

# Student Attendance and Engagement Policy



BATH SPA  
UNIVERSITY

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## 1. Introduction

Bath Spa University recognises that studying for a degree is a significant commitment. The University promotes an environment that enables students to gain as much as possible from their learning journey. We know that students who are most engaged with their course feel the most settled at university and national research suggests that the more involved students are with their course, the more they achieve.

Attendance at centrally timetabled events, as well engagement with a range of learning resources, are known to be key factors in student academic success. The University expects students to fully attend and engage with the scheduled teaching and learning activities and associated resources provided to support your studies.

This policy outlines:

- 1.1 The University's principles for overseeing and monitoring student attendance and engagement
- 1.2 Our expectations about how students will attend and meaningfully engage with their studies throughout the academic year, including student responsibilities for attendance and engagement
- 1.3 How we collect, monitor and report data about student attendance and engagement, including to external regulatory and funding bodies.
- 1.4 The University's support mechanisms to enable students to get back on track with their learning journey
- 1.5 The requirements for students to engage in support mechanisms and the steps the University may take if attendance and engagement falls below accepted standards.

## 2. Principles

The University operates the Student Attendance and Engagement policy under the following principles. The policy aims to:

- 2.1 Ensure that all students are aware of the requirements for attendance and engagement on their course
- 2.2 Ensure that the University works in partnership with students to support their learning journey and enable them to make the most of their university experience

- 2.3 Provide students with the tools to review and drive their engagement and participation with their learning and support, with assistance from key University services
- 2.4 Operate a proportionate approach to interventions designed to assist student engagement and attendance and overcome any barriers to learning.
- 2.5 Support student retention, engagement and success in a way that recognises both the need for effective support mechanisms, as well as consideration of students' best interests and successful progression and completion of awards
- 2.6 Assess a variety of evidence sources and information as part of the decision- making process relating to the application of interventions and outcomes from students not meeting the requirements of this policy.
- 2.7 Ensure that the operation of this policy allows the University to meet the requirements of external regulatory and funding bodies, including the Office for Students, UK Visas and Immigration, and the Student Loans Company.
- 2.8 Review the outcomes from this policy on a regular basis and implement improvements as a result.

### 3. Scope

- 3.1 This policy applies to all students who are registered on a taught or research programme that is awarded and delivered by Bath Spa University.
- 3.2 Students studying at one of the University's Educational Partners Educational partners will follow the same principles outlined in this policy and are responsible for ensuring appropriate arrangements are in place to support and monitor students' engagement and success.

### 4. Policy

#### 4.1 Student Attendance Expectations

- 4.1.1 Attendance is defined as being present at scheduled learning and teaching activities, whether delivered in person or online. This includes lectures, seminars, tutorials, workshops, labs, placements, site visits and in the case of research students, scheduled meetings with supervisors.
- 4.1.2 The University expects students to attend all (100%) of their scheduled learning and teaching activities,
- 4.1.3 The University provides students with timetables which includes details about their scheduled learning and teaching activities. Students are responsible for ensuring that they are aware of their timetable and checking their emails regularly for important

information relating to timetabling or room changes.

- 4.1.4 Students are required to arrive on time, for ready for the start of every session and remain for the duration of the session.
- 4.1.5 Students are required to check in their attendance via the MyBathSpa App for every timetabled session.
- 4.1.6 Students are responsible for managing their own attendance at and engagement in learning and teaching activities, for seeking advice where they need it, and for engaging in support where it is provided.
- 4.1.7 Students are required to notify their Class Lecturer promptly in cases of planned or unplanned absences in accordance with the Absence section of this Policy.

### Class Lecturer Responsibilities

- 4.1.8 Class lecturers are required to issue an attendance check in code to all students for every timetabled session so that they can check in their attendance via the MyBathSpa app.
- 4.1.9 Class Lecturers will ensure that where teaching activity is rescheduled, this is recorded on the MyBathSpa app for the session that does not run as 'Scheduled to attend alternative session' so student engagement is not affected
- 4.1.10 Class Lecturers are required to ensure that they provide up to date session details for the timetable to be produced accurately.
- 4.1.11 Class Lecturers are required to authorise any absences on the MyBathSpaApp in accordance with the Absence section of this Policy
- 4.1.12 Class Lecturers are required to override any incorrect check-ins on the App where students leave sessions early, use a one-time only code provided by another student without attending the session.

