



## School of Education and Social Work Attendance and Engagement Monitoring Process 2022-23 UG/PGT

### Content:

Poor attendance and engagement can put students at risk academically. The University monitors attendance and engagement in order to ensure students are successfully progressing, and to be supportive and anticipatory in its approach to carrying out its duty of care to all students. The University aims to ensure that students receive information, advice and guidance at the earliest opportunity to support their efforts in overcoming barriers to study and reduce the chance of issues escalating.

Attendance and engagement requirements: Students are expected to attend the University or engage as is necessary to progress in their studies and complete their course. All staff are expected to familiarise themselves with this document and are expected to provide students with information to support their attendance and engagement.

### ESW Process:

Student Experience Coordinator (SEC) will send monthly reminders to faculty to complete registers.

A proportion of ESW Courses have a professional requirement for students to attend at least 80% of taught sessions. For these courses the trigger point for the attendance process will be falling below this percentage. For all other courses, no or low engagement with Canvas will trigger investigation.

### SEMESTER 1:

1. Week 2 – Attendance and absence policy plus support info (academic and wellbeing) sent to all students by SEC or DoSE - TEMPLATE 1
2. Week 3 – SEC runs reports in Cognos to identify students with low attendance and/or low engagement in weeks 1 and 2.
  - a. Professional courses – use “Engagement Monitoring Summary” to highlight students with less than 80% attendance in weeks 1 and 2.
  - b. Other UG and PGT courses – use “Canvas Engagement” to highlight students with low (<5 logins per week) or no Canvas engagement in weeks 1 and 2.

3. Week 3 – SEC takes note of those students that are in contact with the student life centre and to liaise with Academic Advisors where necessary and appropriate.
4. Week 3 – **Stage 1:** SEC sends email – TEMPLATE 2- to students with low/no engagement with Canvas and/or less than 80% attendance. Responses and follow up actions of stage 1 are recorded by SEC. If students have replied to stage 1 and given a valid reason as to why they have not attended the SEC will reassess them at the following monitoring point.
5. Week 5 – SEC runs report in Cognos to identify students with low attendance and low engagement in week 1-4 and identify students on stage 1 or 2
  - a. **Stage 1:** Repeat process of week 3.
  - b. **Stage 2:** SEC to inform DoSE of those student who were sent an email in Week 3, if still low Canvas engagement or less than 80%. DoSE to write to students. If the student’s attendance is very low, the DoSE will invite the student to a School progress meeting where they can:
    1. Agree targets for the students and regular further meetings to review progress
    2. Review the University’s PREVENT policy where necessary
    3. Discuss other routes of referral for non-academic support
6. Week 7 - SEC runs reports to identify students with low attendance/engagement in week 1-6 and identify students on stage 1 or 2.

SEC will also liaise with DoSE and decide whether Stage 3 is necessary:

**Stage 3** - If no improvement is seen on the part of the student after stage 2, students should be sent/emailed a letter signed by the DoSE advising that their continued registration has been referred to the School Student Progress Committee – SSPC (two weeks’ notice needed) if requirements have not met. Students may be signposted to services such as the Student Life Centre or Student Support Unit for academic matters.

After meeting, inform SSRO of outcomes and write formally to students. DoSE will contact students who are permitted to continue.

7. Week 9– Same steps as week 7
8. Week 11– Same steps as week 7

## Repeat process in Semester

### Authorised absences:

All ESW courses provide clear information to students on how they can report an absence. Information is also included in all course handbooks. Students are also encouraged by course convenors to get in touch if they are unable to attend and engage with their course.

Student absences of up to 6 days<sup>1</sup> may be considered 'authorised' if the student notifies the University in accordance with School guidance.

Students who are (or were) unable to attend or engage for more than 6 days due to illness, incapacity, emergency or other valid reason, should inform the School Director of Student Experience (DoSE) via their Course Coordinator, and a medical certificate, or suitable alternative evidence, must be obtained and sent to the DoSE. In these circumstances the DoSE may:

- a. authorise the absence, and the student and DoSE should agree future engagement expectations or a return to study plan if required, to ensure that the student can continue on their current programme of study. If a medical certificate is not provided, or the DoSE is not satisfied with the evidence provided, the absence may not be authorised.
- b. Liaise with the Director for the Student Experience in Professional Services, or their deputy, to consider if the University's Fitness to Study Policy should be implemented.

In circumstances where a student's absence is expected to prevent them from progressing on their current course, the School Student Progress Committee should liaise with the Student Life Centre and the SSRO in relation to temporarily or permanently withdrawing the student (TWD or PWD).

#### **Note about Tier 4 students with extended absences:**

When a School becomes aware that a Tier 4 student will not be able to resume their studies after 60 days, they must contact SSRO at the earliest opportunity. In these circumstances if it is agreed between SSRO and the School that a student is temporarily or permanently withdrawn (TWD or PWD), sponsorship (as defined by UKVI) will be withdrawn. In exceptional circumstances, such as serious illness or injury, the University may continue to sponsor a student for longer than 60 days providing this is agreed with both the DOSE and the Director for the Student Experience in the Professional Services (or deputy), and the student can still complete their course within their existing visa when they resume their studies. SSRO will liaise with the Head of OSCAR and Director for the Student Experience in relation to any such student withdrawals and may notify the Student Funding Team or Sussex Abroad Office where appropriate. Students should be referred to student services such as International Student Support or the Student Life Centre for non-academic advice

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1 June 2022: Document reviews to be approved by SLT

The process outlined in this document will be reviewed on an annual basis. Next review: September 2023