THE UNIVERSITY OF BUCKINGHAM
FACULTY OF MEDICINE AND HEALTH SCIENCES

FMHS Attendance and Engagement Policy

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Definitions

Attendance refers to being present in the relevant location for a teaching activity. This includes arriving on time and staying for the duration of the activity.

Engagement refers to how students participate in the learning process both inside and outside timetabled sessions. Engagement outside of timetabled sessions includes but is not limited to completion of learning activities, participation in required systems and timely responses to communications.

Long-term sickness absence is a period of sickness absence which lasts for 20 working days or more.

Unauthorised absence is where the absence notification or certification procedure has not been followed or the reason for absence doesn't meet the criteria for authorisation.

Disability is defined in the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. Where communication difficulties or other markers of engagement may be disability-related, this will be considered, and reasonable adjustments will be put in place where appropriate.

Reasonable adjustments are changes to the learning environment and / or learning arrangements that allow learners with disability to study safely and without disadvantage.

"Placement provider" refers to any organisation external to the University that is providing an educational experience for students on behalf of the medical school. This includes hospitals and GP surgeries as well as a variety of other organisations relevant to health and/or social care.

1. Purpose

At the University of Buckingham, we want every student to have the best possible experience and the best chance of succeeding on their programme. Regular attendance and active engagement are essential components of meeting academic and professional requirements, and they help ensure that students can fully benefit from teaching, learning activities, and the wider student community.

In the Faculty of Medicine and Health Sciences, our accelerated programmes rely on group learning, practical activities, and regular self-directed study. Because of this,

missing sessions or not being fully engaged can make it harder to keep up and to meet the learning outcomes needed for progression and future professional practice.

This policy, and associated procedures documents, explains what the Faculty expects in terms of attendance and engagement, how to report and request absence, and how we monitor and support students if challenges arise. It also outlines how we work with students to help them stay on track and what happens when absences are unavoidable, ensuring that any decisions are fair, supportive, and sensitive to individual circumstances and consistent with relevant University and professional regulations.

2. Scope

This policy is applicable to students enrolled on taught programmes within the Faculty of Medicine and Health Sciences. Separate policies are available for students studying in other Faculties in the wider University. This policy should be read in conjunction with the Attendance and Engagement Procedures document for the relevant School or Programme.

3. Regulatory and Legislative context

This policy and its accompanying procedures help the University meet important legal, regulatory, and professional obligations. These requirements ensure that programmes are delivered safely, fairly, and to the standards expected within healthcare education. In particular, the policy supports the University's responsibilities in relation to:

- Funding and attendance reporting, including confirming attendance to organisations such as the Student Loan Company.
- Visa sponsorship duties, where attendance and engagement must be monitored and reported for students studying on a visa.
- Safeguarding and duty of care, ensuring that the University can identify students who may need additional support.
- Professional and regulatory standards, such as those set by the General Medical Council (GMC) and other healthcare regulators.
- Equality and inclusion requirements, including our responsibilities under the Equality Act 2010 to provide reasonable adjustments and avoid discrimination.
- Data protection, ensuring that attendance and engagement information is collected, used, and stored in line with UK GDPR and the Data Protection Act 2018.

These frameworks guide how attendance and engagement are monitored and help ensure that decisions are fair, transparent, and consistent with both University and professional expectations.

4. Policy statement - Key Principles

Students are expected to attend all compulsory programme activities punctually. All activities are essential to meeting required learning outcomes and professional competencies and must therefore be attended except where authorised absence has been granted.

All timetabled activities are deemed to be compulsory unless stated otherwise and attendance will be face to face on campus or on the relevant placement site unless notified otherwise. Students should make themselves available to attend placement activities every weekday unless they have absence authorised by the medical school. Some blocks in phase 2 may also require attendance in the evenings, overnight or at weekends.

In addition to attendance, the Faculty expects active engagement with all scheduled teaching and learning activities and, where notified, with resources or activities outside of scheduled sessions.

