



South Gloucestershire and Stroud College Attendance and Engagement Policy 2020-22

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Job Title / Role:	Assistant Principal Higher Education and Adult (Associate Dean)
Ref. No.: Q/P 113 (To be entered by Quality Office)	Date of this version: 27 th July 2020 Review date: 27 th July 2022 * (Must be at least 1 year) Please note: if the document has details relating to legislation or government guidelines, the following must be added to the Review Date: (subject to any legislative change) Upload to College website? Yes Upload to SGSAT Intranet? Yes.
Approved by:	Senior Leadership Team
Date of Approval:	08 September 2020

MANDATORY INITIAL IMPACT SCREENING



Completed by:

Gavin Murray | Vice Principal - Performance, Standards & Effectiveness | 08/09/2020

I have read the guidance document: Completing a Policy Impact Assessment?

✓

If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:

✓

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Characteristic	This policy seeks to:	
Age	Supports staff and learners to recognise that prejudice and discrimination on the grounds of age are unacceptable in an educational establishment	
Disability	Commit to making reasonable adjustments to promote equality of access and opportunity for learners, employees and members of the public with disabilities and/or learning difficulties/disabilities.	
Faith or Belief	Supports staff and learners to recognise and address religious or racial discrimination and incitement to religious hatred	
Gender	Protect staff and learners from sexism in all forms	
Race or Ethnicity	Provide opportunities for the advancement of persons of minority race or ethnicity	
Orientation	N/A	
Gender reassignment	Work with individuals to ensure appropriate support at identified periods	
Economic disadvantage	Use available resources to identify and address any issues of inequality as a result of social and economic factors. Supporting learners and staff, both academically and pastorally in order for all to be successful	
Rural isolation	Use available resources to identify and address any issues of inequality as a result of rural isolation. Supporting learners and staff, both academically and pastorally in order to access College services and be successful.	
Marriage	Support staff and learners to recognise and challenge discrimination on the basis of marriage	
Pregnancy & maternity	Promote equality of opportunity through a supportive, inclusive environment	
Carers & care leavers	Use available resources to identify and address any issues of inequality as a result of being in care or a care leaver. Supporting learners both academically and pastorally in order to be successful.	
Vulnerable persons	Safeguarding children or vulnerable adults	
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:	Sections 5.9	
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:	Section 5.9	
Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/>	✘
	If you have ticked yes (red), which characteristic will be most affected? Choose an item.	
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/>	Click or tap to enter a date.

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Art. 2 Non-discrimination Art. 17 Access to information Art. 23 Disability protection Art. 42 Right to know your rights
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Which Human Right (HRA) does this policy most protect:	Art. 14 Prohibition of discrimination Art. 10 Art. 8 Right to private & family life
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DATA PROTECTION & PRIVACY BY DESIGN SCREENING	
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	

Attendance and Engagement Policy

1. Introduction (Background and Context):

- 1.1 South Gloucestershire and Stroud College (SGS) are committed to providing and enabling an academically challenging and supportive environment, ensuring our students produce their very best work.
- 1.2 Engaging with the formal and informal learning opportunities that are offered by the course or subject community is a key component of attaining the best possible academic outcomes. Therefore, SGS expects that students will proactively engage with their learning opportunities, including teaching activities and the guidance offered via their personal tutors and other professional staff within their programme of study. Attendance at scheduled learning opportunities is the most important indicator of engagement and therefore the specific monitoring of attendance, as a component of wider engagement, is central to this policy.
- 1.3 Poor attendance not only affects the absent individual but has a negative impact on the learning of the wider cohort by compromising pedagogical approaches and creating the impression of disengagement.

2. Monitoring and tracking of students

- 2.1 SGS expects students to engage fully with activities, including those forming parts of modules, the course, and wider subject requirements.
- 2.2 The Higher Education Team will regularly monitor attendance and interventions will be made if attendance falls below 80%. Once identified as 'at risk' students may fall subject to the Non-Engagement Process. (Appendix 1)
- 2.3 SGS will use student learning data in a responsible way and in adherence to all relevant legislation.
- 2.4 This policy applies to all students who are undertaking a taught programme that is delivered by SGS.
- 2.5 Some programmes include modules where attendance may be essential to meet professional accreditation or Fitness to Study requirements. Details are provided in the relevant programme specifications and course handbooks, since the requirements may be additional to the requirements in this policy.

- 2.6 It does not apply to students who are studying towards an award that is delivered wholly or in part by a partner institution, except where its application may be stipulated under the relevant franchise agreement.
- 2.7 In all cases where it does not apply, our collaborative partners are responsible for ensuring commensurate arrangements are in place to support and monitor student's engagement and attendance.
- 2.8 This policy forms part of SGS's overall academic framework and as such should be read in conjunction with other relevant policies and regulations.

3. Effective attendance and engagement monitoring will enable SGS to:

- a) increase a student's engagement with their programme of study at an early stage and therefore improve academic outcomes;
- b) mitigate against the negative impact that low physical attendance and digital engagement has on a student cohort and academic staff morale;
- c) support the student in taking responsibility for their programme of study by providing data and information to enable informed choices;
- d) enhance and facilitate a student-centred approach to learning;
- e) improve retention and student wellbeing;
- f) foster a culture of attendance throughout a programme of study;
- g) help students build skills and work patterns appropriate for professional life post-study;
- h) support the College in satisfying UKVI attendance monitoring requirements for relevant international students.

4. Responsibilities

- 4.1 Engagement, participation and attendance are co-owned by students and SGS.
- 4.2 Success relies upon mutual trust and working together to fulfil respective responsibilities. Course and Module Handbooks explain these expectations as summarised below:
- 4.3 Students are expected to participate fully in their learning activities and engage with their Personal Tutor throughout the duration of their studies.
- 4.4 Students must take responsibility for complying with academic regulations and seek support if required.
- 4.5 SGS will provide the appropriate standard of teaching, learning environment and support necessary to ensure students have every opportunity to achieve successful outcomes.

5. Intervention

- 5.1 The consistent and transparent monitoring of engagement, including attendance, enables students to get support at an early stage, thereby avoiding the need to exercise more serious academic procedures such as the Instigated Withdrawal Process (relevant for students on SGS courses validated by the University of Gloucestershire).
- 5.2 The engagement of all taught students will be monitored by their Personal Tutor throughout each semester via ProSolution and ProMonitor.
- 5.3 The data provided via ProSolution will provide key evidence in combination with a Personal Tutor's professional judgement. ProSolution at SGS will be used to support (not replace) human intervention.
- 5.4 The focus of attendance monitoring will be physical and digital timetabled sessions e.g. lectures, seminars, practical classes, lab sessions, tutorials etc.
- 5.5 Academic staff must ensure that student attendance and progress is captured via ProMonitor.
- 5.6 Engagement interventions will be the responsibility of Personal Tutors.
- 5.7 Legitimate reasons for a Personal Tutor engagement intervention include:
 - a) Failure to submit at an assessment point;
 - b) Failure to attend at least 80% of monitored sessions during a semester;
 - c) Failure to attend a Personal Tutor session;
 - d) Lack of sustained engagement with the Digital Learning Environment and Learning Resources
- 5.8 The intervention process will be as follows:

