** and submit any required forms or documentation onto Evision.

10. VISA AND PROFESSIONAL COMPLIANCE

If you're an **international student**:

- We are legally required to **monitor and report** poor attendance to **UKVI.**
- Failure to engage may result in **loss of visa sponsorship.**

For some programmes, **professional bodies** also have specific attendance rules. Always check with your **programme lead** or **academic advisor**.

11. STUDENT DATA USE

We collect attendance and engagement data to:

- Offer **academic and well-being support**
- Identify students who are **at risk.**
- Fulfil compliance with **regulators** like UKVI

Data is:

- **Securely stored**
- Processed under **GDPR**
- Accessed only by **authorised staff**

12. ROLES AND RESPONSIBILITIES

Students

- Attend, participate, communicate, and seek support

Lecturers

- Record attendance, monitor engagement, and provide support

Support Staff

- Track data, offer interventions, and guide students to help

Senior Leadership

- Ensure fair application and regulatory alignment

13. ADDRESSING ENGAGEMENT CONCERNS

If you're not engaging:

- Staff will contact you, offer help, and guide you back on track.
- If you still don't engage, your **progression, funding or visa** may be at risk.
- In extreme cases, this could result in **withdrawal from your course**.

We act **proportionately**, and our goal is always to help you succeed.

14. APPEALS AND COMPLAINTS

If you disagree with a decision made under this policy:

- You may **appeal** through the institution's academic appeal process
- You may **submit a complaint** if you believe the policy was misapplied or unfairly handled.