

HE Student Attendance Policy

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Purpose

This policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are a key reference point for higher education providers in all parts of the UK

The College recognises the important relationship between academic engagement, performance, progression, and success. The College expects students to engage actively with their studies, become independent learners, and take responsibility for their development and achievement.

The College supports higher education students to achieve 100% attendance and punctuality in face-to-face sessions and in synchronous learning activities, it also includes regular engagement with flipped or blended learning and asynchronous activities in order to realise their full educational potential. The College 'E' mark will be activated for those students out on placement which is a mandatory aspect of the course. This also includes reading weeks where applicable

The College monitors engagement and attendance to identify students who may be experiencing difficulties, either academically or personally, in order to help them to access support and interventions. The overarching aim is to be supportive and not punitive.

Scope

This policy will apply to all students studying higher education courses at Warrington & Vale Royal College, namely L4 and above

Responsibilities

The Adult Attendance and Intervention Officer is responsible for the monitoring of data dashboard and identifying students with persistent none attendance. HE Curriculum Managers are responsible for decisions on any break in learning or withdrawal from programme.

Procedures for absence

- 4.1 All absences should be notified to the Adult Attendance and Intervention Officer. This can be done via telephone call or email.
- 4.2 When a student has not attended for over a 2-week period, they will be contacted via email or telephone to discuss. Students will be prompted to re-engage with their studies.
- 4.3 If a student accumulates more than 14 days of non-attendance, the Adult Attendance & Intervention Officer will issue a 'risk of non-achievement' letter and the letter will state that should absence continue for a further 14 days, the learner will be withdrawn. If attendance does not resume within 14 additional days (28 days total), the withdrawal will be processed.

Expectations

5.1 Warrington & Vale Royal College expects all students to:

- Ensure they attend all sessions on their course (virtual and face to face) and arrive before the start of the sessions properly equipped and prepared
- Attend all scheduled learning and teaching activities forming part of their study, including those led by external professionals and including tutorials.
- Attend punctually and for the full duration of all activities.
- Make medical and other appointments, in their own time (unless there is a medical emergency).
- Avoid work commitments that clash with time at college.
- Understand that persistent, non-justified lateness and/or absence means they are in danger of not achieving their qualification
- Commit to completing outstanding work as a result of lateness and/or authorised absence, with support, as appropriate.
- Make full use of the available resources to support their learning using relevant digital platform such Google Classroom to access appropriate materials and to support blended learning

5.2 Students are expected to participate in their learning and to take responsibility for their own development. Warrington & Vale Royal College strives to achieve a minimum attendance rate of 90%. Students who fail to achieve this level of attendance are advised that they are at a risk of underperforming or failing the programme and they are supported as “At Risk” students.

When a student's attendance falls below 75%, the administrator for HE, via the Adult Attendance and Intervention Office, issues an "At Risk of Non-Achievement" letter, prompting the student to re-engage with their studies. If the student responds to the letter, the Programme Leader working with the Adult Attendance and Intervention Officer establishes a support plan to assist them in improving attendance and performance. However, if a student accumulates more than 14 days of non-attendance, the administrator for HE will issue a 'risk of nonachievement' letter and the letter will also confirm that should absence continue for a further 7 days, the Student Loans Company will be contacted to suspend the student loan (total of 21 days). If attendance does not resume within 7 additional days (28 days total), a Risk of Withdrawal letter will confirm that their Student Loan has been suspend and that failure to attend for a further 7 days (35 days total) will result in withdrawal from the programme

Should the student fail to respond to this communication, the Adult Attendance and Intervention Officer working with the Programme Leader processes the withdrawal on withdrawal Manager on ProMonitor

HE Students – At Risk Strategy

- 6.1 From the start of the academic year HE students will be categorised using Red or Amber to effectively monitor student progress at regular intervals throughout the academic year.

After consultation with the Adult Attendance and Intervention Officer and the Programme Leader, the Programme Leader will be responsible for updating the Risk Indicators (overall Red or Amber rating for learner status and status reasons) on ProMonitor ('Support' → 'Risk Indicators') and will implement and record any appropriate intervention.

- 6.2 The Programme Leader is responsible for completing an overall learner status using a Red/Amber rating which reflects their progress on the course. Students with a Red or Amber rating status will be monitored closely.
- 6.3 All students should be set SMART targets that will help the student and their tutors to monitor progress towards academic goals. This should include consideration and comments of the student's progress on their HE course and submission of assessed work.
- 6.4 The following categories, among others, are guidelines to inform the overall rating for each student:

ATTENDANCE		PUNCTUALITY	
90%+		95%+	
85-89%	Amber	85-94%	Amber
Below 75%	Red - At risk of failing		

WORK

Meeting minimum expected grade with most (80%+) but not all of the assessments: **AMBER**

Below Target - not meeting submission deadlines or minimum performance targets: **RED**

Monitoring

- 7.1 The Adult Attendance and Intervention Office working in collaboration with the Curriculum Managers will jointly monitor and support HE students and identify those who are at a risk of not achieving through regular course team



meetings. Collaboration between the HE student and curriculum staff is essential.

- 7.2 Additional comments and learner meetings can be used to record concerns, support and interventions, and further targets relating to the student's progress and well-being on the course.
- 7.3 Learners studying on HE programmes will be subject to further risk monitoring via Assessment Boards arranged by the Director for Adults and HE and will include the Curriculum Manager, Programme Leader and the Quality Practitioner

This policy works in conjunctions with the below policies:

Higher Education Tuition Fee Break in Learning and Refunds Procedure

Equality Impact Assessment

Policy Title:	
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Identify the Key Stakeholders:	College staff, learners	
What is the impact on the following:	Key Characteristics	Impact
	Age	(1) A positive impact is intended and very likely
	Disability	(1) A positive impact is intended and very likely
	Sex	(1) A positive impact is intended and very likely
	Racial group	(1) A positive impact is intended and very likely
	Religion and belief	(1) A positive impact is intended and very likely
	Sexual orientation	(1) A positive impact is intended and very likely
	Gender re-assignment	(1) A positive impact is intended and very likely
	Pregnancy and maternity	(1) A positive impact is intended and very likely
	Marriage and civil partnership	(1) A positive impact is intended and very likely

	Please tick			
Have any additional safeguarding risks been identified?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Any major changes or adjustments required:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Stop and remove:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Actions to be addressed:

Action	To be completed by	Target Date	Completed (Y/N)

Validated by the Equality & Diversity Committee

Date:

If applicable, actions completed and validated by the
Equality & Diversity Committee

Date: