SIRM
SCHOOL OF INFORMATION
RISK MANAGEMENT

Introduction

The Student Attendance and Engagement Policy has been developed as part of the School of Information Risk Management's (SIRM) commitment to provide supportive and positive learning environment which enables students to achieve their full potential.

Punctuality and high attendance is vital if a student is to realise their full potential. Research shows that days missed will seriously impact upon a student's learning which affects their progress, grades and their future prospects. Students with chronic absence are generally unlikely to pass their course. Attending all lessons on time is an essential behaviour in preparing students for work.

SIRM recognises the investment that students make when they enrol on a course and therefore, as a responsible institution, SIRM has a duty to monitor attendance, and to act on non-attendance or lack of engagement, and to support students to successfully complete their programmes of study.

The Attendance and Engagement policy applies equally to all students enrolled at SIRM.

Policy Statement

At SIRM we are committed to maintaining high expectations of good behaviour as an essential contribution to the educational and social experience of its students and to their happiness and well-being whilst at SIRM. Led by our core value of respect everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

Principles
- Student attendance and engagement should be managed across SIRM.
- All students will understand the importance of and aspire to having 100% attendance and punctuality.
- Every student will attend college for a minimum of 90% of the time on all elements of their programme
- Absenteeism and lateness will be recorded and closely monitored, applying appropriate strategies to minimise their occurrence. The trigger point for absence is when a student falls below 85% attendance.

Types of Absence

For the purpose of this policy there are two types of absence.
- Authorised absence.
  The student has sought and has been given authorisation from the Attendance Officer for a period of absence. The types of authorised absence can include: pre-booked medical appointments, religious holidays, short term illness, loss, etc.
  Authorised absences will be recorded as "authorised leave" on the system and will not trigger an absence warning.

  The following will not normally be considered when determining whether to disregard the absence:
  - Minor ailments such as sore throats, headaches, hangovers, minor colds
  - Poor time management or misunderstanding of deadlines and dates
  - Personal and domestic events which could have been anticipated and planned otherwise such as moving house, routine childcare, holidays, employment
  - Death or illness of pets
  - Transport difficulties

- Unauthorised absence.

The School of Information Risk Management is the trading name of Numerica Risk Management & Consulting Ltd.

Unauthorised absences, such as non-attendance at the required learning activity due to undocumented medical, personal or other extenuating circumstances are not permitted if no evidence is presented, or the absence is not agreed in advance.

Students are not permitted to be absent from scheduled learning activities due to employment.

For unauthorised absence the student will be recorded as "absent" on the system.

Supporting Attendance and Punctuality

Our focus as a School is to resolve issues causing poor punctuality and attendance, rather than to judge students based on their attendance levels. We recognise poor punctuality or attendance can be an indicator that something is wrong. Issues facing students include personal, social and economic factors.

- Personal are defined as those which hinder their ability to arrive on time and commit to attending each session. It may be that they have members of the family to care for, have moved further away from the School or experience a new or continuing health problem.
- Social are defined as those which are created by any other domestic issue and may be associated to them being placed in a vulnerable situation through harm by others or the misuse of substances.
- Economic can be those covered by financial aspects such as issues with costs related to travel to School, paying for lodgings or rent, or the responsibilities of providing for a family.

If one, or a multiple of these factors identified above, is affecting a student's ability to fully take part in their chosen course of study, then ultimately they are at risk of achieving a positive outcome and may, as a consequence, leave the programme.

The School offers a range of support to students which can assist or advise with most of the personal, social and economic factors, although ultimately the student has to want to accept the support on offer, if they are to continue in the School.

Responsibilities

Students will:

- Attend all scheduled contact events, including timetabled classes and aim for 100% attendance.
- Attend punctually and for the full duration of the learning activity.
- Participate in all learning activities.
- Consistently and proactively engage with all aspects of their programme of study.
- Ensure that they check their email account on a regular basis for any formal notifications/ communications.
- Respond to communications from members of staff of SIRM as requested.
- Inform Attendance Officer in advance of any planned absence (e.g. doctor's appointment).
- Contact Attendance Officer as soon as possible to explain unplanned absence.
- Obtain a letter from GP for any illness lasting more than one week.
- Make arrangements to catch up on any work missed during absence.
- Engage with the learning objectives of programmes and modules, including handing in coursework on time.
- Communicate with us through teaching staff, personal tutor, student support & welfare, moodle when help is needed or tell us when we can make improvements to our services.
- Be aware of the different types of support we offer and how to access these services.

Attendance Officer will:

- Advise students of this policy during induction.
- Facilitate the production of regular timely and accurate attendance data and reports.

The School of Information Risk Management is the trading name of Numerica Risk Management & Consulting Ltd.

Student Attendance and Engagement Policy
Page 3 of 6
Issue: 1.5

Issue Date: January 2022	Review Date: January 2023

SIRM

SCHOOL OF INFORMATION
RISK MANAGEMENT

- Be transparent about the engagement and attendance data we collect and wherever possible share this data with our students.
- Use this data to improve student support and services we provide.
- Ensure we comply with the monitoring requirements of external organisations, such as professional, regulatory and statutory bodies.

Teaching staff will:
- Record attendance, lateness and absence on the daily attendance register.
- Contact personal tutor or student support & welfare whenever there is cause for concern.

Personal tutor will:
- Keep teaching staff informed of issues and actions relating to student's attendance and engagement.
- Refer unresolved issues concerning attendance, punctuality and engagement to student support and welfare.

Attendance Monitoring
Attendance will be monitored at the following learning activities:
- Classes, workshops and seminars
- Tutor meetings
- Supervisory meetings
- Coursework submission & examinations

If a student is late more than 15 minutes, the teaching staffs is within their rights to refuse student's entry to the class.

