

Pre-Degree Student Attendance and Engagement Policy

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1. Policy and Compliance

1.1 This Policy was developed as part of the Arts University Plymouth commitment to providing a supportive learning environment which enables students to achieve their full potential.

2. Scope of attendance and engagement

2.1 This policy applies to **all pre-degree students** attending Arts University Plymouth.

2.2 **Attendance** generally refers to the presence of the student on site during the scheduled teaching or learning activity for **an entire session** (or remote attendance for online, live sessions if in place).

* Please be aware that online sessions are a very rare occurrence. Nearly all delivery is on site and attendance on site is expected.

2.3 **Engagement generally refers to** active participation by the student with their studies (attendance) and use of resources to support their learning, including:

- attendance at scheduled learning and teaching sessions and activities as detailed above;
- active contribution to personal and group tutorials, lectures, and seminars;
- use of library facilities and other learning resources;
- engagement with and submission of assessment tasks set;
- attendance at time-constrained assessment activities;
- responding in a timely manner to formal communications from the University, such as letters, emails, text messages and telephone calls.

2.4 This policy aims to assist all students to take responsibility for their full and prompt engagement, which will enhance their learning experience, develop their personal skills, and promote retention, achievement and progression to higher education or employment.

2.5 Poor attendance and engagement not only affect the student but also affect others who rely on the student in group projects and for peer learning, when group work and peer learning are central to the subject. Poor attendance can lead to students not reaching their full potential. It is in the interests of every student to attend their scheduled sessions.

2.6 Poor attendance and engagement by students with Student visas can result in sponsorship being withdrawn and the student having to leave the UK.

3. Expectations of students

3.1 Expectations for students when on campus or through online delivery are as follows:

- Attendance

- Students should attend **100%** of all sessions with additional consideration given to international students' attendance (see para 8.9).

- Students should arrive on time - late arrival can cause disruption to the lesson and other members of the class. Latecomers will also miss vital information presented to the cohort at the beginning of sessions which may impact success long term. Arriving late will count negatively against a student's attendance percentages meaning the percentage will be reduced to reflect the number of minutes missed UNLESS a student is late because of a medical appointment you have told us of in advance or because public transport is late or cancelled or another reason which we accept is outside the student's control.
- Students **must report an absence** via the [self-reporting link](#) on the student portal by **8:30 am** on the day of absence and any subsequent day of absence unless you have let us know you will be absent for a number of days. Students should provide enough information to allow a fair assessment of whether the absence is justified. There is a different form that a parent / guardian can use to report an absence.
- All reported absences will be recorded as an explained absence if the reason is on the list of accepted explained absences. See section 8.
- Students should take ownership of the work they have missed via Google Classroom and discuss this with their tutor when appropriate.
- If sessions aren't registered on time and/or tutors are not informed or absence is not self-reported, we are likely to contact the student and parent(s) / guardian(s) to find out the reason for non-attendance.
- Holidays **must not** be booked in term time and will count as unexplained absences except in exceptional circumstances and subject to the approval of the Head or Assistant Head of Pre-Degree.

- **Timekeeping**

- Students are expected to arrive in time for their sessions, fully prepared to learn.
- Any student arriving late is expected to enter the studio quietly and wait for an appropriate moment to make themselves known to the course team, provide explanation and be briefed on the session at hand.
- Arriving late will count negatively against a student's attendance percentages meaning the percentage will be reduced to reflect the number of minutes of a session missed UNLESS a student is late because of a medical appointment you have told us of in advance or because public transport is late or cancelled or another reason which we accept is outside the student's control.
- Persistently arriving late will not only reduce a student's attendance percentage but may also lead to a student being asked to attend an intervention meeting.

4. Expectations of students working outside of the University setting

4.1 It is recognised that during the course of your studies you may require time to work off site to complete projects such as photoshoots. In such cases you are required to confirm your location with your subject leader or if they are not available, another course tutor to ensure you are marked as an 'explained absence' on the register and have agreed to any safety precautions that you must undertake and the expected time of your return to session.

4.2 AUP qualifications are not appropriate nor accredited for distance learning, therefore, long-term

working off-site or from home is not permitted. However, in exceptional circumstances, reasonable adjustments may be made to facilitate limited working from home, but this must be in agreement with your subject leader.

5. Implications of poor or non-attendance

5.1 The implications of poor or non-attendance are as follows:

- Consistent periods of non attendance may lead to withdrawal from the course through the **intervention process**.
 - any period of non-attendance lasting longer than four weeks will result in automatic withdrawal.
- Long periods of non-attendance can impact on the success of achieving the qualification.
 - it is expected that all students will fully complete the guided learning hours as per the qualification guidelines.
- A student's bursary will be stopped should their attendance fall below 80%.
- Each student is expected to meet the attendance target of 100%. Should any student fall below the expected target, they will be subject to the below actions at each threshold.

