

Student Attendance Monitoring Policy 2025/26

Title	Version	Issue date	Revision description	Author	Approved by and date	Next review date
Student Attendance Monitoring Policy 2025/26	1.0	July 2025	New Student Attendance Policy, replaces Student Engagement and Attendance Monitoring Policy 24/25	Rebecca Barnes	Students and Teaching Committee	May 2026

Policy lead	Responsible for ensuring the Policy is fit for purpose (i.e. meets any external regulatory/legislative requirements and internal Ordinance/Regulation/Policy) and is reviewed for effectiveness at stipulated intervals. Provides assurance reporting to 'Accountable' person at agreed intervals. This would usually be the Policy Author.	Rebecca Barnes Executive Director, Academic Registry and Student Recruitment
Administrative lead	Accountable for ensuring the Policy is implemented effectively. Receives assurance reporting from 'Responsible' person to inform required action (if any). This would usually be the Policy Owner.	Rebecca Barnes Executive Director, Academic Registry and Student Recruitment
Academic lead	Accountable for ensuring the Policy is implemented effectively. Receives assurance reporting from 'Responsible' person to inform required action (if any). This would usually be the Policy Owner.	
Internal services involved in authorship & implementation	Consulted when the Policy is reviewed with actions implemented. (This should involve all end-users of the Policy to seek feedback and ensure continuous improvement).	
Related University regulations, policies & procedures	Refer to all procedures and guidance that directly link to policy implementation. Include links to policies and procedure which may interlink	Student Attendance Monitoring Procedure. Academic Regulations. Student Immigration Policy.
Policy impact assessment date	Equality Impact Assessment (EIA)	
Data protection impact assessment date	Information Governance - Home	

Terminology	Compliance with policy is mandatory, unless otherwise indicated. The following section defines the use of language to denote what is mandatory, versus what is advisory.
Must	a requirement, which applies in all circumstances, at all times
Should	a recommendation, to be met on a 'comply or explain' basis. This would typically be used in conjunction with an adverb (e.g. 'normally' or 'usually'), with an explanation as to what exceptions might be permissible.
Can	both capability and possibility
Is/are	used for a description

Student attendance monitoring policy

1. Policy statement

1.1 The Student Attendance Monitoring Policy sets out the expectations for students in relation to their attendance and engagement in their academic programme.

1.2 Student attendance is important to ensure student success and is a key expectation of our students as part of our [Student Charter](#). Students are expected to attend and actively engage in all timetabled sessions. Failure to attend and engage as outlined in this policy may result in the student being withdrawn from the university. For international sponsored students, this would result in termination of visa sponsorship. For Home students, this would result in termination of student finance from the Student Loans Company.

2. Scope and application of the policy

2.1 This policy applies to all University of Lancashire students (including Degree Apprenticeship learners) studying a credit-bearing programme on the Preston, Burnley and Westlakes campuses.

3. Definitions

3.1 This section should be used to define any technical terms or acronyms used, which may not be understood by a non-specialist.

Timetabled sessions	This refers to all mandatory sessions appearing on the student's timetable.
Attendance	Physical attendance at a timetabled session on campus.
Contact	Contact may include attendance as outlined above, or contact via another means such as a meeting with a supervisor or placement provider.
UKVI	UK Visa Immigration / Home Office.
Sponsored student	Refers to an international student from whom the University provides visa sponsorship under its UKVI Sponsor Licence.
SAM Scanners	Attendance monitoring devices located inside all timetabled teaching spaces. Students must scan their University ID card on these scanners to log their attendance at timetabled sessions.

Student Attendance Boards	Boards convened for the specific purpose of reviewing a student's attendance and considering whether the student should be permitted to continue with their studies.
Remote Delivery	'Remote delivery' is defined by UKVI as timetabled delivery online, that would otherwise take place live and in-person at the sponsor's premises. This is timetabled online sessions delivered live via Microsoft Teams (also known as synchronous).
Working days	A day that is not a Saturday or Sunday, Christmas Day, Good Friday or any day that is a bank holiday under the Banking and Financial Dealings Act 1971. In addition, days which the University is closed are not classed as working days.
Calendar days	Any day of the week.

4. Key principles

4.1 All students are expected to attend and actively engage in all timetabled sessions.

4.2 This applies to all students studying on a taught or research programme, including while undertaking a placement and is required to meet regulatory requirements including the terms of the University's UKVI Student Sponsor Licence, Department for Education Apprenticeship Funding Rules and appropriate use of Student Loans Company funding.

