Guidance on Recording and Monitoring Student Attendance

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Definitions

Key Terms

Minimum Patterns define the University-wide baseline for opportunities to record attendance. Unless an exception is granted in the Guidance, all Schools must provide opportunities that meet or exceed at least one of the Minimum Patterns for all students. Details of Minimum Patterns and exceptions can be found in the supporting Guidance.

Extended Patterns describe additional opportunities for recording attendance defined locally at School, Department/Division or Programme level. Schools may use these in addition to the Minimum Patterns to enable stricter attendance requirements, for example to meet the requirements of relevant PSRBs.

Acronyms

SEAtS: Student Engagement and Attendance System
UKVI: United Kingdom Visa and Immigration
PSRBs: Professional, Statutory and Regulatory Bodies

1.0 Introduction

1.1 Purpose

1.1.1 This document sets out the University's methods for recording student attendance, providing guidance on different workflows to be used for different student groups and/or levels of attendance.

1.2 Scope

1.2.1 This document applies to all Undergraduate and Postgraduate Taught Students and Post Graduate Research Students.

1.3 Applicability: Exclusions to the Policy on Recording and Monitoring Student Attendance

1.3.1 Students studying at another institution (e.g. as part of a year abroad). These students should follow the attendance policy and procedures of that institution.

1.3.2 Members of the public studying on non-credit-bearing courses (e.g. LEAP or Continuing Professional Development etc.)

1.3.3 At present, there are no exclusions from minimum pattern requirements.

2.0 Guidance Overview

2.0.1 The allowed methods for recording attendance may differ depending on the student group or situation and these are further outlined in section 4.1.

2.0.2 The two approved minimum patterns for recording attendance in SEAtS are outlined in Section 4.2.

2.0.3 Trigger points, or workflows, only consider student attendance at mandatory on-campus timetabled activities. There are two versions of these workflows depending on whether a student is subject to accreditation or professional attendance requirements.

3.0 The Guidance

3.1 Allowed methods for recording attendance

3.1.1 For Undergraduate and Postgraduate Taught Students attending scheduled on-campus activities where the student's record exists in the central Campus Solutions instance and the scheduled activities are recorded in Syllabus+ attendance must be recorded using the SEAtS system.

3.1.2 For Postgraduate Research Students, attendance must be recorded using the eProg system.

3.1.3 In other situations, such as for teaching delivered remotely or not scheduled in Syllabus+, other methods of taking attendance may be used, keeping in mind our obligations regarding wellbeing and reporting to external bodies.

3.2 Minimum Patterns

3.2.1 Pattern A - 1 high confidence check and one other medium or high confidence check-in opportunity per fortnight.

3.2.2 Pattern B - 6 medium confidence check-in opportunities per fortnight.

3.3 Extended Patterns

3.3.1 There are currently no extended patterns.

3.4 SEAtS Trigger points

3.4.1 The university currently employs two sets of trigger points referred to as workflows. These only consider student attendance at mandatory on-campus timetabled activities.

3.5 Attendance Workflow

3.5.1 Students on a standard programme who don't have accreditation or professional attendance requirements are in the attendance workflow (workflow 1). This workflow runs and processes students once a week on Mondays and depending on the current stage, looks back at the previous 7 or 14 days.

- If a student's attendance falls into the range 25% - 50% of classes over a 14-day period they will be contacted via email **(go to stage 1).** If a student's attendance falls into the range 0% - 25% of classes over a 14-day period they will be contacted via email **(go to stage 2).**
- **In Stage 1**: If their attendance does not rise above 50% over the next fourteen days they will be contacted via email (**go to stage 2**).
- **In Stage 2**: If student attendance remains below 25% for another 7 days or remains below 50% over the next 14 days, School Student Support & Wellbeing teams will contact the student directly (**go to stage 3**). The student's attendance will then be monitored for a further seven days.
- **In Stage 3**: If student attendance still does not improve, the Student Support & Wellbeing teams will speak with the student again to determine whether additional support is required, or whether the student should be withdrawn from the programme.

3.6 UKVI Workflow

3.6.1 Students on a sponsored visa, with defined attendance expectations are in the UKVI Workflow. This workflow runs and processes students daily.

- Stage 0: In the UKVI workflow, if a student's attendance is 0% over a 28-day period they will be contacted via email (go to stage 1).

- If a student's attendance reaches 0% over a 42-day period they will be contacted via email (go to stage 2).
- If their attendance remains at 0% after 56 days they will be contacted via email (go to Stage 3).
- Students in stages 1-3 will be automatically de-escalated to Stage 0 after registering any attendance.

3.6.2 Students who exceed 60 consecutive days of 0% attendance must be moved to Manual Intervention (Stage 4). At this stage they must be issued with a final email by the school's Student Support & Wellbeing Team to confirm they are required to interrupt their studies or face withdrawal from their course. Students have one week from the date that they receive this email to engage with the School's Interruption procedure before they are otherwise withdrawn. The Student Immigration Team will cease sponsorship for Student visa holders who reach Stage 4 without approved mitigating circumstances or evidence of alternative attendance and will contact the student to confirm the implications on their ability to remain in the UK.

3.7 Number of Absences Workflow

3.7.1 Students on professional or accredited programmes, with defined attendance expectations are in the Number of Absences Workflow.

- Stage 0: When a student reaches a total of 5 absences at mandatory sessions they go to stage 1.
- If a student reaches a total of 10 absences at mandatory sessions they go to stage 2.
- If a student reaches a total of 15 absences at mandatory sessions they go to stage 3.
- If a student reaches a total of 20 absences at mandatory sessions they go to stage 4 for manual intervention.
- The Support to Study/Withdrawal/Interruption process begins after Stage 4 in accordance with the School's procedures.

3.8 Sources of Attendance and Engagement Data

3.8.1 Currently SEAtS and eProg are the main systems that are used as sources of attendance/engagement data. If attendance is being recorded and monitored outside of these systems, it should be arranged and managed locally by Schools.

3.9 Methods available for contacting disengaged students

- There is general information on StaffNet about services and support for students.
- The Advice and Response website includes details of the process for engaging with disengaged students.
- StaffNet also has information on supporting students in a crisis or an emergency situation.

4.0 Monitoring Compliance

4.0.1 Adherence against this document is expected and should be monitored by Heads of Schools (or their delegates) as part of a wider quality assurance process which supports the Annual Academic Assurance Process including, Schools, Faculties, Teaching and Learning Strategy Group, the Academic Quality Sub-Committee for Teaching, Learning and Students, and Senate.

5.0 Supporting documents and sources of support

5.0.1 Policy on Mitigating Circumstances and Coursework Extensions

Version amendment history box and Document control box

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1.3	November 2021	n/a
2.0	October 2024	Updated by the Engagement Analytics Project Team and transferred to new template
2.1	July 2026	3.4 updated to clarify that trigger points are for SEAtS only. 3.5 updated with additional information about the timing of workflows. 3.6 Replacement of obsolete 'Workflow 2' with new UKVI workflow to maintain compliance. 3.7 Introduction of new 'Number of Absences' workflow 3.8 amended to recognise that attendance can be recorded outside of SEAtS in some areas of the University.

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