

Attendance and Engagement Policy

Policy owner: PVC Education and Student Experience

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Middlesex University

Attendance and Engagement Policy

Introduction

1. Middlesex University is committed to supporting students to achieve their potential, and to be successful in their programmes. To achieve this, the University works to ensure barriers to attending learning and engaging with activities are understood and removed where possible.
2. The University also has a statutory responsibility to confirm attendance at teaching events and report poor attendance and / or engagement to a range of stakeholders. These include the Student Loans Company (SLC) and other funding bodies. The University must also comply with the requirements of the Home Office under its Student Sponsor licence.
3. To support students effectively, and to meet the statutory requirements, the University monitors attendance and engagement as outlined in this policy.

Scope

4. The Middlesex University Attendance and Engagement Policy applies to all registered students, including full time, and part time, distance learning, apprentices, those in writing up phases of study, those on placement, home and international students.
5. Students studying at Middlesex branch campuses will be expected to comply with the expectations of the local Attendance and Engagement policy.
6. Students studying with academic partners will be expected to comply with the expectations of either University policy or the Partner's policy, depending on the nature of the partnership. Middlesex University will still need to ensure that any partner policy meets statutory requirements and confirm attendance to regulating bodies.

Definitions

7. This policy recognises that good levels of attendance and engagement are essential for all students, but that different requirements may be placed on students and apprentices due to the nature of the programmes. These may be associated with Professional, Statutory, Regulatory Bodies (PSRBs).
8. University measures of attendance and engagement include:
 - a. Attendance at taught sessions including all timetabled sessions (lectures, seminars, tutorials, workshops or lab-based learning).
 - b. Attendance at timetabled sessions including those delivered through guest lectures, field trips, study skills, and / or Student Careers and Futures.
 - c. Attendance at Academic Advising or tripartite review meetings whether they are group or individual interactions.
 - d. Engagement with online materials and / or completion of activities which form part of the programme content.

- e. Engagement with supervision meetings.
- f. The submission of assessment and attendance at in-person examinations.
- g. The use of Library materials (physical and online).
- h. Attendance at Placements.
- i. Essential sessions e.g., as required by PSRBs.

9. Unsatisfactory attendance / engagement (whether in person, or virtually) is deemed to be when a student fails to attend for a period of 7 days, and where there is no authorised absence recorded.

10. Where a student does attend but has an overall attendance rate of less than 80% for timetabled activities, the university will trigger processes for unsatisfactory attendance. An overall attendance rate of 90% is required for apprentice learners and UKVI sponsored students.

11. Where the PSRB requirements, or any in-country expectations for transnational education exceeds the expectations of the University, these will take precedence.

12. The University recognises that there are occasions where students may face difficulties in attending timetabled sessions, and that these may be planned, or unplanned. Absence from a taught, timetabled session may be considered to be an authorised absence, if the student notifies the Faculty Operations team as soon as they become aware that they cannot attend. Examples of authorised absence include:

- a. Accident or injury, short-term illness or medical appointments which cannot be rearranged.
- b. Interviews or related activities to gain work.
- c. The death or serious illness of a close member of the family or a dependent, which in an employment context would be constituted as grounds for compassionate leave.

Placements

13. Programme Handbooks contain information relating to attendance and engagement expectations for Placement and how this is monitored.

14. Absence from placement will be considered as part of the wider attendance and engagement monitoring for students.

Identifying poor attendance and engagement

15. The University will collect data from a range of sources to monitor attendance and engagement. Where there are indications of poor attendance and engagement the University will follow up with the student in a timely manner and take appropriate steps to enable the student to re-engage.

16. Data is monitored from the time when a student enrolls with the University. The first check is for students who have not attended the University for over seven consecutive days, and do not have a recorded authorised absence.

17. High levels of authorised absence may still trigger an attendance related intervention.

The Impact of poor attendance

18. Where a student does not attend timetabled teaching for a period of 7 days, with no authorised absence, they will be contacted with the aim of supporting re-engagement. Further communication will be triggered where there is continued non-attendance, every 7 days.

19. Students may be required to attend a meeting with their Academic Advisor, and / or to agree to an Attendance Agreement, which identifies actions to improve attendance.

20. Where there is no re-engagement, **withdrawal** from the University will be actioned after **30 days of consecutive non-attendance**. This can be paused if there is a need to undertake further investigations, for example under the Student Support Framework.

21. Where a student is in receipt of funding from the SLC, access to funds may be paused while attendance concerns are addressed.

22. Where the student is an apprentice learner, their employer will be informed.

23. Where a student is a UKVI sponsored student, non-attendance over 60 days will be reported to the Home Office. Such reports will result in the withdrawal of sponsorship and will cause the Home Office to revoke the student's permission to stay in the UK.

Roles and responsibilities

24. Appendix A provides a summary of the roles and responsibilities of individuals within the Middlesex University community who play a part in the recording and monitoring of attendance and engagement.

25. All students and apprentices have a responsibility to study in accordance with the Middlesex Student Charter. This includes ensuring that they record their attendance, check the accuracy of their attendance history, and raise any concerns with their Lecturer, Academic Advisor or Supervisor.

Roles and Responsibilities

Staff	Taught student / Apprentice / International	Research student
Ensure that students understand the University / programme requirements as appropriate, and related processes.	Familiarise themselves with University / programme requirements.	Familiarise themselves with University / reward requirements for attendance.
Ensure that any changes to timetabled delivery are communicated effectively and with reasonable notice.	Attend all timetabled taught learning sessions and other activities and record attendance using the University system.	Attend scheduled meetings with research supervisors.
Arrive promptly for taught sessions and ensure that sessions also end promptly.	Arrive promptly for timetabled activities and stay to the close of the session.	Attend training and development as defined in individual research / development plans.
Enable student to change timetables where appropriate.	Record an absence in line with the authorised absence exceptions and raise any concerns with their attendance history as soon as possible.	Record an absence in line with the authorised absence exceptions and raise any concerns with their attendance history as soon as possible.
Ensure students have regular scheduled Academic Advising , in line with the University policy, and have robust conversations where poor attendance is identified.	Engage with Student Services and / or any plans put in place to improve attendance and ability to stay in study.	Engage with Student Services and / or any plans put in place to improve attendance and ability to stay in study.
Ensure students know about the support available to them and signpost support which can help a student improve attendance and engagement.	Inform their Lecturer / Academic Advisor or Supervisor or UKVI Compliance team of any changes in circumstances.	Inform their Lecturer / Academic Advisor or Supervisor or UKVI Compliance team of any changes in circumstances.