

ATTENDANCE AND ENGAGEMENT POLICY AND PROCEDURE

1. Introduction

- 1.1. Research illustrates that attendance is one of the key factors shown to improve academic outcomes for students. Typically, students with the highest levels of attendance and engagement achieve improved academic and employment outcomes.
- 1.2. As part of our commitment to supporting your success, this document describes LMA's Attendance Policy and the procedures we follow where we have concerns about your attendance. It applies to all students registered on taught awards validated by Regent's University London.
- 1.3. This Policy should be read alongside our terms and conditions (specifically section 15, Engagement and Attendance) and may be used in conjunction with the Health Wellbeing and Support for Study Policy and the Student Code of Conduct and Suspension Policy, all of which are published on our website.

2. Definitions

"We"/"Our"/"Us"/"LMA" means the Liverpool Media Academy Ltd and **"you" / "your"** means you means an applicant, offer holder or enrolled student of LMA.

Attendance means being present, on time, at a scheduled teaching, or rehearsal, sessions and practical assessment, whether this is held in person (e.g. in the studio) or virtually (e.g. via the VLE)

Engagement means your wider interaction with us: this includes, but is not limited to, your use of our VLE and other resources, preparing for taught sessions, submitting assessments, informing us of anticipated non-attendance etc.

3. Principles

- 3.1. You are an active participant in your learning experience and there is an expectation of you to engage fully with the requirements of your chosen course of study, including attending timetable teaching, and submission of, and participation in, assessments.
- 3.2. Punctuality is as important as attendance: if you do not arrive on time you can disrupt the session for other participants and you may also not be properly prepared to participate in your own learning (e.g. missing warm-ups).

- 3.3. We monitor your attendance and wider engagement with your course, and we may require you to support us to do this (e.g. by telling us you're going to be absent).
- 3.4. We are unable to effectively support your learning and achievement where you are not fully engaged with, and attending, your learning.
- 3.5. If we are concerned about your attendance and/or engagement, we will try to work with you to support you to improve it. Where it does not materially improve, or you do not engage with us, we will terminate your studies. Where we do so, you may still be liable for tuition fees.
- 3.6. International students may be subject to increased attendance monitoring to comply with home office expectations.

4. Attendance Policy

- 4.1. We expect you to:
 - i. Attend all of your scheduled teaching sessions (including rehearsals) and practical assessments; and
 - ii. Be punctual in your attendance; and
 - iii. submit all other items of assessment in line with the guidance given to you.
- 4.2. We recognise that life can get in the way and that over the duration of your course sometimes you won't be able to make it in. As a result, we normally only contact you to discuss your attendance where any of the following criteria are met:
 - a) You miss a whole week's worth of scheduled sessions;
 - b) Your attendance falls below 70% in any given calendar month;
 - c) You do not attend, or submit an assessment and have not applied for extenuating circumstances;
 - d) You have more than 10 recognised absences in a semester;
 - e) you have been repeatedly late to arrive at a timetabled session.
- 4.3. We may use the provisions of this policy where the above thresholds are not met if we reasonably believe that your attendance or engagement is not sufficient for you to succeed on the course. Examples of this might include, but are not limited to, where your attendance fluctuates around the threshold or where there are a combination of factors that would not, on their own, breach any single threshold.
- 4.4. So as not to disrupt learning and to ensure your own health and safety, a tutor may ask you not to participate in a scheduled session if you arrive after the session has started.

- 4.5. You should tell us if you know you are going to be absent (e.g. you are sick or are required to work) using the LMA app (or any other method that we may, from time to time communicate to you). We will record this as a recognised absence. A recognised absence does not constitute attending but it is part of engaging with your course and it helps us contextualise your attendance and ensures we can offer you support where necessary.
- 4.6. **Informing us of your absence does not allow you to miss practical assessment(s) or coursework assessment deadlines.** Failure to attend, or submit assessment, can have a significant impact on your overall academic profile. This is because it can result in capped marks and reduced assessment opportunities which can increase the likelihood of you failing a module overall. This can make it less likely you will be able to complete your course and, where you do, it can impact on your degree classification.
- 4.7. If you think you have extenuating circumstances for not attending or submitting an assessment, you must tell us using the processes set out in the Extenuating Circumstances and Reasonable Adjustments Policy (published on our website). You must do this before the assessment, except where you have a good reason why you couldn't (e.g. you were too sick to do so).
- 4.8. We will consider your attendance and engagement in the context of what we know about you and your academic profile (e.g. where you are in your course, how much work you may have to catch up on etc) when we make decisions about whether you are engaging sufficiently in your course and, where we do not think you are, on the action we think is reasonable to take. Where we know of, or you inform us of on-going personal circumstances we may use the Health, Wellbeing and support for Study Policy in place of, or in addition to this policy and procedure.
- 4.9. We are likely to withdraw you from your course where:
- i. You do not engage with us when we talk to you about your attendance and engagement;
 - ii. You are unable to adhere to an agreed plan to improve your attendance and engagement; or
 - iii. You have enrolled and not attended.

- 4.10. If we withdraw you as a result of poor attendance, poor engagement, or both, we are obliged to inform relevant funding bodies. If you are an international student, withdraw our sponsorship and inform UKVI. In these circumstances, you may, among other things:
- i. Still be liable for some or all of your tuition fees;
 - ii. Have any maintenance loan adjusted, which can, in some cases, result in the funding body requesting repayment.
 - iii. If you are an international student, lose your right to stay in the United Kingdom.
- 4.11. The campus Principal and the Student Services team will usually lead on individual student attendance and engagement matters. However, any member of the Senior Leadership Team may authorise the consideration of a student under an alternative policy (e.g. Health Wellbeing and Support for Study) or the withdrawal of a student under the terms of this policy.

5. Appeals

- 5.1. You have the right to appeal our decision to withdraw you under this policy using the process outlined in the Complaints and Appeals Policy (see <https://lma.ac.uk/policiesandregulations>). An appeal against the decision arising from the Attendance Policy is always first considered at step 2: formal appeal.
- 5.2. Decisions under this policy apply during the appeal: e.g. if we decide to withdraw you and you appeal, you will remain withdrawn unless and until your appeal is upheld.

6. Monitoring, Evaluation and Review

- 6.1. The Director of Registry shall provide annual report to Academic Board on the use and outcomes of the Attendance Policy. The report shall summarise its use and provide commentary on the effectiveness or otherwise of the procedures and any recommendations for change.

7. Appendix: Attendance Procedure

