

## Academic Progress and Attendance Policy

### Introduction

This policy sets out the principles, policies and procedures relating to student academic progress and attendance at teaching and learning activities at the School.

### Scope

This policy applies to all registered students of the School. Student visa holders who are registered on a programme at LIS should also consult the LIS Engagement Policy.

### Related policies

This Policy should be read in conjunction with the School's [General Academic Regulations](#), notably its [Academic Framework](#), [Academic Progress Policy](#), [Academic Appeals Procedure](#), [Examinations and Assessments Regulations and Procedures for Students](#), its [Extension and Extenuating Circumstances Policy and Procedure](#), and its Engagement Policy. It should also be read in conjunction with the School's [Data Protection and Retention Policies](#), its [Disability Policy](#), the [Student Code of Conduct and Disciplinary Procedure](#) and the LIS Engagement Policy

### Contact points

A contact point is defined as: (i) a teaching session set out in the LIS module forms;  
(ii) an assessment.

### Hybrid teaching

Hybrid teaching is defined as teaching and learning delivery in which some students attend a lecture or seminar in-person as normal, while others join virtually from home. Faculty therefore teach remote and in-person students at the same time using tools like Teams or Zoom or other digital platforms. Module Forms will state where specific sessions are to be delivered on-line only. Unless otherwise stated all sessions are in person, on campus.

### Principles

The School seeks to assist all of its students to achieve academic success. In order to be successful, students must engage as active partners in the learning opportunities provided by the School. Failure to do so will undermine their ability to progress and succeed on the programme. The policies and procedures relating to academic progress and attendance are therefore intended to be supportive rather than punitive.

This policy covers all forms of non-engagement. For the purposes of this policy, non-engagement includes, but is not limited to:

- Failure to prepare for classes and other learning events;
- Failure to participate in class or other learning events;
- Failure to undertake sufficient private study or the practice of skills;
- Repeated or prolonged failure to attend class.

The School will seek to assist students in maintaining engagement with their studies through:

- monitoring of attendance,
- preparedness and engagement in learning activities;
- feedback on learning activities and formative and summative assessment;

- academic and pastoral support through the academic tutor and the student support resources and services offered by the Student Support Department;
- and guidance on interruption of study, temporary withdrawal or extenuating circumstances and extensions.

Students are expected to maintain a good attendance to their programme. As is set out in the Student Code of Conduct and Disciplinary Procedure, students are expected to be punctual in attending all teaching and learning activities; where a student is likely to be absent or delayed for an activity that they are expected to attend, they are expected to inform the relevant teaching staff in good time.

#### **Students experiencing difficulty can:**

- **Authorized Absence.** Apply for an authorize absence via the Head of Student Support.
- **Interruption of studies.** A student may apply to take a study break for a maximum period of twelve consecutive months for reasons for ill health or other extenuating circumstances, in line with the School's [Registration Policy](#).
- **Extensions.** Request an extension of no more than two weeks (see Extensions and Extenuating Circumstances Policy and Procedure)
- **Extenuating Circumstances.** The School recognises that students may suffer from a sudden illness, or other serious or unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment or attend classes (more than six consecutive contact points). In such circumstances they should inform the Extenuating Circumstances Panel as soon as possible ([extenuatingcircumstances@lis.ac.uk](mailto:extenuatingcircumstances@lis.ac.uk)) enclosing evidence from a qualified medical practitioner in order to request a deferral of their assessment(s).
- **Contact staff for advice and support.** Inform the Head of Student Support or their Academic Tutor who will discuss the situation with the student and relevant staff and if necessary implement a Student Support to support the student (see below) in line with the School's Disability Policy.
- **Hybrid learning.** Request to attend specific sessions online for a defined period.

#### **Attendance Policy**

The minimum attendance requirement is **80%** of teaching and learning events. Students must meet LIS's minimum attendance requirements during designated teaching and assessment weeks, which are listed on the School website and in the Student Handbook. Outside of these dates, there is no requirement for students to be present on campus or to apply for authorised absence.

Internships brokered by the School are not compulsory, and therefore are not included under this Policy.

#### ***Authorised absences***

Students may apply for authorised leaves of absence through a monitored log held by the Head of Student Support.

#### ***Monitoring of Attendance***

Student attendance of School teaching and learning activities will be monitored by teaching staff through sign-in sheets or the taking of a register. A School administrator will record this attendance data in the Student Record System. Each individual student's attendance will be monitored by their assigned academic tutor via the Student Records System.

Attendance of less than 80%, or regular or extended periods of absence in relation to LIS teaching and learning activities (i.e., four or more consecutively missed contact points) will be investigated by the student's academic tutor (see below).

Where a student has failed to meet attendance requirements for LIS teaching and learning activities and is unable to provide a reasonable explanation for their absence (for example illness, supported by a note from a qualified medical practitioner) the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

### **International/Sponsored students**

In line with the LIS Engagement Policy, where a sponsored student misses 10 consecutive contact points, the Registrar will inform the Home Office via the Sponsor Management System, in accordance with the Home Office Compliance Policy.

A student, either home or international, may be presumed to have withdrawn and terminated their registration if they are absent from a term without prior approval for a period of 15 working days.

### **Student Support Plan**

Student Support Plans may provide for additional time in assessments (up to one week in coursework), established in line with the School's Disability Policy. Students with a Support Plan do not need to request to access their additional time stated in their Support plan.