4.3 Students with zero attendance in excess of 30 working days may be considered for withdrawal by a Student Attendance Board.

4.3.1 Attendance on taught programmes will be monitored by students scanning into timetabled sessions using the SAM scanners located inside teaching rooms. This data will be centrally monitored, and students will receive communications informing them to improve their attendance where a two-week period of zero attendance occurs. If a six-week period of zero attendance occurs, the student will be referred to a Student Attendance Board to consider withdrawal from the programme.

4.3.2 Students studying on a research programme or the research phase of a taught programme must have at least one engagement point per month in order to comply with the 30 working day principle. Contact points for research students may include

supervisory meetings, lab or library attendance, submission of work, attending research groups and other School/Research Institute level research activities, training, and events. If a six-week period with no contact points recorded occurs, the student will be referred to a Student Attendance Board to consider withdrawal from the programme.

4.3.3 Students undertaking a placement must have at least one engagement point per month in order to comply with the 30 working day principle. This could be through a scheduled meeting with a member of the course team, or through authorised timesheets from the placement provider. If a six-week period with no contact points recorded occurs, the student will be referred to a Student Attendance Board to consider withdrawal from the programme. This does not negate the need for the completion of timesheet or any other attendance reporting requirements stipulated by the placement provider or Professional, Statutory or Regulatory Body (PSRB).

4.3.4 Learners undertaking a Degree Apprenticeship are expected to have 100% attendance at all timetabled sessions, including online or hybrid delivery where agreed, unless prior approval has been granted by the employer. Attendance is centrally monitored, and where a learner has one unexplained absence, they will receive communications to check on their welfare/improve their attendance. If no response is received and absence continues, the employer will be notified. If a two-week period of zero attendance occurs, a formal review will be initiated, and the learner will be contacted again along with the employer. If non-attendance continues for six weeks, the learner be referred to a Student Attendance Board to consider withdrawal from the programme, following consultation by the Dean of School with the Apprenticeship Educators. Unexplained absence may be treated as a potential safeguarding concern and will be escalated in line with institutional safeguarding procedures. In addition, Apprentice Educators will monitor engagement including the recording of off-the-job hours via OneFile. Failure to evidence engagement in learning for two consecutive calendar months will result in the apprentice being placed on a Break in Learning in accordance with the DfE Apprenticeship Funding Rules.

4.4 Where a Professional, Statutory or Regulatory Body (PSRB) stipulates attendance requirements which exceed those outlined in this policy, the requirements of the PSRB will be applied and will trigger escalation through the Student Attendance Monitoring procedure.

4.5 The University will also monitor patterns of poor attendance. A Dean of School (or their nominee) may consider students for referral to a Student Attendance Board where attendance is believed to be negatively impacting student success. This is an academic decision and does not relate to the University's compliance requirements.

4.6 Student Attendance Boards will be held each month and will be Chaired by the Dean of School (or nominee). The Board will primarily consider the student's attendance. However, they may consider contextual information such as academic performance and tuition fee debt.

4.7 If an international sponsored student is withdrawn by a Student Attendance Board, UKVI will be notified of the withdrawal of the student's visa sponsorship, requiring the student to leave the UK. For Home students, withdrawal from programme with result in termination of their Student Finance.

4.8 Students have the right to appeal a decision made by the Student Attendance Board, as detailed in the Student Attendance Monitoring Procedure.

5. Student route sponsorship

5.1 The University holds a Student Route Sponsor Licence, which enables the University to sponsor international students to study at our UK campuses. The UK Visas and Immigration (UKVI) apply strict conditions on the University as part of this licence, which includes the requirement to closely monitoring the academic engagement of sponsored students.

5.2 UKVI consider sponsored students to be engaging academically if they are consistently engaging in their academic programme through attendance at timetabled sessions on campus and completing assessments.

5.3 As a sponsor, the university must demonstrate that it has robust systems in place to monitor student engagement and to identify any student who ceases to adequately engage in their studies. There must be appropriate processes in place to ensure action is taken to re-engage such students and ensure the timely withdrawal of students who continue to fail to engage.

