

# **Student Attendance and Engagement Policy**

Classification – *Public*



## 1. Regulatory and Legislative Framework

1.1 This policy is informed by requirements from the following regulatory and quality assurance bodies:

- Office for Students (OfS).
- Quality Assurance Agency (QAA).
- UK Visas and Immigration (UKVI).
- German Immigration Authority.
- Student Loans Company (SLC).
- Department for Education (DfE).

## 2. Policy Aim and Definitions

2.1 To set clear expectations for student attendance and engagement, supporting student success, timely interventions, and institutional compliance.

2.2 Key Definitions:

- Attendance: Presence at scheduled learning and teaching activities, including classes, workshops, and assessments.
- Engagement: Active participation in learning, including interaction with iLearn and other relevant virtual learning tools, timely submission of assessments, and responsiveness to university communication.
- Arden Engage App: The mobile application used by Blended Learning students to record attendance and absences for timetabled, in-person teaching sessions. The app validates attendance using a one-time code provided by academic staff and required device settings. Students can also use the app to view and monitor their attendance record.
- Milestones: Defined indicators of initial engagement for Blended and Distance Learning students only during the first two teaching weeks.
- Structured Interventions: A staged support process triggered by concerns about attendance or engagement.

### **3. Policy Principles**

3.1 Arden values proactive, student-focused engagement and supports:

- Early identification of barriers.
- Personalised intervention.
- Inclusive, equitable practices aligned with the Equality Act 2010.

3.2 The policy emphasises support over sanction but maintains clear standards to protect academic integrity and compliance obligations.

### **4. Scope**

4.1 This policy applies to all students enrolled directly with Arden University in:

- Blended Learning (on-campus), including international students under university sponsorship.
- Distance Learning.
- Apprenticeship programmes.

4.2 This policy does not apply in full to students at partner institutions, who are governed by local procedures. However, Arden expects all students to meet the same core attendance and engagement expectations. Monitoring and consequences for non-engagement at partner institutions are managed locally in line with their policies and national regulations.

4.3 Students subject to UK Home Office (UKVI) visa requirements, German immigration regulations, or Professional, Statutory and Regulatory Body (PSRB) requirements must meet all additional attendance and engagement obligations set by the relevant authority where relevant.

### **5. Student Expectations**

5.1 Blended and Distance students are expected to:

- Attend scheduled classes (in-person or online, depending on mode of study).
- Actively engage with online platforms (iLearn).

- Submit assessments on time.
- Participate in scheduled milestones (weeks 1–2).
- Respond to university communication in a timely manner.

### 5.1.1 Blended Learning Students

In addition to the expectations outlined in Section 5.1, Blended Learning students must:

- Record their attendance or absence for in-person timetabled teaching sessions using the Arden Engage App, which validates attendance through a one-time code and required device settings.
- Record their attendance only during the scheduled timeframe of the teaching session.
- Be physically present in the scheduled teaching room when recording their attendance.
- Maintain device settings necessary for the Arden Engage App to validate their attendance.
- Use the Arden Engage App to view and monitor their attendance record throughout the semester.

### 5.2 Apprenticeship students must:

- Attend all scheduled classes and coaching sessions
- Actively engage with online learning platforms, including iLearn.
- Submit assessments on time.
- Participate in scheduled new student orientation sessions.
- Provide evidence of learning every four weeks as required by DfE and Individualised Learner Record (ILR) expectations.
- Respond to university communication in a timely manner.

## 6. Monitoring and Interventions

6.1 **Blended Learning** students are monitored through attendance data recorded via the Arden Engage App, weekly class participation, assessment submission, and iLearn engagement. Attendance recorded via the Arden Engage App forms part of Arden's engagement monitoring processes, supports early identification of students who may require assistance, and contributes to compliance with relevant regulatory and statutory obligations.

6.2 **Distance Learning** students are monitored based on platform activity, forum engagement, module progression, and assessment submission. Where engagement concerns arise, students may be supported through structured interventions.

6.3 **Milestones** are reviewed during the first two teaching weeks. Failure to meet them may result in withdrawal or deferral. However, students are expected to maintain attendance and engagement throughout the semester. Failure to attend or engage beyond the Milestones period may still result in formal intervention, withdrawal, and potential loss of funding or visa sponsorship where applicable.