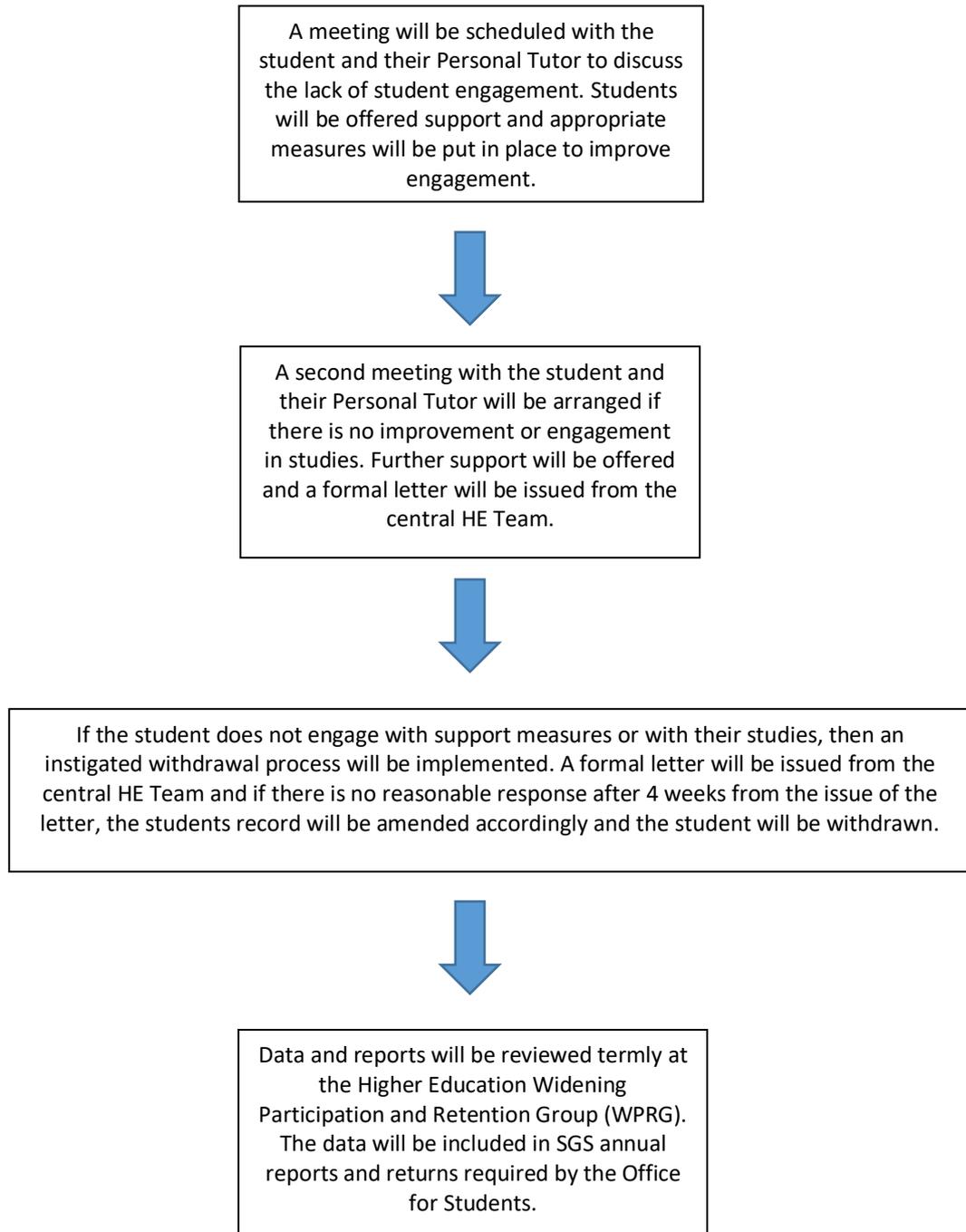
Stage one: a scheduled meeting with the Personal Tutor to discuss engagement;

Stage two: a second scheduled meeting with the Personal Tutor to discuss the failure to improve engagement plus associated correspondence explaining the situation will be sent from the central HE Team;

Stage three: The SGS College's instigated student withdrawal process will be implemented and a letter will be sent from the HE Central Team. If there is no improvement or engagement within 4 weeks, then the student's records will be amended accordingly to a withdrawn status.
- 5.9 The expectation of 80% attendance will allow for unavoidable or legitimate absences such as for illness or to complete faith-based activities. Attending family celebrations, paid employment and extra-curricular sports activities are normally regarded as unauthorised absence.
- 5.10 Students are encouraged to report all absence to their Module Tutor; this is mandatory for programmes where there are specific Professional Body requirements.

Appendix 1

Student Non-Engagement Intervention Process



Appendix 2

Non-Engagement Letter

<Name>
<Address>
<Address>
<Postcode>

<Date>

Dear <Name>,

SGS Number: <123456>

We are aware that you have not been regularly engaging with your studies at SGS College. We hope that we will be able to provide you with the right support and guidance to ensure that you are able to successfully complete your course.

If you are experiencing any difficulties that are impacting on your studies, please contact us as there are lots of ways in which the College could help. Full details of the range of support services offered by the College are detailed overleaf. To make an appointment please email highereducation@sgscol.ac.uk, or speak with our Higher Education Admissions and Student Support Officer on 0117 909 2376.

