Teitl: Title:	Student Engagement and Attendance Management (SEAM) Policy
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	*HE SEAM Policy - Welsh and E&D Impact Assessment Stage 1*
Effaith ar yr Iaith Gymraeg *Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.*	*Welsh Language Impact* An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Dean of Access & HE		
Ymgynghoriad / Consultation:	HE & Access Steering Group		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		*2709/21*
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		*11/01/23*
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	*n/a*
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	*n/a*
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	*n/a*
	Corff Llywodraethu / Governing Body:		*n/a*
Dyddiad Adolygu: Review Date:	11/01/26		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r Ffurflen Cais Cyfieithu
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Rhifwch bob adran a pharagraff

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See also -

COPY - HE Student Attendance Management Procedure

COPY - Personal Tutorial Policy for Higher Education Students

HE KPIs 2021 Onwards

1. Introduction

1.1. Higher Education at Cambria's (in collaboration with our partner Universities / awarding bodies) overall approach to recording and monitoring student attendance is one of providing support to students through their studies in order that they engage and achieve to attain their qualification. Attendance is one of several ways in which students engage with their studies, and the recording and monitoring of attendance should provide staff with information to support students towards successful completion. The approach to monitoring students' attendance is not punitive; Cambria understands that sometimes, students experience difficulties during their studies which prevent them from engaging fully with their course.

1.2. This Policy is designed to explain this approach and how academic and support services staff will use the systems and processes in place to record, review and monitor students' attendance and, where appropriate, seek to support students to overcome any difficulties which are affecting their engagement with their course.

1.3. Regular attendance at scheduled teaching and tutorial activities improves students' performance and outcomes in their studies. Recording students' attendance as part of monitoring their engagement and supporting them in their studies improves academic progression and therefore retention. Poor attendance is not a disciplinary issue, but one linked to academic progress.

1.4.   Cambria has legal obligations to record both FE and HE student attendance and monitor engagement in order to comply with various statutory reporting requirements including Student Finance Wales (aka Student Loans Company), professional accrediting bodies and the government's funding councils.

1.5.   Students' unauthorised absence from studies compromises their opportunity to learn, may impair their performance and achievement and, in some circumstances, may also compromise the opportunity for others to learn. Student absence may mean that either Cambria, our partner Universities and/or the student is in receipt of funding to which they are no longer entitled. On some courses, particularly those that are regulated by professional bodies, high levels of attendance are needed to satisfy the requirements for obtaining the qualification.

1.6.   Cambria therefore records and monitors student attendance to support good student retention, successful outcomes for students and to meet statutory requirements. Monitoring students' engagement, which includes attendance at scheduled learning is a supportive interaction to help students overcome any difficulties they may have in meeting the attendance requirements of their course.

1.7.   Notwithstanding the general principle that dealing with a student's poor attendance should not be a disciplinary matter, students on relevant professional courses must comply with all fitness to practise requirements which relate to attendance.

1.8.   Cambria recognises and is supportive of the legal requirements to make reasonable adjustments and / or allowances under the terms of the Equality Act, 2010. Where a student has disclosed that they have verifiable circumstances which may adversely affect their attendance, Directorates will take account of this and will implement reasonable adjustments to the Policy as appropriate, having taken advice from Curriculum Directors, Programme Leads and Tutors.

2.   Scope of the Policy

2.1.   The Policy compliments and builds on the Academic Regulations of our partner Universities / awarding bodies for students which state student attendance at timetabled learning activities of courses and modules is required. The Academic Regulations of our partner Universities / awarding bodies apply to all students enrolled on Cambria taught courses.

2.2.   This Policy applies to all Cambria HE students studying on taught courses, where local processes for attendance recording and monitoring will be put in place.

2.3.   Separate arrangements exist for recording and monitoring HE students on work placements and study placements which form part of their course. Within a common administrative framework, designed and maintained by the partner University's Academic Registry, Directorates are responsible for ensuring there are effective mechanisms in place to record and monitor students' attendance on work placements and study placements to ensure that Cambria can comply with its statutory reporting duties as well as to support students to achieve successful outcomes.

3.   Attendance Recording and Monitoring Policy Statement

3.1.   Students' attendance will be recorded at module level by scheduled event. Overall student attendance and engagement will be monitored at course / programme level. Monitoring students' engagement with their course will take account of attendance data as well as other indicators of engagement, such as that evidenced on the Tutorial system or other interactions.

4.   Attendance Recording

4.1.   Students are expected to attend timetabled learning activities and scheduled supervisory meetings. Good attendance leads to better outcomes for students.