## 4.2 Engagement

- 4.2.1 Engagement is defined as:  
Active participation in the learning, teaching and assessment activities provided as part of your course. This includes within online learning environments.
- 4.2.2 The University will consider your meaningful engagement with your studies using a range of engagement information including:
  - Attendance check in via the MyBathSpa App
  - Login activity in Ultra (our Virtual Learning Environment)
  - Assessment submissions
  - Panopto (Online Lecture Recordings)

- Library Loans via Talis
- Utilising the support services provided as part of interventions to improve attendance and engagement

### 4.3 Absence

- 4.3.1 The University recognises that there may be instances in which a student is unavoidably absent from a class. Students are required to notify their Class Lecturer promptly in cases of planned or unplanned absences.
- 4.3.2 Where a student has notified their Class Lecturer/Academic Advisor of absence due to health or wellbeing issues, their Tutor should refer to the student's Academic Access Plan to view reasonable adjustments (if relevant). If the student does not have Study to Support, refer the student to the Student Wellbeing Services for further support.
- 4.3.3 Absences can be authorised for illness or medical appointments, delays to public transport, caring responsibilities or personal reasons (e.g extenuating circumstances).
- 4.3.4 Staff will log students leaving sessions early or arriving late at sessions; but these will not be considered as authorised absences.
- 4.3.5 Absences for other reasons, including challenges with planning time or other commitments, oversleeping, holidays and weddings, or the demands of employment will not be authorised.
- 4.3.6 Students are responsible for completing any outstanding academic work during any absence.
- 4.3.7 Where a student has notified their Class Lecturer/Academic Advisor of absence due to health or wellbeing issues, their Tutor should refer to the student's Academic Access Plan to view reasonable adjustments (if relevant). If the student does not have Study to Support, refer the student to the Student Wellbeing Services for further support.

### 4.4 Attendance Monitoring and Support Interventions

- 4.4.1 Students are encouraged to contact their Academic Advisor, Research Supervisor or the Student Engagement and Retention Team (BSU) or the Student Success Officer (Bath Spa London) for support if they are struggling to engage with and attend on their course.
- 4.4.2 Where student attendance falls below accepted thresholds, the University will look to contact students to explore any issues which are affecting their engagement and attendance and will consider a proportionate approach to intervention and support to help students to overcome attendance challenges and thrive academically.

- 4.4.3 The University's Intervention Framework uses attendance data (on a rolling three-month basis starting after the first four weeks for new students) to categorise students into Intervention Bands for support; with wider Engagement Marker data considered contextually when interventions are delivered.
- 4.4.4 Students are responsible for engaging in this support, which includes keeping in touch and attending meetings.
- 4.4.5 Students may enter the Intervention Bands at any point and move between them if their attendance does not improve and/or they do not engage in support.
- 4.4.6 The University's determinations on withdrawal of registration and funding occur on a three-monthly cycle and will consider students within the indicative attendance rates shown in the Intervention Framework below:

Attendance Rate	Intervention
Low Risk Above 70%	Students with average attendance within this band are being monitored and will be contacted to remind them of the attendance expectations and support services to help them engage.
Medium Risk 50% - 70%	<u>Stage A Intervention</u> Students are contacted to remind them of the expectation requirements and inform them that their attendance is not meeting the required threshold and requires improvement.
High Risk 40% - 50% or: no/limited improvement following a Stage A Intervention	<u>Stage B Intervention</u> Students are contacted informing them of the attendance expectations and that their attendance is not meeting/still not meeting the required threshold. They are invited to and required to attend an Intervention Meeting.

Attendance Rate	Intervention
<p style="text-align: center;">High Risk</p> <p style="text-align: center;">Below 40% or: no/limited improvement following a Stage B intervention</p>	<p><u>Stage C Intervention</u></p> <p>Students are contacted informing them that they are not meeting the required attendance thresholds and that there is a risk their funding may be withdrawn and/or their registration removed if this does not improve. They are invited to and required to attend an urgent Intervention Meeting.</p>

4.4.7 Weekly attendance reports are generated to monitor student attendance and implement the required interventions.

## 4.5 Withdrawal and External Reporting

4.5.1 The University also reviews attendance data on a three-monthly cycle as part of its regulatory obligations to confirm student engagement to the Student Loans Company (SLC).

4.5.2 The University will use this attendance data; along with other wider student engagement markers, to confirm to the SLC whether students are in active and ongoing engagement with their studies.

4.5.3 Where attendance and engagement are low, this may result in student tuition fee and maintenance loans being suspended; and/or registration being withdrawn by the University.

4.5.4 Where student attendance and engagement do not meet the requirements of this Policy, the University may withdraw registration of students on the approval of the Academic Registrar.

4.5.5 Students who are being withdrawn for reasons of non-attendance and engagement may make representations to the Academic Registrar within 5 working days of being notified of withdrawal.

## 4.6 Educational Partner Institutions

4.6.1 Educational Partners are responsible for supporting and monitoring student attendance and engagement, and reporting attendance, engagement and intervention data accordingly to the University.

4.6.2 Partners may follow their own policy on student attendance and engagement, provided this accords with the expectations for attendance and engagement within this Policy, and is approved by the University to an agreed cycle.