4.1 Attendance requirements include (specific requirements may differ between stages, units and programmes):

- Punctual attendance at all sessions of on-campus induction
- Punctual attendance at all timetabled sessions on campus.
- Punctual attendance at all placement activities at the stated location, which may include travel to our partner hospitals and GP surgeries and to a variety of other healthcare settings and community locations.
- Punctual attendance at all assessment activities (presentations, exams etc.)
- Punctual attendance at meetings, revision sessions and any other activities. deemed to be compulsory for an individual or group of students. The Faculty will provide clear written notification of all meetings or other activities outside of the main timetable for which attendance is compulsory.

The faculty will provide written notification whenever attendance is compulsory for activities outside the main timetable. Where reasonable adjustments are required for disability or long-term health conditions, attendance expectations will be adapted in line with approved support plans.

4.2 Engagement refers to how students participate in the learning process both inside and outside timetabled sessions. Engagement is essential to meeting learning outcomes and developing the professional behaviours expected within healthcare courses. Although expectations may differ slightly between programmes and stages, students are generally expected to:

- Undertake all required induction activities including timely completion of paperwork.
- Actively participate in activities delivered within timetabled teaching sessions
- Engage frequently with all relevant University systems and communication mechanisms such as email, Teams, Moodle, Sharepoint
- Complete guided and self-directed learning activities each week as advised
- Complete and submitting formative and summative assessment activities.
- Engage constructively with feedback, whether received through assessment mechanisms, through other formal processes (e.g. TAB, placement reports, conduct investigations) or received informally (e.g. verbal feedback).

- Plan ahead as necessary (e.g. with regards to living, travel or childcare arrangements) to ensure future attendance and academic requirements will be feasible.
- Follow relevant processes for approval, notification and catch up of essential absence and proactive engagement with staff teams where longer term barriers to study exist or are anticipated.
- Proactively engage with staff teams to source and take up any available opportunities to catch up any activities missed due to absence (please note that it may not be possible to catch up all missed activities).

Engagement expectations will always be applied in a way that is fair, supportive, and consistent with any approved reasonable adjustments or individual support plans.

5. Induction and Registration

The induction process is designed to prepare students for study and may comprise both online and on-campus induction activities. Students are encouraged to engage fully so they feel prepared and supported when teaching begins. Late registrations may be accepted up to the end of week 2 of teaching.

If a student has enrolled and registered but does not attend induction or any timetabled sessions within 14 days of enrolment and has not contacted the University to explain their circumstances, the University may assume that the student does not intend to take up their place. In such cases, the student may be withdrawn from the programme following reasonable efforts to make contact and offer support.

6. Attendance and engagement monitoring

To support student learning, wellbeing, and academic progress, the faculty monitors attendance and engagement across teaching, learning, and assessment activities. Student attendance is normally recorded for all scheduled sessions, including lectures, workshops, group work, placements, and assessments. This helps the University ensure that students are engaging with the learning opportunities needed to achieve their programme's learning outcomes and, where relevant, professional requirements.

Engagement within and/or outside of teaching activities may also be monitored. This may include:

- Completing preparation or follow-up tasks for classes
- Engaging with online learning tools such as Teams, Moodle, the library, or assessment portals
- Participating in agreed support or skills development activities

Where a student has missed learning or has been advised to attend extra sessions, for example, to strengthen skills or address difficulties, attendance at those additional activities will also be monitored.

For students who have a catch-up plan following a period of absence, engagement with agreed tasks may be considered alongside in-class attendance when reviewing overall progress.

If a student's attendance or engagement falls below the required level, the Faculty will discuss this with the student, explore any underlying issues, and put appropriate support or monitoring in place to help them get back on track.

7. Lateness

Students are expected to arrive on time for all scheduled activities. Being punctual helps teaching and healthcare services run smoothly and supports a positive learning environment for everyone and a positive patient experience. Students are responsible for planning their living and travel arrangements in order that they are ready to start each activity on time.