4.2.   Attendance at all scheduled events will be recorded. A scheduled event is defined as an event that is timetabled as mandatory (rather than optional) via the Cambria timetabling system. Such events include lectures, seminars, workshops, practical sessions and laboratory sessions.

4.3.   Student attendance data will be captured in the Cambria Timetabling and Attendance systems which staff complete on a sessional basis.

4.4.   Cambria's Tutorial system is deployed to record engagement with other activities including dissertation / supervisory meetings (HE student only)

5.   Attendance Requirements

5.1.   Within an education context, Cambria accept that different subject disciplines may require different attendance levels for learning activities. However, in order to encourage good levels of attendance across all subject areas, all courses should expect overall attendance levels by students to reach the annually published Key Performance Indicator (KPI) for attendance (see - HE KPIs 2021 Onwards) to give them the best opportunity of succeeding in their qualification. This indicative threshold will be referenced during monitoring of a student's overall engagement on their course, either in determining any support, or in evaluating how far the student is meeting the academic requirements of the course.

5.2.   In accordance with Cambria's approach to teaching and learning, and in response to professional body requirements, some individual modules / courses, where approved and for good pedagogic reasons, may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of the module / course. Any specific module / course attendance requirements and the mechanisms for monitoring attendance must be drawn to the attention of students by the relevant Directorate through relevant course handbooks and other student-facing course materials. Additional attendance requirements must be drawn to the attention of students during introductory talks and induction communications. Only where formally approved, will it be acceptable to introduce specific attendance requirements as part of the formal module assessment criteria.

5.3.   Failure to fulfil module / course attendance requirements may result in the student's academic progress being deemed unsatisfactory by the relevant Assessment Board which would result in termination of studies.

5.4.   Attendance requirements at module level for part-time students are the same as for full-time students studying the same modules. Monitoring part-time students' course attendance should be commensurate with the intensity of their study. This applies in the same way to repeating students who repeat their studies on a pro-rata basis.

6.   Attendance / Engagement Monitoring

6.1.   Responsibility for monitoring students' engagement with their studies and for taking appropriate action with students who are not engaging appropriately rests with Directorate areas.

6.2.   Student Services provide support for Directorate areas in supporting students in their engagement with their studies by delivering specialist and targeted advice and guidance including the following areas:

6.2.1.   Disability

6.2.2.   Student funding and financial support / hardship

6.2.3.   Health and well-being

6.2.4.   Care leavers

6.2.5.   Students with caring responsibilities

6.3. Directorate areas will investigate any unauthorised absence and / or poor attendance that a student incurs and will actively follow the three stages below where there is indication that a student is not engaging appropriately. Where appropriate, advice may be sought from Student Services and students may be signposted to the relevant service. Often, early intervention with specialist services can prevent students reaching the end of formal processes prematurely and can prevent circumstances becoming acute. Staff who are engaged in following up non-attendance with students should do so compassionately, sensitively and with the primary aim of supporting the student back into attending regularly.

6.4. The tone of correspondence and meetings with students will be supportive and clear with the aim of encouraging students to improve their attendance levels.

6.5. Any attendance / progress review meetings will be conducted in a supportive manner, attempting to explore with the student the reasons for non-attendance / unauthorised absence and put in place measures to support them in their academic progression. Attendance and progress review meetings with students are not disciplinary meetings and do not fall under the Student Disciplinary Procedures, but the Academic Regulations of our partner Universities / awarding bodies. Wherever possible, these interventions and meetings should be recorded within the Tutorial system.

6.6. Stage one – initial indication and preliminary intervention

6.6.1. Any unauthorised absence or attendance patterns which suggest that the student is falling below the minimum threshold for the course or a specific module within a two-week period will be followed up sensitively with the student by the Programme Lead or Personal Tutor and the student will be asked to respond immediately. This intervention will contain an informal reminder to the student of the attendance requirements;

6.7. Stage two – informal and supportive intervention with Curriculum Director

6.7.1. If the student fails to respond or their attendance remains unsatisfactory, the student will be referred to the student's Curriculum Director who will attempt to make contact with the student and invite them to a meeting. This intervention will contain strengthened advice to the student that if they fail to respond / or do not make an improvement in their attendance, continuation in their studies is at risk;

6.8. Stage three – formal and supportive intervention with the Dean of HE/Access to HE

6.8.1. Where the Programme Lead, Personal Tutor, or Module Lead, have concerns over a student's attendance levels or lack of engagement in their studies, they will refer them to the Curriculum Director. Directorates are responsible for exploring with students the reasons for poor attendance and lack of engagement and supporting them, wherever possible, to improve.

6.8.2. If the student continues not to respond or their attendance levels do not improve, the HE team will invite the student to a meeting with the Dean of HE & Access to HE. This intervention will contain a final warning to the student that the Dean could recommend termination of studies to the Assessment Board of our partner Universities / awarding bodies if their attendance does not improve.