- 4.6.3 The University may require the Partner to amend their policies and procedures for the monitoring of student attendance as part of ensuring regulatory compliance generally, or the ability of the University to ensure regulatory compliance through its own procedures.
- 4.6.4 Educational Partners are responsible through their own procedures and administrative teams for supporting and monitoring student attendance at each scheduled session, and for monitoring engagement of students in their learning.
- 4.6.5 Partners are responsible for reporting regular and accurate attendance, engagement and intervention data to the University in a timely way and to an agreed format and frequency.
- 4.6.6 Partners are responsible for ensuring that students are made aware of the attendance policy and providing training to staff and students on the requirements for student engagement and attendance.
- 4.6.7 The University will oversee the Partners' operation of its Policy and adherence to the University's expectations for attendance and reporting through regular audits and sampling of data and case files.
- 4.6.8 Educational Partners may recommend to the University the withdrawal of students who have not met the necessary attendance and engagement requirements of their policy. The University will consider the recommendation, and the Academic Registrar will determine a decision on withdrawal. Students who are being withdrawn for reasons of non-attendance and engagement may make representations to the Academic Registrar within 5 working days of being notified of withdrawal.
- 4.6.9 The University may also initiate and determine registration withdrawals and/or the suspension of tuition fee/maintenance funding for partner students and will inform the Educational Partner of this in a timely manner.
- 4.7 **Sponsored International Students**
  - 4.7.1 Sponsored International Students are required to meet the Student Attendance Expectations of this Policy and to attend and engage actively and consistently with their course throughout the academic year.
  - 4.7.2 As a sponsor, Bath Spa University has a responsibility to make sure that Student Visa holders meet the terms of their visa in respect of engaging with their studies; and has a legal obligation to monitor Student Visa holder's engagement with their studies and report any changes to the Home Office.
  - 4.7.3 This section of the policy has been developed in line with the Student Sponsor Duties as set out in the UKVI Sponsor Guidance.
  - 4.7.4 The Immigration Compliance Team reviews attendance data for sponsored

international students monthly as part of its obligation as a sponsor. Appendix A outlines the specific requirements for international students and the way in which attendance data is reviewed and interventions are delivered.

- 4.7.5 Failure to meet satisfactory attendance levels will result in withdrawal action being taken in line with the University's International Sponsorship Duties issued by UK Visas and Immigration (as documented in Appendix A of this policy).
- 4.7.6 Full information relating to responsibilities of international students can be found on the [University's Visas and Immigration webpages](#).

## 4.8 Misuse of Engagement Monitoring Systems

- 4.8.1 Students found misusing the Engagement Monitoring system will be liable to disciplinary action. Examples of misuse are:
  - Checking in attendance via the MyBathSpa App, but not remaining for the entire duration of the event
  - Sharing the onetime only attendance check in code with another student/other students
  - Using a onetime code provided by another student to check in attendance in the MyBathSpa App, but not attending the session
- 4.8.2 Where a Class Lecturer deems a student has 'Checked in by Error' and is not present throughout their session, they should override the student check in, so that it does not count towards the student's attendance.
- 4.8.3 Class Lecturers should report concerns of continual or widespread student misuse of the attendance system to the Student Engagement and Retention Team; and this will then be referred under the University's Student Discipline Policy.

## 4.9 Placement Students

- 4.9.1 Students undertaking a placement as part of their course are responsible for ensuring that their attendance matches the requirements set out by the course and their placement provider.
- 4.9.2 Placement providers will inform the University if a student is failing to maintain a satisfactory attendance record, which may lead to the student being withdrawn from the placement activity and potentially from their programme of study.
- 4.9.3 Initial Teacher Training (ITT) students on School Placement days are expected to attend all of their school placement days as set out by their course and School placement.
- 4.9.4 All international sponsored students commencing a placement must liaise with the Visa Compliance Team ([immigrationcompliance@bathspa.ac.uk](mailto:immigrationcompliance@bathspa.ac.uk)) prior to the placement start date as the University must notify UKVI of placement details. Failure

to make this notification will result in Illegal Working.

#### 4.10 Postgraduate Research Students

- 4.10.1 If a Postgraduate Research Student is found not to be attending and engaging with their supervision meetings, does not have satisfactory attendance at other activity deemed essential to their studies by their supervisor, or is deemed by their supervisor not to be engaging appropriately with their research, the supervisor will inform the Graduate College team who will take the appropriate steps to ascertain the reason for non- engagement and to work with the Supervisor to initiate an intervention and support programme.

