





**Document title**



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## **Global Banking School Student Engagement and Attendance Policy**

### **1. Policy Statement**

1.1. Global Banking School (GBS) acknowledges that there is a strong link between student attendance and engagement with their studies, and student continuation, achievement and progression. Therefore, GBS actively supports and encourages students to attend and fully participate in all timetabled learning sessions and to engage with associated learning activities offered by GBS. In order to do this, GBS monitors levels of student attendance and engagement with the aim of:

- Encouraging and supporting students to fully engage with their studies so that that they develop the knowledge, understanding and skills needed to succeed.
- Monitoring and acting, where appropriate, on student attendance and engagement to put support mechanisms in place and to help students to achieve their qualification.
- Identifying students who may be at risk of not keeping up with their studies which may result in them being withdrawn from, or failing, their programme of studies.

1.2. Early identification of, and timely intervention with, students experiencing difficulties regarding engagement and attendance enhances retention, achievement and student wellbeing. Students showing an irregular pattern of attendance or prolonged period of non-attendance is often an indication of problems that



regulatory requirements and supports student wellbeing and the learning experience. Robust attendance and engagement monitoring will support timely interventions to provide effective student support and maximise the potential for individual students to succeed.

### **3. Scope**

3.1. This policy applies to all students registered on all programmes delivered by GBS. Students may also be subject to the attendance monitoring process applicable at our partner awarding bodies.

### **4. Definitions**

4.1. Student attendance is defined as the presence of a student at scheduled teaching and learning activities during a teaching block, term, semester and/or the full academic year, as most appropriately applicable.

4.2. Student engagement is defined as the active participation by a student with their studies and the use of learning resources, including the GBS virtual learning environment (VLE) to support their learning. This includes:

- Attendance at all scheduled learning and teaching sessions and associated activities.
- Use of library facilities and VLE learning resources.
- Engagement with formative assessments and submission of formative and summative assessments to specified deadlines.
- Attendance at examinations or time-constrained assessment activities.
- Responding in a timely manner to formal communications from GBS, such as letters, emails, text messages and telephone calls.

### **5. Monitoring and Recording**

5.1. GBS monitors student attendance and engagement and may draw upon the following records to inform an overall profile for a student:

- Submission of assessment tasks and meeting assessment deadlines







the student must inform the Student Loans Company to enable financial support to be resumed for the remaining period of studies.

7.6.

pattern of attendance and engagement already gives cause for concern. In such cases reasons for the decision to refuse an authorised absence will be given.

## **8. Student Rights and Responsibilities**

8.1. Students are expected to participate in their learning, to take responsibility for their own





9.2.

home address as recorded on GBS student records system.

## **10. Student Illness**

10.1. Short-term absence due to illness (1-2 days) does not need to be authorised, but the student should contact their Academic Student Success Tutor to inform them if they are not able to attend a scheduled activity together with the likely date of their return. For longer periods of illness (3-5 days) students should submit a self-certification form.

10.2. Where sudden illness affects assessment, for example, assessment submission deadlines not being met, students should apply for extenuating circumstances to be taken into consideration using the GBS Extenuating Circumstances Policy. The extenuating circumstances form should be completed, with supporting documentary evidence provided as appropriate, and these submitted to their Student Success Tutor.

10.3.

study on a course, the student may also be referred under the GBS Support to Study



12.2. All GBS staff and students should be clearly informed about the limits of confidentiality in terms of information sharing in line with data protection law. Please refer to GBS Data Protection Policy for further guidance.

### **13. Alternative Format**

13.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).