5.4 In line with UKVI sponsor duties for international sponsored students, the university monitors and tracks zero attendance to ensure that the maximum period of non-engagement before intervention takes place does not exceed 60 calendar days in duration.

5.5 Sponsored students are expected to be on-campus during term time. Term-time includes all reassessment periods (regardless of individual examination dates) along with dissertation writing up periods.

5.6 The obligations outlined in this Policy apply to all sponsored students on undergraduate and postgraduate taught programmes, students in the research phase of a taught programme, and students undertaking postgraduate research programmes (including via CARA). Requirements for students studying pre-sessional programmes are set out below.

5.7 The University's Language Academy manages and delivers summer pre-sessional English for Academic Purposes programmes. As the programmes are short (typically six weeks), attendance monitoring is the responsibility of the Programme Leader, overseen by the Director of the Language Academy. Students undertaking a pre-sessional programme will have their attendance monitored on a weekly basis, with zero attendance monitored and escalated in line with the 30 working day principle. Due to the short, intensive nature of pre-sessional provision, a student's attendance may be considered a concern for retention and student success purposes if attendance is below 85%, at which point they will be invited to meet with the Programme Leader and will be issued a warning. To comply with UKVI sponsor duties, zero attendance will be monitored and tracked for escalation to ensure that the maximum period of non-engagement before intervention takes place does not exceed 60 calendar days in duration.

5.8 Sponsored students undertaking a period as a Sabbatical Officer / Elected Officer within the Student Union will be subject to attendance monitoring protocols during this placement via contact with the Chief Executive of the Students' Union once per semester to verify continued engagement with the role.

5.9 In accordance with the UKVI Remote Delivery Policy, which forms part of the University's obligations as a Student Sponsor, the University must ensure that 'remote delivery' constitutes a maximum of 20% of the mandatory timetabled delivery of each module. This applies to all programmes which are open to international sponsored students and applies to the programme, not to the student, to ensure parity in student experience.

5.10 In order to comply with the Remote Delivery Policy, universities must be able to monitor attendance at online sessions (as per the 'remote delivery' definition). This requires Schools to ensure that online sessions via Microsoft Teams are

appropriately set up to enable online attendance tracking, using guidance available in the Student Attendance Monitoring Procedure. Attendance at online sessions does not contribute to the attendance monitoring parameters outlined in this Policy.

6. Key roles and responsibilities

6.1 The Student Attendance Monitoring Policy and Procedure are owned, overseen and implemented by Academic Registry.

6.2 Academic Registry will be responsible for the publication and communication of this policy, and the provision of associated training (as required).

6.3 Responsibility for student attendance to improve student outcomes and success resides with the Schools.

6.4 Responsibility for the management of compliance related to student attendance resides with Academic Registry (Student Compliance Team).

6.5 Responsibility for ensuring attendance / contact points for students on placements are recorded in line with the Student Attendance Monitoring Procedure resides with the Schools.

6.6 Responsibility for ensuring contacts points with research students or students on the research phase of a taught programme are appropriately recorded in Starfish resides with the Supervisor in the School.

6.7 Responsibility for monitoring attendance and off-the-job hours resides with the Apprenticeship Educators with Schools.

6.8 Responsibility for attendance monitoring for students studying pre-sessional programmes resides with the Language Academy, with an escalation pathway to the Student Compliance team and into a Student Attendance Monitoring Board where required.

6.9 Responsibility for the provision of attendance monitoring data to Schools for visibility of attendance compliance concerns and to enable Schools to address attendance for retention and student success, resides with Academic Registry (Student Compliance Team).

6.10 Responsibility for utilising the data provided to improve retention and student success resides with the Schools, supported by Student Achievement Services.

6.11 Academic Registry will be responsible for the provision of data analysis reports on student attendance to the University's Retention Steering Group.

6.12 Academic Registry will be responsible for the provision of an annual monitoring and assurance report to Students and Teaching Committee and the Immigration Compliance Coordination Group.

7. Monitoring and review

This Policy will be reviewed on an annual basis or more frequently as required due to changes in UKVI Sponsor Guidance or other regulations. The Policy will be re-approved on an annual basis by the Students and Teaching Committee.

8. Related documents and further guidance

This Policy should be considered in conjunction with:

[University Academic Regulations](#)

Student Attendance Monitoring Procedure

[UKVI Student Sponsor Licence](#)

[Department for Education Apprenticeship Funding Rules](#)