If you experience something outside of your control that affects your ability to sit an exam, meet a deadline or submit a piece of coursework, then you may be eligible to apply for **Mitigating/Extenuating Circumstances**. We can help you go through the necessary forms and advise you of any evidence we may need to see in support of your application.

If you are thinking of leaving, or are concerned that you are on the wrong study programme, please arrange to come in for a discussion. We can explore alternative options and will help to ensure that you can then make an informed decision as to your next step

Even though you may not have been able to attend regularly, you are still registered as a student at the College, and therefore liable for the full **tuition fee**. If your registration status changes, your liability for fees may be adjusted. If you do make the decision to withdraw from your studies it is important that you notify us as soon as possible to ensure that excess fees are not charged.

Please let us know what you are intending to do by contacting us on highereducation@sgscol.ac.uk. We will need to contact the University of Gloucestershire (our degree awarding partner) about our concerns if we do not hear from you or see any improvement in your attendance within four weeks.

Yours sincerely,

Kelly Gillett
Assistant Principal, Adult and Higher Education (Associate Dean)

Student Support

At SGS, we aim to provide you with the support that will help you to make the most of your studies and fulfil your potential. Whether you're seeking help about finance, academic support, support for additional study skills, childcare, health concerns or would like to discuss personal issues in a private and relaxed environment, there is always someone available to talk to.

Welfare Support

Welfare support includes the opportunity to access information, advice and guidance on a wide range of issues which may impact on your studies. Students are able to talk, for example, about concerns such as homelessness, emotional health, course/College concerns, relationships, finance, alcohol and drug dependency. If your site of study is Filton, Stroud or WISE, you can access the Learner Services team directly by calling into the Learner Services Office. If you study at the Bristol School of Art, Queens Road or at Bristol Zoo Gardens please contact our HE Student Support Team at highereducation@sgscol.ac.uk / 0117 909 2376.

Academic Support

Your course handbook is available on Moodle which will provide you with further information regarding course requirements. You can also make an appointment to see your tutor.

At SGS College we believe that the student comes first and we are able to provide a number of ways in which you can receive support. If you have any academic concerns please contact our HE Academic Support Specialist via highereducation@sgscol.ac.uk or text: 07920 181718. We also have onsite Study Skills Advisors in our Learning Resource Centres and Learning Mentors who are here to help you maximise your potential.

Counselling

Confidential and non-judgmental welfare and counselling support is available at SGS College and can be accessed by all registered students. We want to see you succeed and we can support you through those unexpected problems that can sometimes affect your performance at College. You can contact the College Counsellor directly on 0771 4397453 or email: counsellor.bristol@sgscol.ac.uk.

Further information on all of our support services can be found on our website <http://www.sgscol.ac.uk/he-student-support/>.

If you are unsure which of these services to access please get in touch with the HE Student Support Team at highereducation@sgscol.ac.uk / 0117 909 2376. We will be more than happy to advise you.

Appendix 3

Have you withdrawn letter

<Name>

<Address>

<Address>

<Address>

<Address>

<Postcode>

<Date>

Dear <Name>,

SGS Number: <123456>

We have noticed that you have not been regularly engaging with your studies at SGS College. We believe that your engagement is now at a level which is of great concern and will be having a detrimental effect on your studies/ability to successfully complete your programme.

If you are experiencing any difficulties with your studies, please contact us via email on highereducation@sgscol.ac.uk or speak with our Higher Education Admissions and Student Support Officer on 0117 909 2376. We would like to remind you that, should you be experiencing any difficulties, we have comprehensive Learning Support Services available to you daily at both our Filton and Stroud campuses.

If you are experiencing something outside of your control that affects your ability to sit an exam, meet a deadline or submit a piece of coursework then you may be eligible to apply for Mitigating/Extenuating circumstances. We can help you go through the necessary forms and advise you of any evidence you may need to provide in support of your application.

If we do not hear from you within four weeks from date of this letter, we regret to inform you that you will be deemed as having withdrawn from your course at the College and your funding provider (e.g. Student Finance England/LEA/ Employer) will be informed, if applicable.

I should advise you that as a result of your withdrawal, any unpaid fees may become payable in full immediately. If you have any queries regarding your fees, please contact the Higher Education Admissions and Student Support Officer on 0117 909 2376.

Yours sincerely

Kelly Gillett

Assistant Principal, Adult and Higher Education (Associate Dean)