

# NCG International Attendance Policy and Procedure



<u>Policy Title</u>	NCG International Attendance Policy and Procedure
<u>Policy Category</u>	Compliant
<u>Owner</u>	Executive Director of Governance, Assurance and Risk
<u>Group Executive Lead</u>	Executive Director of Governance, Assurance and Risk
<u>Date Written</u>	April 2020
<u>Considered By</u>	Executive Board
<u>Approved By</u>	HE Governance Committee
<u>Date Approved</u>	May 2020
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.
<u>Review Date</u>	April 2021
<u>Policy Summary</u>	The purpose of this document is provide instruction on the overview and management of attendance monitoring relating to those students who require a Tier4 student visa.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle 6th Form	N/A	N/A
Carlisle	No	Yes
Kidderminster	No	Yes
Lewisham Southwick	No	Yes
West Lancashire	No	Yes
InTraining	No	Yes
Rathbones	No	Yes
Group Services	No	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
N/A - 1st Edition of Document	

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
None	N/A

**Note** – This document relates to the monitoring of attendance of those learners sponsored by NCG under the Tier 4 UK Visas and Immigration (UKVI) requirements. For non-Tier 4 International Students please refer to the applicable College attendance policy.

## 1. Introduction

NCG, and its member colleges, has a no tolerance policy on non-attendance and lateness and as a result the expectation for all students is 100% attendance and punctuality.

Students should attend all classes punctually according to their signed Learning Agreement and course timetable. This gives them the best opportunity to be successful in their studies. It is a requirement of NCG's Tier 4 Sponsor status that the UKVI is informed of significant periods of student non-attendance. Reporting periods of unauthorised non-attendance to UKVI is mandatory.

NCG, as a permitted sponsor of Tier 4 Students is required to implement and operate a robust attendance monitoring procedure for its Tier 4 Students. As part of this process any student who misses 10 consecutive points of contact without reasonably granted permission will be reported to the UKVI and will be withdrawn from their programme of study.

**To be clear** – in most cases where a student is reported to the UKVI this will result in the student's Tier 4 leave being curtailed (cancelled).

NCG has interpreted '10 consecutive expected contact points' as 10 consecutive **days** of unauthorised absence. A contact is defined as **any day** where the student is expected to be at any of the following sessions\*:

- A lesson, lecture, tutorial or seminar.
- A test, examination or assessment board.
- A meeting with a supervisor or personal tutor.
- A research-method or research panel meeting, writing-up seminars or doctoral workshops.
- An oral examination - (viva).
  - An appointment with a welfare adviser or international student adviser.
  - Submitting
    - Assessed or unassessed coursework.
    - An interim dissertation, coursework or report.
    - Registration (for enrolment or matriculation).

\*Taken from: *Tier 4 of the Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties Version*

### 2. **Unplanned absence due to emergency or illness:**

If a student needs to miss a session as listed above, they should:

- Contact the School Office or relevant member of staff as soon as possible (preferably by 9am the same morning) to explain the unplanned absence.
- Provide a medical note from their GP if the absence is longer than one calendar week and illness is the reason for the absence.

### 3. **Planned absence:**

- Discuss the matter with the Programme Leader in advance of any unavoidable planned absence.
- Complete an Application for Authorised Absence form, obtain the Programme Leader's signature and submit it to the NCG International Compliance Officer and will be subsequently shared with the International Office of the relevant college.
- The NCG International Compliance Officer to check the following Monday that the planned absence has been inputted correctly into registers.

### 4. **For all absence including authorised, the student is responsible for:**

- Catching up on missed work by; viewing missed sessions / notes via Moodle and / or other programme sites; attending an additional / alternative session where possible and catching up on missed work as soon as they able to do so.
- On return to College: the student should discuss any outstanding work and arrangements to catch up with their Personal Tutor (FE Full time) designated programme lead (HE) or Lecturer (Apprenticeship / Part Time).

### 5. **If a student is absent without authorisation, they will be:**

- Invited to attend a re-engagement meeting with the NCG International Compliance Officer and the relevant course tutor if the student is absent without authorisation for 5 consecutive contacts (days) or 3 calendar weeks, whichever is sooner.
- Referred to the Student Disciplinary Procedure if they do not attend the re-engagement meeting without a justifiable reason.
- Reported to UKVI and withdrawn from the programme if the attendance does not improve.

The decision to authorise any period of absence is at the discretion of the Programme Leader and will be in line with either College Attendance Policy and / or NCG HE Academic Regulations. For example, if a student will be absent for a prolonged period, perhaps because they are ill, the Programme Leader may decide that this is authorised. It is important to note however that in making this decision the



Programme Leader will consider whether or not the student will then be able to pick up their studies on return without repeating a previous period of study.

Any authorised long-term leave must be reported to the NCG International Compliance Officer who will where relevant report it to the UKVI.

### 6. Monitoring student attendance and reporting to UKVI

Student attendance is monitored by the NCG International Compliance Officer on a weekly basis using the Unit-E Columbus **Student Daily Attendance Report**.

A second report is run using Unit-E Columbus **Summary Attendance** which shows the overall percentage of attendance excluding and including authorised absence.

Attendance data is reported termly to the relevant committee within each of the Colleges.

- Newcastle College – the International Committee Meeting.