

ATTENDANCE MONITORING POLICY

This policy explains Bodmin College and its Partner Falmouth University's approach to monitoring the attendance of students on campus-based courses of study. It also explains how Bodmin College and our partner Falmouth University carries out its specific obligations for international students who hold a visa under Tier 4 of the points-based immigration system and for whom the University is Sponsor.

1. Introduction

1.1 Bodmin College recognises the value of attendance monitoring to help identify students who may be in danger of leaving their course of study. Through early identification of such students, Bodmin College has the opportunity proactively to offer assistance and guidance to encourage progression and to avoid potential discontinuation. Attendance monitoring is also essential for the Bodmin college and Falmouth University to meet its statutory requirements for receipt of funding.

1.2 This policy applies to all students registered on campus-based courses.

1.3 Bodmin College's partner, Falmouth University is the Sponsor for international students who hold a visa under Tier 4 of the points-based immigration system. As a Sponsor the University is obliged to meet the expectations of the UK Visas and Immigration (UKVI) as laid down from time to time in their Guidance and Regulations. Further information on this can be found on the UKVI's web-site: <https://www.gov.uk/tier-4-general-visa/overview>

1.4 Within these Regulations, the UKVI requires Sponsors to report any international students who have missed ten (10) consecutive expected contact points within each academic year of study. Once an international student has missed ten (10) consecutive expected contact points, the University must notify the UKVI of that student's absence within ten (10) working days. This means that the international student's leave to remain may be curtailed by the UKVI.

1.5 Bodmin College and Falmouth University define contact points as face-to-face meetings: these may also include a combination of the following forms of communication:

- a) One-to-one 'Skype' or video-conference meetings;
- b) Telephone-based work discussions.

Exchanges of e-mail messages, although possibly part of a schedule of regular contact, are not acceptable as a formal contact point for these purposes.

1.6 Equivalent processes will be followed in the case of any category of student not explicitly noted in this document.

2 Undergraduate

- 2.1 All international students (ie who are not from the European Economic Area) are subject to additional registration points at the beginning of subsequent study block for which they are in attendance. This involves a face-to-face check of identity and documentation. In addition, the Head of Subject is responsible for performing monthly checks to confirm that the engagement and attendance of international students on their course(s) satisfies the requirements of this policy.
- 2.2 The attendance of all students on taught awards is monitored via class registers taken by the member of staff delivering/facilitating the scheduled activity. For the purposes of this policy, a scheduled activity may be a lecture, seminar, tutorial, workshop, critique, technical instruction, demonstration, presentation, group work, performance or any other timetabled activity. Academic departments will retain records of class attendance. Student Administration will conduct sample audits of registers.
- 2.3 Undergraduate students are responsible for notifying their Module Leader of any absence from any scheduled activity. Students causing concern will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.
- 2.4 Where an undergraduate student misses five (5) scheduled activities within any two-week period of a semester and has not notified the course team nor responded to reasonable efforts made by the course team to contact the student to determine the reason for non-attendance, the Head of Subject will be notified who will issue a formal letter seeking a full explanation. If the student misses a further five(5) scheduled activities within the same academic year, the Director of the School of Communication Design will issue a second letter requesting urgent contact together with a full explanation.
- 2.5 Students whose pattern of attendance does not improve on receipt of the second letter may have their studies terminated in accordance with the Academic Regulations.
- 2.6 At any stage of this policy, the Director of the School of Communication Design or Head of Subject may make an assessment that a student should be called in to a Health, Wellbeing and Fitness to Study meeting.