### 6.4 First-Year Students and Ongoing Monitoring

Attendance and engagement are not only monitored during the Milestones period (Weeks 1-2) but continue throughout the first semester and across all semesters in the first academic year. This is particularly important for first-year students, whose sustained participation is essential to demonstrate academic progress and maintain eligibility for Student Loans Company (SLC) or other financial support.

Students are expected to attend all scheduled learning activities and maintain consistent engagement across teaching, assessment, and online learning platforms. Prolonged or repeated non-attendance may lead to academic consequences, including withdrawal from study or loss of funding.

6.5 **Apprenticeship** students are monitored by the Corporate Learning Team in line with DfE requirements. Targeted support is delivered collaboratively with the employer based on individual needs and progress against the apprenticeship standard.

6.6 Students must report all absences through the designated process. Absences do not remove engagement obligations and are monitored in line with university procedures. Prolonged absence may result in referral to support services or formal

action. International students must comply with visa or immigration requirements relevant to their location. Full details are set out in the Student Attendance and Engagement Procedure.

6.7 For the purposes of internal monitoring and regulatory compliance, Arden uses attendance patterns as indicative benchmarks for identifying potential non-engagement among Blended Learning students. These indicators support oversight requirements from funding bodies, including the Student Loans Company (SLC).

International students are monitored in accordance with relevant immigration regulations and institutional sponsor obligations, including UKVI and German immigration requirements, as outlined in the Student Attendance and Engagement Procedure.

## **7. Consequences of Non-Engagement**

7.1 Arden's approach is supportive. However, where students consistently fail to meet attendance and engagement expectations, the following outcomes may apply:

- **Support Interventions:** Blended and Distance Learning students may progress through up to three stages of structured interventions if engagement continues to decline (see Appendix B of the Procedure).
- **Failure to Meet Milestones:** Blended and Distance Learning students who do not meet milestone engagement criteria during the first two teaching weeks may be withdrawn (See Appendix A of the Procedure).
- **Assessment Non-Submission:** Failure to submit assessments may indicate disengagement and trigger intervention in line with the Procedure.
- **University Right to Withdraw:** Arden reserves the right to withdraw any student not meeting engagement standards, even outside formal interventions, where there is limited likelihood of improvement.
- **International Students:** Persistent non-attendance and engagement may lead to visa sponsorship withdrawal in line with UKVI or German immigration rules.

- **Apprenticeship Students:** Apprentices who do not fully engage with the programme may be withdrawn irrespective of academic progress. Engagement is required to maintain Apprenticeship Levy funding, in line with DfE rules.
- **SLC Reporting:** Ongoing access to SLC funding is dependent on meeting engagement expectations. Where Arden identifies sustained non-engagement, the University may notify the Student Loans Company (SLC), which may then suspend or withdraw financial support in line with national funding regulations.

## 7.2 Fraudulent Attendance (Blended Learning Only)

Blended Learning students must not attempt to falsify attendance in any form. This includes, but is not limited to:

- recording attendance when not physically present in the scheduled teaching room;
- sharing, requesting, or distributing one-time codes issued for attendance purposes;
- allowing another person to use their Arden Engage App to record attendance;
- recording attendance on behalf of another student;
- attempting to manipulate, disable, or bypass device settings required for attendance validation, including location settings.

Any attempt to falsify attendance may be treated as misconduct and may lead to disciplinary action. For international students, fraudulent attendance may also result in withdrawal of visa sponsorship in accordance with relevant immigration regulations.

## Related Policies and Procedures

This Policy should be read alongside the following documents, which provide further operational detail and guidance:

- *Student Attendance and Engagement Procedure.*

- *Student Withdrawal Policy (QA66).*
- *Break in Learning Policy (QA75).*
- *Fitness to Study Policy (QA73).*
- *Extension to Assessment Deadlines Policy (QA68).*
- *Extenuating Circumstances Affecting Student Assessment Policy (QA41).*
- *Religious Observance Policy (QA71).*

These are accessible via the Student Hub and Policies and Procedures Webpage.

<b>Policy Name:</b>	Student Attendance and Engagement Policy
<b>Policy Reference:</b>	QA88
<b>Approval Authority:</b>	Academic Framework, Regulation and Policy Committee
<b>Last Approved:</b>	December 2025
<b>Responsible SMT Lead:</b>	PVC Student Experience
<b>Responsible Department:</b>	Student Experience
<b>Policy Contact:</b>	Student Persistence Manager
<b>Review Frequency:</b>	3 years