98+% Excellent attendance	No action required.
95-98% Very good attendance	No action required.
90-95% Good attendance	No action required.
80-90% Satisfactory attendance	Informal meetings held to discuss attendance and set improvement actions.
Below 80% Poor attendance	Formal intervention meeting, scheduled and actions agreed.
Continued poor attendance** (60%) over 4 consecutive weeks.	An intention of withdrawal letter will be sent home with a follow up meeting scheduled with the Subject Leader, Head or Deputy Head of Pre Degree and parents of students aged under 18*. Note: if the student is over 18 and has opted out of parental contact the parents/guardians will not be invited to the meeting without the student's consent.

6. Maths & English attendance

6.1 AUP does not distinguish Maths and English attendance as any different to your creative qualification, therefore, all attendance is expected to be 100%.

7. Attendance definitions

- Present

- Signifies that a student is physically present within the building.
 - This is to ensure we have accurate records of people in the building in cases of emergency.
 - 'Present' is also used for those on educational trips.

- Explained absence

- Is used to mark a student as either absent from the building but still working subject to the provisions set out in the examples below and in section 4 or when a student is absent for the reasons set out below.
- All explained absences should be reported either via the self-reporting system or via email to course tutors.
- A student should have no more than **10% of 'explained absence'** in any given academic year. If a student surpasses this their case will be independently reviewed by the Head or Assistant Head of Pre-Degree who will decide if intervention action must be undertaken to support the student in improving attendance.
 - Explained absence examples:
 - Working at Tavistock Place provided this has been agreed in advance by a course tutor.
 - Working off site for example to do a film or photo shoot provided this has been agreed in advance by the subject leader or in their absence another course tutor.
 - University visit/interview
 - Hospital Stay
 - Emergency dental appointment
 - Healthcare appointment (such as GP)
 - Agreed Working from home (as an approved reasonable adjustment for a limited period of time)
 - Holidays authorised with prior notice by the Head or Assistant Head of Pre-Degree , with a maximum of one per academic year. Authorisation will only be given in exceptional circumstances.
 - Illness
 - Bereavement

- Unexplained absence

- Is **used to mark** a student as absent without communication or clear explanation or for another reason which does not fall within the definition of explained absence. .
 - Unexplained absence examples:
 - Marked absent without a note
 - Driving lesson

- Employment
 - Unauthorised holidays
- In tutorials and intervention meetings, a student's attendance will be discussed and reviewed, including Present, Explained, and Unexplained as well as any trends in absence or unusual patterns.

8. International students - University compliance

8.1 The University has a duty to monitor and act on attendance and engagement, or lack of, so students can be supported to complete their programme of study and we can also fulfil our legal obligation to inform relevant external agencies to ensure compliance with the requirements of the Home Office's UK Visas and Immigration (UKVI) division as a licensed Student Sponsor¹.

8.2 The Home Office (UKVI) provides [a Student Sponsor Guidance web page](#) of which Document 2 '[Sponsorship Duties](#) (26 March 2026)' is the key area of focus for FE and HE providers.

8.3 International students who are studying at AUP in Pre Degree are expected to meet the attendance/engagement requirements of their student visa and any changes in a student's circumstances must be adhered to and reported.

8.4 The following statement from the Home Office is vitally important to international students:

Each student in Band 1 must be required to attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Where the student has not reached 85% attendance of their classroom based study in any given month, the sponsor (AUP) must review the reason for the student's absence. The student's record must then be annotated with the reason for the non-attendance and the steps being taken to improve the student's attendance.

Where a student's attendance falls below 70% for three consecutive months, the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

8.5 Missing more than 10 consecutive contact points is reportable.

9. Complaints / Appeals against withdrawal

9.1 Students will have the right to respond to a recommendation to withdraw them from their studies through the Intervention Process (paragraph 5.1) under this Policy.

9.2 Responses as an appeal against withdrawal should be submitted in writing initially to the Head of Compliance & Quality Systems within five working days of the notification to the student and should be accompanied by appropriate evidence. The final decision will reside with the Deputy Vice-Chancellor.

¹ [Register of Student Sponsors at 12 May 2023](#)

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Related policies:	• Admissions Policy
Related procedures	• Disciplinary Procedures for Students (Non-academic) • Health & Wellbeing Support for Study Policy & Procedure
Related information:	• Student Terms & Conditions
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