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1 Section 1 – Introduction

Introduction

- 1.1. This document sets out the policy and procedure employed by MetFilm School (the School) to monitor student attendance and engagement on all accredited courses. It also outlines the activities the School undertakes to encourage students to attend scheduled classes and engage with the full range of learning opportunities to support their success.
- 1.2. The School recognises, as a collaborative institution, that engagement with programmes and fellow students enhances both the individual and collective learning experience. The School wishes to embed, with its students, the principle of working together for mutual aims, and collective responsibility

when contributing to, and engaging with, the School and fellow students.

- 1.3. The Policy also sets out how the School monitors students sponsored by the School under the UK Visas and Immigration (UKVI) Student Route in accordance with the School's statutory obligations under its UKVI Sponsor license.
- 1.4. The Policy is set in the context of research which demonstrates that student attendance correlates strongly with student performance. While this is not the case for all students, the School believes that monitoring and encouraging attendance is important to support students in their academic studies and as such has the potential to indicate those students at risk of leaving their course early or of failure.
- 1.5. The School aims to improve the attendance and engagement of all students. Attendance in lectures, seminars, workshops, and other scheduled activities provides students with the skills and knowledge necessary to successfully complete the course. It is therefore in the interests of every student to attend their scheduled sessions. Engagement with the available learning resources and with assessment is also key.
- 1.6. This policy should be read in conjunction with the School's Student Code of Conduct as set out in the [Student Handbook](#) as well as the [Student Disciplinary Policy](#).

2 Section 2 – General attendance requirements

General attendance requirements

- 1.7. Attendance is expected of all students on every element of their course. This refers to lectures, workshops, seminars, practical sessions, presentations, creative productions forming part of and working towards assessed outcomes and any form of formative or summative assessment.
- 1.8. Students are also expected to attend scheduled academic and personal tutorials as required as they form important check-in points in the student journey.
- 1.9. Students are responsible for arriving on time for, and remaining for the duration of, the scheduled session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, and unfair to other class members and tutors. Students are expected to be ready at the start of the scheduled session. Arriving to a session late may mean the student may not enter class until there is break, to avoid disruption to those who attended on time. Persistent lateness may be treated as a disciplinary matter under the [Student Disciplinary Policy](#)

3 Section 3 – Student route visa attendance & engagement requirements

Student Route visa attendance & engagement requirements

- 1.10. MetFilm School has a particular duty to ensure that its Student Route visa population meet attendance and engagement requirements as a condition of its UKVI License. Poor attendance and engagement will result in withdrawal of a student from their programme of study and their visa sponsorship revoked. Any withdrawal of visa will be reported to the UKVI, consequently affecting the student's immigration status in the UK. This monitoring and reporting are a legal requirement for all Student visa sponsors.
- 1.11. Additional monitoring requirements for Student visa students are set out in Section 9 below.

4 Section 4 – Attendance monitoring in scheduled classes

Attendance monitoring in scheduled classes

- 1.12. Monitoring refers to all recording of student attendance, whether through electronic or paper-based collection. Student attendance at scheduled sessions including lectures, workshops, seminars, etc will be registered by the supervising tutor at the beginning of the session. Where taken, students are also required to sign any manual registers or Crewing Forms.

5 Section 5 – Collection and use of data for engagement

Collection and use of data for engagement

- 1.13. Monitoring student engagement is undertaken with reference to other sources including the School's Virtual Learning Environment and submission of assessments.
- 1.14. This data is used as part of the School's commitment to support student success. Data on a student's general engagement with the School and its learning resources, combined with attendance monitoring data, is used to model the successful study behaviours which enable students to succeed. It is also used to predict which students might require additional support.
- 1.15. Students who are not attending or engaged will be contacted to endeavour to re-engage them with their course.

6 Section 6 – Use of attendance data for reporting purposes

Use of attendance data for reporting purposes

- 1.16. Attendance monitoring data is used to assess whether students are meeting attendance requirements for their relevant funding body, such as Student Loans Company (SLC), Swedish Board of Student Finance (CSN) etc.

Where a student is not attending at the point of a census they may be withdrawn, and this will be reported to the funding body who will cease payments.

7 Section 7 – Authorised absence

Authorised absence

- 1.17. Short-term absences due to illness do not need to be authorised, but it is advised that students contact the relevant course team to inform them if they are not able to attend scheduled sessions, or individual meetings that have been pre-arranged.
- 1.18. Students should not normally be absent, unless agreed with the relevant course team, for a period of more than 5 working days.
- 1.19. Students absent due to illness for more than 5 working days are required to provide a medical note to that effect.
- 1.20. Instances of illness or other extenuating circumstances that affect an assessment or examination should be reported to the School. Students undertaking assignments affected by illness or other factors may request an extension.
- 1.21. Where an extension is not an appropriate remedy in the circumstances, students should submit a [Mitigating Circumstances application](#), complete with relevant evidence (doctor or hospital note for example). Further details on the Mitigating Circumstances policy and process can be found in the [University of West London Mitigating Circumstances Regulations](#). Students can obtain further information and advice via the Student Support & Administration Team.
- 1.22. Students are permitted to apply for temporary leave, suspension of studies, or intermit their course of study for personal or medical reasons. Guidance and advice on these processes can be found in the [Student Handbook](#) and via the School's Student Support team or Registry team.
- 1.23. Students intermitting or pausing their studies for health reasons may be placed on a Fitness to Study plan as set out in the MetFilm School [Fitness to](#)

[Study Policy.](#)

- 1.24. International students studying on a Student visa are not permitted to pause or intermit their studies where the interruption means they cannot complete the course of study within their existing visa permission.

8 Section 8 – Withdrawal for non-attendance and/or engagement

Withdrawal for non-attendance and/or engagement

- 1.25. Students demonstrating poor attendance and/or engagement with their course of study will be deemed in breach of this policy and subject to sanction under the MetFilm [School Disciplinary Procedure](#).
- 1.26. Where informal attempts to re-engage a student fail, including where they are no longer attending and submitting assignments the following sanctions are available:
- Placing the student on report with strict attendance monitoring requirements
 - Written warnings
 - Withdrawal from course of study

9 Section 9 – Additional requirements for visa sponsored students

Additional requirements for visa sponsored students

- 1.27. The School is required to comply with its UKVI Sponsorship License duties as outlined by the Home Office and UKVI. Under these duties the School is legally required to monitor all international visa students including maintenance of attendance records and reporting non-attendance when necessary.
- 1.28. A student who has been issued with a CAS to begin a course, will be provided with a start date. If the student does not attend within one month of the enrolment period or course start date, their non-attendance will be reported to the UKVI and their sponsorship will be withdrawn.
- 1.29. Under its UKVI obligations, MetFilm School is required to monitor the attendance of visa students and inform the UKVI if they fail to meet the attendance and engagement requirements of their course. Contact points include scheduled lectures, workshops, seminars, practical sessions, presentations, creative productions forming part of and working towards assessed outcomes and any form of formative or summative assessment.

- 1.30. Students are expected to attend all sessions scheduled by the School. Students' attendance within the School will be monitored through the attendance monitoring methods outlined in Section 4 of this Policy. Where a student is persistently absent without legitimate explanation, the School will request information and evidence as to why they have not attended. If the student is still not in attendance after attempts to re-engage them they will be referred to Registry for formal action.
- 1.31. Student visa students that are absent without legitimate reason and are failing to engage appropriately will be withdrawn from their programme of study, reported to the UKVI and their visa cancelled.
- 1.32. In addition to the expected attendance, students must attend for all enrolment, induction and re-enrolment sessions and any census checks.
- 1.33. Student visa sponsored students are only subject to monitoring requirements as set out in this Policy during term-time and not during vacation periods.
- 1.34. In exceptional circumstances, Student visa sponsored students may pause or intermit their studies for up to 60 days. Interruptions are reviewed on a case by case basis and **must** be applied for via the Student Support team. The requesting student must provide evidence to support the request (such as medical evidence). The student must be able to complete their programme within their existing visa permission.
- 1.35. If an interruption of more than 60 days is required and/or the student cannot complete their programme within their existing permission the School must withdraw sponsorship of the student and report this to the UKVI. The School will normally seek to support the student in a return to study where the interruption was due to exceptional circumstance. Students will be required to apply for a new visa at their cost. The decision to support a student's return is dependent on the length of time of interruption, the University of West London [Academic Regulations](#) and will be clarified on an individual basis with each student concerned.
- 1.36. If a student elects to finish a course early, either by taking an exit award, or leaving the course the School will report this to the UKVI, withdraw sponsorship and the student's visa will be curtailed. The student will be required to return home, as stipulated in the UKVI regulations.