Attendance Monitoring Policy

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1. Introduction

a. This document sets out the policy and procedure employed by SP Jain London School of Management (the School) to monitor student attendance on its degree programmes and during assessed internships.

b. The Policy also sets out how the School monitors students sponsored under the UK Visas and Immigration (UKVI) Student Route, in accordance with the School's statutory obligations under its UKVI licence.

c. The Policy is set in the context of research demonstrating that student attendance correlates strongly with student performance. While this is not the case for every student, the School believes that monitoring and encouraging attendance and engagement is important in supporting students in their studies.

d. Data from attendance and engagement monitoring is used to provide information to the Student Loans Company (SLC) and to UKVI. It is also used to assess eligibility for scholarships and bursaries.

e. The attendance monitoring process feeds Stage 1 of the pathway set out in the Support to Study Policy and Procedure.

2. Policy statement

a. The School is committed to maximising student attendance and engagement. Attendance at timetabled sessions, provides students with the skills and knowledge necessary to complete their programme successfully. Engagement with learning resources through Blackboard, and submission of assessment, are equally important.

b. Attendance and engagement monitoring is central to supporting student success, as attendance and engagement levels have the potential to indicate students at risk of leaving their programme

early or of failure. This Policy should be read in conjunction with the Student Learning Analytics Policy and the Support to Study Policy and Procedure.

c. Students who fail to attend and engage with their studies risk losing scholarships and bursaries.

d. Monitoring is a means of identifying students who may need support, not only a compliance mechanism. Where monitoring identifies a concern, the School's first response will be supportive, in accordance with the Support to Study Policy and Procedure.

3. Scope

a. This Policy applies to all students engaged in study at the School, including SP Jain Global exchange and transfer students.

b. It also applies to any period spent on an assessed internship.

c. Particular provisions apply to students sponsored by the School on a UKVI Student Route visa, as set out in section 12.

d. Any period spent studying at an SP Jain Global campus will be monitored in accordance with this Policy.

4. Definitions

a. **Attendance** is the act of being present in a scheduled class, internship or other timetabled academic activity.

b. **Engagement** includes attendance, participation in class, activity on Blackboard, use of library resources, and submission of formative and summative assessment.

c. **Authorised absence** is an absence notified and, where required, approved in accordance with section 6.

d. **Unauthorised absence** is any absence from a scheduled session which has not been notified to Registry in advance in accordance with section 6.

5. Student responsibilities

a. Students are responsible for ensuring that they comply with this Policy. Where a student is unable to attend a scheduled teaching session, they are required to notify Registry at registry@spjain.ac.uk at the start of the day, explaining the reason for the absence, except where the circumstances of the absence mean they are unable to do so.

b. Instances of illness or other mitigating circumstances affecting an assessment or examination should be reported to the Registry at registry@spjain.ac.uk with supporting evidence. Students whose assignment deadlines are affected by illness or other factors may request extension and mitigation in accordance with the Mitigating Circumstances Policy.

c. A student whose disability affects their attendance should contact the Student Experience team so that adjustments can be considered under the Reasonable Adjustments Procedure. Section 9(f) applies.

6. Authorised absence

a. Short-term absence due to illness of less than one week does not need to be evidenced, however, students must contact registry@spjain.ac.uk and inform the faculty member whose class they will miss. Failure to do so will result in the absence being recorded as unauthorised.

b. Students should not be absent from scheduled classes for a period of more than five working days unless this is agreed with registry and the Programme Director tand supported by suitable evidence.

c. Instances of illness or other extenuating circumstances that affect an assessment or examination should be reported to registry@spjain.ac.uk. Students whose assignments are affected may request extensions and mitigation in accordance with the Mitigating Circumstances Policy.

d. Students sponsored for a UKVI Student Route visa must have all absences of more than five days authorised by the Registrar. Absence for longer than five days during term time will only be authorised in exceptional circumstances.

7. Attendance requirements

a. Engagement is expected of all students with every element of their programme. This includes attendance at on-campus sessions, including lectures, seminars, workshops and practical sessions; engagement with online learning resources and materials forming part of the programme; all activities defined as compulsory in the Student Handbook; and submission of summative and formative assessment.

b. For students undertaking an assessed internship, this Policy also sets out expected attendance during the internship. See section 11.

8. Consequences of non-attendance

a. The main risk to students who do not attend and engage is failure to progress with their studies. The School will follow up with all students identified as at risk, with the aim of re-engaging them in their studies, in accordance with the Support to Study Policy and Procedure.

b. The School provides scholarships, which are dependent on successful engagement with studies. Students who fail to achieve the minimum 80% overall attendance may have their scholarships and bursaries withdrawn. Students must also meet the performance requirement for scholarships of anaverage mark of 60% or above.

c. The School has a legal duty to monitor the attendance and engagement of students on UKVI Student Route visas, including during any internship, as a condition of its UKVI licence. Non-attendance may result in withdrawal of sponsorship, which will be reported to UKVI, affecting the student's status and their position to remain in the UK. Sponsored students on the Student Route will be subject to compliance action where they do not attend, or where their attendance is not sufficient as advised.

d. Students accessing Student Loans Company funding must be in attendance in order to qualify for their loans.

9. Attendance monitoring

a. The School operates a biometric attendance monitoring system. Students are required to log in and out of all scheduled classes, using their biometrics. It is the respnsibility of the student to ensure their login has been recognised.

b. Students must arrive at classes five minutes before the start in order to register. Anyone arriving late may be marked as absent.

c. Engagement is monitored through participation in class, activity on Blackboard, use of library resources and assessment activity.

d. Where a student misses a scheduled teaching session without notifying Registry in advance, this will be recorded as an unauthorised absences.

e. Where a student misses two consecutive teaching sessions they will receive an early alert attendance email

f. Students who fail to attend for three (PG) and five (UG) will receive a first warning email

g. Students who fail to attend for four (PG) and ten (UG) will receive a final warning email after which Registry will intervene, and the student will be expected to provide evidence to support their absence.

h. The School will monitor attendance on a weekly basis and will take action where a student's attendance falls below the required level. The thresholds and the action taken at each level are set out in **Appendix 1**.

i. Where a student has an Individual Learning Support Plan which records an adjusted engagement threshold or an alternative means of demonstrating engagement, the Registrar will apply the adjustment. Adjustments cannot be made to the School's UKVI reporting duties, and where an adjustment cannot be reconciled with those duties the Registrar will explain the position to the student in writing.

j. Attendance and engagement data may feed into reports accessible to faculty across programmes, as described in the Support to Study Policy and Procedure. The collection and use of student data for this purpose is governed by the Student Learning Analytics Policy.

10. Interruption or withdrawal for non-attendance

a. Where non-attendance or non-engagement is significant or has been a recurring issue, the case will be escalated to Stage 4 of the Support to Study Policy and Procedure for consideration of further action. That may include interruption of the student's studies, withdrawal from the programme, and for Student Route visa holders, curtailment of the School's sponsorship of their visa. This also applies where a student is not attending an assessed internship.

b. A student has a right of appeal against a decision to interrupt or withdraw them, as set out in the Support to Study Policy and Procedure.

c. Where a student is not attending, the School will not be able to confirm attendance to the Student Loans Company, and the student will lose their entitlement to student loans. Students on UKVI Student Route visas will also be withdrawn.

11. Internships

a. Students on assessed internships must attend their place of work as required by the employer. At the end of the internship, students will be required to demonstrate that they have undertaken the required hours, in addition to any assessment.

b. For students on UKVI Student Route visas, attendance during internships will be monitored fortnightly, as set out in section 12.

c. Where a student wishes to undertake an internship outside the UK, the employer must be able to demonstrate that it can provide monitoring information to the School, particularly for students on a UKVI Student Route visa. See section 12.

d. Where a student has an Individual Learning Support Plan, section 10 of the Reasonable Adjustments Procedure applies to the internship.