### **Academic Progress and Attendance Procedures**

If the School identifies that a student is struggling with their studies, the Pastoral Lead will work with the relevant learning staff and student support services to put in place a plan to support the student in question.

Where a member of staff considers that, and has made record that:

- during a term, there are repeated instances of failures to satisfy requirements (e.g., in terms of attendance, preparation, engagement, study, assessment) of one or more modules on which a student is registered; and/or
- Attendance of less than 80%, or regular or extended periods of absence in relation to LIS teaching and learning activities (i.e., four or more consecutively missed contact points)
- the student is considered unlikely to be able to sustain the academic workload and/or assessment burden necessary to regain satisfactory progress towards the award,

they shall report the matter to the Pastoral Lead. The Pastoral Lead shall review the student's progress with the student and develop a ***Learning Plan***.

This Learning Plan may include placing the student under review by the Pastoral Lead and may include conditions for continuation (such as improved attendance or submission of work) that must be met by specified deadlines.

Where the Pastoral Lead determines that such conditions for continuation are appropriate, they must notify the student in writing within 5 working days.

This notification must set out clearly why the student has been placed under review; the requirements they must meet and the timescales within they must be met; the consequences of not meeting the requirements; and any specific assistance that might be available to them.

The Learning Plan developed by the Pastoral Lead may also involve liaising with the Head of Student Support, Director of Student Experience, Careers and Partnerships and other academic faculty to determine what additional support can be provided to the student to support their engagement with their studies.

Where the student has notified the Pastoral Lead of a change in personal circumstances that significantly impacts their ability to submit coursework, the Pastoral Lead will advise the student, where appropriate, to apply for an Extension, Extenuating Circumstances or Interruption of Study or to seek support from the Head of Student Support.

Where a Learning Plan with conditions is set by the Pastoral Lead, and where the conditions are met by the student, the student shall be permitted to continue on their programme.

If the student disagrees with the conditions of the Learning Plan then they may request the matter to be referred to the Attendance and Progress Panel.

If the conditions of a Learning Plan are not met, they may refer the case to the Attendance and Progress Panel.

The Panel will consist of the Pastoral Lead and two members of staff from a pool of staff determined annually by the Academic Council. The Head of Student Support may be invited to attend the Panel meetings.

In considering such a case, the Attendance and Progress Panel shall take into account:

- Extent to which conditions have been missed (including period of time over which the student has failed to meet the requirements of the course);
- Any underlying cause of failure to meet conditions (e.g., difficulty with content, mitigating circumstances);
- Track record in meeting programme requirements;
- Support that has been offered and further support that may be available;
- Evidence that student is making an effort to meet conditions.

The Student may be invited to the Panel meeting and has the right to be accompanied by an observer, who may be an LIS student representative elected by the student's association, a fellow student, or an aid who assists the student in any special needs. Legal representation would not normally be permitted.

The Attendance and Progress Panel shall determine whether to:

- Issue a warning;
- Draw up a new Learning Plan with specified conditions and learning support;
- Advise and/or require the student to take a study break for reasons of ill health or other extenuating circumstances, in line with the School's [Registration Policy](#) for a maximum period of twelve consecutive months
- Exclude the student from assessments, in whole or in part, pending specified conditions being met;

- Require the student to withdraw from the School temporarily pending the achievement of specified conditions;
- Terminate the student's registration.

The student shall be informed of the Attendance and Progress Panels decision within 5 working days of the decision being made.

### **Appeal**

Students have a right to appeal the decision of the Attendance and Progress Panel under the [Academic Appeals Procedure](#). Students who appeal may attend such learning and teaching events as are considered necessary for continuing progression, provided they have attained the academic pre-requisites to do so.

### **Fees**

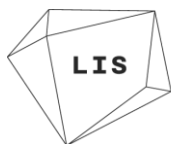
Where a student is refused access to School services or provision as a result of failure to engage with their programme of study or inadequate academic progress, they shall not be entitled to any reimbursement of fees already paid or due to the School.

### **Data**

All data relating to student attendance will be kept securely in line with General Data Protection Regulation, the School's Data Protection Policy and the School's Data Retention Policy and Detailed Data Retention Schedule.

### **Monitoring and Review**

This Policy and its effectiveness shall be reviewed annually, and any appropriate amendments will be authorised by the Academic Council.



## Version Control

<b>Name of policy/procedure:</b>	<b>Academic Progress and Attendance Policy</b>
<b>Document owner:</b>	<b>A Redford, Head of Quality</b>
<b>Date Originally Created:</b>	<b>07/2022</b>
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	<b>Student Code of Conduct and Disciplinary Procedure</b>  <b>Deferral, Extension and Extenuating Circumstances Policy and Procedure</b>  <b>Attendance Policy</b>  <b>Academic Appeals Procedure</b>  <b>Registration Policy</b>

Version Control				
Version	Author	Date	Brief summary of changes	Effective
1	A Redford, Head of Quality	RWG Chairs action 08/09/2022	Original version following merger of Attendance and Academic Progress policies	2022-2023 onwards
2	A Redford, Head of Quality	PRC Chair's action, 22/03/2023.	Inclusion of pastoral lead on Academic Progress and Attendance Panel and replacement of 'academic tutor' with 'Pastoral Lead' in procedure	2022-2023, term 3 onwards.