6.8.3. All contacts with students regarding their attendance will be made to their Cambria email account and by text or telephone. The Tutorial process/system will be deployed to initiate and conduct interventions with students regarding their attendance.

6.8.4. Where a student's attendance falls below the levels deemed acceptable for them to make satisfactory academic progress on their course, and in accordance with the Academic Regulations of our partner Universities / awarding bodies, the Assessment Board may terminate studies. Any appeal by the student against such a decision by the Assessment Board may be submitted under the academic appeal procedures of our partner Universities / awarding bodies.

6.8.5. Where a HE student's personal, financial or health circumstances prevent them from attending classes at a level which allows them to make satisfactory academic progress, they are entitled to request an interruption to studies using the established procedures of our partner Universities/awarding bodies. This allows a break in studies during which fee liability is suspended and the student is not required to attend or make progress.

7. Implementation and Review of this Policy

7.1. Responsibility for implementing and monitoring this Policy rests with the Academic Registry of our partner Universities / awarding bodies, in partnership with Cambria Directorates.

7.2. This Policy will be communicated to all staff by the HE Compliance Manager and the Dean of HE / Access to HE.

7.3. Advisory guidance on attendance requirements will be provided to students in handbooks, Cambria strives for all students to have attendance that reaches at least the annually published Key Performance Indicator (KPI) for attendance (See - HE KPIs 2021 Onwards)

7.4. The Policy will be reviewed for accuracy annually and to ensure any changes to statutory obligations placed on Cambria are included. If no changes are required, the Policy will be formally re-approved every 3 years.

8. Withdrawal from / Termination of Studies

8.1. Include here details of implications of the above and impact on finance and include student responsibilities for informing SF etc

9. Appendix 1

Table of fees

University / Partner	Student Fee Liability
Aberystwyth University	https://www.aber.ac.uk/en/student-finance/undergraduate-uk/early-withdrawal/
Bangor University	https://www.bangor.ac.uk/student-administration/fees/documents/Tuition-Fees-Policy-202021-EN-published-16092020.pdf
University of Chester	
Liverpool John Moores University (LJMU)	a. if the withdrawal is less than one month after the Start Date no Fee will be payable in respect of

	the Withdrawing Student; b. if the withdrawal is more than one month after the Start Date but less than three months after the Start Date twenty-five per cent (25%) of the Fee per Student will be payable in respect of the Withdrawing Student; c. if the withdrawal is more than three months after the Start Date but less than six months after the Start Date fifty per cent (50%) of the Fee per Student will be payable in respect of the Withdrawing Student; d. if the withdrawal is more than six months after the Start Date one hundred per cent (100%) of the Fee per Student will be payable in respect of the Withdrawing Student.
Pearson	
Swansea - Business Programmes	**<u>Change of Enrolment Status</u>** Should a student decide to withdraw from the programme, they will need to inform and discuss the issue with the Programme Lead in the first instance. The Change of Enrolment Status Form can be found on page 51 (Appendix IV); this will need to be completed and submitted to the Programme Leader. Students should note that the following applies in relation to payment of fees: The dates used for re-calculation purposes based on the 'last date of attendance' when a student suspends or withdraws are: ● Term 1: In attendance up to the last day of term 1, 25% of full fee to be paid ● Term 2: In attendance up to the last day of term 2, 50% of full fee to be paid ● Term 3: In attendance up to the last day of term 3, 100% of full fee to be paid
Swansea - Engineering Programmes	The details below only apply to students who draw down Student Finance from either Student Finance England or Student Finance Wales, not where programmes are funded via Degree Apprenticeship funding. **<u>Change of Enrolment Status</u>** Should a student decide to withdraw from the

	programme, they will need to inform and discuss the issue with the Programme Lead in the first instance. The Change of Enrolment Status Form can be found on page 51 (Appendix IV); this will need to be completed and submitted to the Programme Leader. Students should note that the following applies in relation to payment of fees: The dates used for re-calculation purposes based on the 'last date of attendance' when a student suspends or withdraws are: ● Term 1: In attendance up to the last day of term 1, 25% of full fee to be paid ● Term 2: In attendance up to the last day of term 2, 50% of full fee to be paid ● Term 3: In attendance up to the last day of term 3, 100% of full fee to be paid
Wrexham Glyndŵr University	With regards to the HNC programme, Coleg Cambria claim student fees which you keep, Glyndwr claims HEFCW credit funding which we pass on, but student must complete the modules. So no fee as such for leaving, we would not be expecting you to return student fees to just go with your policies