12. UKVI Student Route sponsored students

a. The School is required to abide by the Student Route sponsorship duties set out by UKVI. Under those duties the School is legally required to monitor all Student Route sponsored students, to maintain attendance records, and to report non-attendance where necessary.

b. A student issued with a Student visa to begin their programme will be given a start date. If the student does not attend within two weeks of the enrolment period or start date, their non-attendance will be reported to UKVI and their sponsorship will be withdrawn.

c. Students are expected to attend all sessions scheduled on campus. Any student who fails to attend will be sent a warning alert setting out the consequences and offering support to re-engage.

d. Students who do not re-engage as required will have their sponsorship withdrawn and UKVI will be informed in accordance with UKVI requirements. This will normally take place after five weeks of non-engagement, although the period may be extended to 60 days for good reason as determined by the Registrar.

e. In addition to expected attendance, students must attend all enrolment, induction and re-enrolment sessions, or enrol online as directed.

f. Where a student is on an assessed internship, attendance is compulsory and will be monitored fortnightly. Where a student is absent without authorisation, attempts will be made to re-engage them, but if this does not occur the student will be liable to be reported to UKVI for withdrawal of sponsorship. This includes students undertaking an internship outside the UK.

g. Where a student sponsored under the Student Route is being considered for interruption of study under the Support to Study Policy and Procedure, the Registrar will assess and explain the immigration consequences before any decision takes effect.

13. UKVI students undertaking supervised dissertations and projects

a. Master's students studying for a dissertation or project must have supervision meetings at least once per month. The dissertation supervisor is responsible for logging meetings and investigating any absence. Undertaking a dissertation is deemed a full-time activity.

14. Monitoring of this Policy

a. The Registrar will report to the Continuous Monitoring Committee at least annually on attendance and engagement levels by programme and cohort, on the number of students at each threshold in Appendix 1, and on the outcome of compliance action.

b. The report will identify any differences in recorded attendance between groups of students sharing a protected characteristic, so that the Committee can consider whether the monitoring method or the thresholds are having a disproportionate effect.

15. Related policies and procedures

- Support to Study Policy and Procedure
- Student Support and Wellbeing Policy
- Reasonable Adjustments Procedure
- Academic Regulations
- Mitigating Circumstances Policy
- Student Learning Analytics Policy
- Study Abroad Policy
- Data Protection Policy

Appendix 1 — Engagement thresholds and action

Threshold	Measure	Action
Level 1	Attendance below 90% in a rolling four-week period, or no Blackboard access for 7 days	Automated notification to the student from Tribal EBS. Recorded on the engagement dashboard. No staff action required. (Stage 1)
Level 2	Attendance below 80% in a rolling four-week period, or two consecutive unauthorised absences	Programme Director makes proactive contact and signposts support. Contact recorded on the student record system. Scholarship eligibility flagged to the Registrar. (Stage 2)
Level 3	Attendance below 70% in a rolling four-week period, or a missed summative assessment with no mitigating circumstances application	Programme Director invites the student to a meeting and agrees a written support plan with a review date. Student Experience team notified. Registrar assesses UKVI position for sponsored students. (Stage 3)
Level 4	Attendance below 50%, or no engagement for 3 consecutive weeks, or failure to engage with a Stage 3 support plan	Referral to a Support to Study Panel. Registrar assesses UKVI and SLC consequences before any decision takes effect. (Stage 4)
UKVI reporting point	No engagement for 5 consecutive weeks	Sponsorship withdrawn and reported to UKVI under section 12(d). This is a licence obligation and is not discretionary once the point is reached.
Scholarship condition	Attendance below 80% across the programme, or performance below 60%	Scholarship or bursary may be withdrawn under section 8(b).