## Appendix A Sponsored International Students

### Sponsored Pre-Sessional English Students (Below RQF Level 6)

The Home Office requirements of Pre-Sessional English students are as follows:

*Students studying at RQF level 5 and below must attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week.*

*Where the student has not reached 85% attendance of their classroom-based study in any given month, the sponsor must review the reason for the student's absence.*

*The student's record must then be annotated with the reason for the non-attendance and the steps being taken to improve the student's attendance.*

*Where a student's attendance falls below 70% for three consecutive months, the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).*

The expectation for Bath Spa University Pre-Sessional English students is that daily attendance is required.

The English Language Unit (ELU) will record and retain a record of student attendance and engagement of students on their courses.

Any absence or non-engagement on part of the student will result in intervention by the ELU. Absences and the reasons for them will be recorded and retained.

Any serious concerns regarding a student's attendance or engagement will be escalated to the Immigration Compliance Team.

## Sponsored Undergraduate and Postgraduate Taught International Students (RQF Level 6 & 7)

As a sponsor, it is the University's responsibility to ensure that sponsored international students are actively and consistently engaging with their studies.

The Immigration Compliance Team will undertake regular checks of attendance and academic engagement to ensure timely interventions are made with those students who are showing signs of non-engagement.

Attendance and academic engagement can be indicated and measured across a number of activities, including the following:

- Attending required lectures, seminars or tutorials
- Undertaking required laboratory work
- Undertaking research or fieldwork
- Submitting essays, assignments and attending examinations

As a minimum, the expectation is that sponsored full-time taught students should have at least one recorded contact point every four weeks throughout each term. Interventions will take place when engagement levels fall below this threshold.

For postgraduate taught students undertaking their dissertation, academic engagement will be monitored.

In line with the UK Visas and Immigration requirement, the Immigration Compliance Team will ensure the maximum period of non-engagement before interventions take place will not exceed 60 days in duration.

### RQF Level 6 & 7 students with 0% engagement

Interventions will be made with those students who are identified with zero engagement over a four-week period. The Immigration Compliance Team will advise the student that if non-engagement continues within two weeks from the point of intervention, it will be assumed that the student is no longer continuing with their course and sponsorship of their visa will be withdrawn from the date of last engagement.

Sponsored international students who are not engaging with their studies will be referred to the Immigration Compliance and Advice Service so that they can be advised on possible visa implications and given advice as appropriate.

## Sponsored Research International Students (RQF Level 8)

As there is no requirement for research degree students to attend taught sessions, academic engagement is monitored by establishing a programme of contact points with their research supervisor.

Academic engagement for PGR students is managed by the Immigration Compliance Team who liaise with research supervisors at regular intervals throughout the academic year to ensure students are actively and consistently engaging with their studies.

The Immigration Compliance Team will make appropriate interventions with the student where low engagement is highlighted by a research supervisor.

Sponsorship will be withdrawn from those students who are not actively and consistently engaging with their research degree.

## Sponsored students - Work Placements

Students failing to engage with their work placement will be subject to similar checks and interventions as those students who are undertaking the taught element of their course.

It is the duty of the Professional Placements Team to notify the Immigration Compliance Team of the following:

- Sponsored students who are due to go on a work placement
- Location of the work placement, including full address and postcode,
- Duration of the work placement, including early completion,
- Changes to the work placement,
- When a student is not engaging with the work placement.

## Sponsored students - PGCE Work Placements

It is the responsibility of the School of Education to notify the Immigration Compliance Team of the following:

- Sponsored students who are due to go on a PGCE placement
- Location of the placement, including full address and postcode,
- Duration of the placement, including early completion,
- Changes to the placement,
- When a student is not engaging with the placement.

## Sponsored students - Study Abroad (Outward mobility)

Continued sponsorship of sponsored outward mobility students will be permissible, providing that:

- The host institution accepts the responsibility to inform Bath Spa University where a student is
- not engaging with the Study Abroad programme.
- An agreement is signed between the host institution and Bath Spa University for each student
- on the Study Abroad programme. The agreement is to be shared with the Immigration
- Compliance Team for audit purposes.

## Sponsored Students' Union Sabbatical Officers

Bath Spa University Sabbatical Officers sponsored under the Student Route will need to fulfil the requirements of the post for the duration of sponsorship.

Sponsored Sabbatical Officers must report Change of Circumstances to the Immigration Compliance Team as soon as possible to ensure timely reports are actioned as appropriate.

## Document Details

**Responsible Office:** Student and Registry Services

**Responsible Officer:** Academic Registrar

**Approving Authority:** Academic Board

**Date of latest approval:** November 2025

**Effective Date:** January 2026

**Related Policies and Procedures:**

[Programme Delivery Statement](#)

Academic Regulations for Taught Programmes Exceptional Circumstances Policy Learning

Analytics Policy

Academic Integrity Policy

**Supersedes:** V3 Student Engagement and Attendance Policy

**Next review due:** April 2028