Where a student absence results in the student missing coursework submission or examination, a mark of zero will be awarded on the basis of non-submission or non-attendance which will count as an attempt. Reassessment (if required and available) will be considered under the relevant assessment regulations and extenuating circumstances procedures.

The lecturer taking the learning activity will be responsible for completing the attendance register.
Attendance is taken in each class. Attendance registers are fed into the student management system by Attendance Officer to enable an analysis and overview of each individual student's attendance as well as attendance for the whole programme, semesters and individual modules.

The trigger point for absence is when a student falls below 85% attendance at learning activities.

Students who are identified as having dropped below 85% attendance will be contacted by Attendance Officer by email asking the student to attend attendance management meeting to discuss the reasons for the absence. The record of this meeting will be kept on student's file.

A student who does not respond to the initial email or does not attend the attendance management meeting and continues to miss learning activities will be sent a second warning e-mail asking them to attend a meeting with the Registrar.

If a student fails to respond to the second warning email or does not attend the attendance management meeting and continues to fail to attend core learning activities the student disciplinary procedure will be invoked, and one of the following sanctions may be applied depending on whether this is repeated occurrence of non-attendance and the impact of non-attendance on academic progress:
- A withdrawal of services (e.g. access to moodle, computer lab)

- The student is suspended or excluded

Attendance management meeting
This is a meeting to review attendance/behaviour, explore patterns or barriers, recommend action as appropriate, and set targets and deadlines. The student and, where appropriate, the parents/carer will be invited to attend and be notified in writing three working days before the meeting.

The meeting should include:
- The right to representation for the student - for students under 18 years of age the right is extended to include the parents/carer.
- An opportunity for the student to be heard in full.
- An opportunity to review the learning support needs of the student and, where appropriate, referral to student support and welfare services.
- An explanation of the consequences of the failure to meet standards and targets, including the potential for disciplinary action and suspension from programme.
- A formal letter is sent to the student and, where appropriate, the parents/carers notifying the student of the recommended actions including the required future improvement in performance, with deadlines. The copy of the letter will be kept on student's file.

Engagement Monitoring
Student engagement shows the depth and level that a student proactively engages with the learning environment. SIRM expects that students will engage fully and proactively with their studies and the learning and teaching activities within their programmes of study.

Engagement monitoring indicators that can help to identify student who becomes disengaged can be:
- Attendance
- Coursework submission
- Classroom activity
- Moodle and library

Data relating to engagement activities will be monitored on an ongoing basis.

Personal Engagement Plan
We have put in place "Personal Engagement Plan" with at risk students to try and provide a support system to address the concerns.

Personal Tutor will meet with the student and discuss the concerns (anything from attendance, punctuality, engagement, behaviour, falling behind with coursework etc.).

During the meeting targets will be agreed with the student with tight deadlines for showing improvement and achievement of the targets. These would usually not be any longer than 4 weeks when a PEP review would be scheduled to see how progress is going.

If improvements are seen there may be no further action required or it may be decided to continue with PEP targets and review each 4 weeks until all concerned feel progress has been made. If the student does not respond to the PEP targets they would be moved onto the disciplinary process.

The PEP plan will include the following:

Student Attendance and Engagement Policy
Page 5 of 6
Issue: 1.5

Issue Date: January 2022	Review Date: January 2023

SIRM
SCHOOL OF INFORMATION
RISK MANAGEMENT

- Reasons for PEP
- Targets with review dates
- Support agreed (this could be anything from referrals to additional support/suggestions of attending additional timetabled sessions/suggesting use of behaviour report cards/linking to a welfare advisor etc.)
- Student comment
- Review date
- Parental involvement

If the student is 16-18 years a copy of the PEP would go home to the parents/carers. The PEPs also provide evidence of support offered to students.

Failure to meet the targets and improve attendance/punctuality/ behaviour may result in the formal stage of the Disciplinary Procedure being followed.

Attendance Officer Actions to support attendance procedure
- Monitor attendance weekly and evaluate progress towards the targets. Identify students who are likely to jeopardise the attendance performance and plan early intervention to avoid bad habits being established.
- Promote regular attendance.
- Do not show sympathy over absence unless you are convinced it is genuine.
- Check and file all absence notes that are received, and ensure that details are reflected appropriately. Collate paperwork for inclusion in reports, attendance returns, disciplinaries etc.
- Record and communicate messages from students/carers/parents/employers efficiently to the personal tutor, teaching staff or other relevant member of staff.

Teaching staff actions to support attendance procedure
- Do not accept poor attendance - make 100% attendance and punctuality the expectation.
- Promote regular attendance. Make it your business and make it clear that poor or erratic attendance is not expected.
- Ensure that registers are always completed appropriately; never leave blank spaces.
- Look carefully at attendance data. Make it your business to spot patterns of absence and overall levels of attendance of individuals.
- Make a personal connection with students who have regular absence, lateness or patterns of irregular attendance.
- Ensure the Student Support & Welfare is informed of concerns over attendance.
- Following absence, do your best to provide catch-up opportunities so absentees do not fall behind.

Standards by which the success of this policy can be evaluated
- Annual target for attendance of 90% is met
- Continually improving attendance, punctuality and engagement
- Swift action to support students with below acceptable benchmark for attendance
- Improved student success
- Staff compliance with the policy during quality audits
- Positive feedback in self-assessment reports

The School of Information Risk Management is the trading name of Numerica Risk Management & Consulting Ltd.

Dissemination of and access to the policy

The reference to this policy is included in Student Handbook, and the importance of regular attendance is highlighted at student induction and during term time in their sessions.

Review

This policy will be reviewed annually by the Senior Leadership Team.