If a student arrives after the timetabled start time of a scheduled activity, they may not be permitted to join the class immediately to avoid disruption to other students or healthcare services and to ensure activities are not undertaken without engaging with any relevant safety information. Participation for late arrivals is at the discretion of the staff leading the session but students would normally be permitted (and expected) to join the class as soon as it is reasonably practical e.g. at the next transition between activities or break.

It may not always be feasible for students to be added to the register if they arrive after the scheduled start time and therefore late students may be marked as absent. Where it is possible for a late arrival to be added to the register, the students should be indicated as late. Late arrivals who are unable to be registered will still be expected to attend if permitted and failure to stay due to being marked as absent would be considered to represent a professionalism issue.

Students who are persistently late disrupt both their own education and that of others. Where there is persistent lateness (e.g. more than 3 occasions), students will be considered to have met the threshold for attendance concern and associated intervention (see below and the procedures document). For some courses, this may also lead to a professionalism concern.

8. Absence

Most programmes within the Faculty of Medicine and Health Sciences prepare students for professional practice, and students are expected to approach their studies with a similar level of responsibility. There is no holiday entitlement during term time, so personal commitments should be arranged outside of timetabled sessions wherever possible (for example, in the evenings, at weekends, or outside teaching blocks).

However, the Faculty appreciates that there may be some occasions when absence may be necessary due to unforeseen circumstances (e.g. illness) or due to planned essential external activities (e.g. medical appointments). Where a student knows in advance that they will need to be absent, the request must be submitted for approval before the absence takes place. Absences that arise unexpectedly should be reported at the earliest possible opportunity

In order to be considered authorised, the absences will need to be requested and approved according to the criteria and processes described within the relevant procedures document. For the first 5 days of illness absence, we normally operate a selfcertification process. Absences for other reasons and any illness absence lasting longer than 5 days will require documentary evidence in order to be authorised. If students escalate through the attendance and engagement procedures, they may be required to provide evidence for all absences.

If a student does not follow the absence request or notification procedure, or if the reason for absence does not meet the published approval criteria, the absence will normally be recorded as unauthorised. Unauthorised absences may lead to attendance interventions and, for programmes with professional standards, may also be considered a professionalism concern.

After any period of absence, whether authorised or not, students are expected to catch up on missed learning as soon as possible, with support if needed.
Completing required catch-up activities is essential to minimise the impact of absence on academic and professional progress. Failure to engage with the agreed catch-up process may be treated as equivalent to further absence from the programme.

9. Assessment, Progression and Mitigating Circumstances

A student must be able to meet the learning outcomes of the module or programme before they can obtain credit and progress or graduate. Students who fail to meet the learning outcomes of an assessment, unit, stage or programme due to absence, even where the absence is authorised, will not be eligible to pass assessments, progress to the next stage of the course or to graduate.

Self-certification of absence or approved absence does not apply to summative assessment activities. Where short term absence affects a student's ability to attend, submit or prepare for assessments, the Mitigating Circumstances Policy should be referred to. Where there is longer term absence, the suspension of studies guidance should also be referred to. The Faculty may terminate the studies of any student who fails to attend or submit summative assessments without approved mitigating circumstances.

Summative assessment opportunities should only be offered after the relevant teaching and learning activities have taken place. As a general principle, attendance below 80% in the relevant term, block, unit, or stage of study means that students will not have completed sufficient teaching and learning activities and will therefore not be eligible to sit the associated summative assessments.

Where absences are authorised and an agreed catch up plan is successfully completed, the catch up activities may be taken into consideration when evaluating overall attendance and eligibility for assessments. Where catch up opportunities are not engaged with or are not available before the relevant assessment, this should also be taken into consideration and students may be required to defer an assessment.

10. Attendance and engagement categories and interventions

The Faculty will initiate contact with a student where one or more of the following situations exists:

- A student fails to register/enrol and is at risk of losing their place on the course.
- A student is absent for multiple consecutive teaching days and may represent a safeguarding risk
- There are recent unauthorised absences on a student's record
- The student has met or is on a trajectory to meet one of the absence limits stated below
- A student fails to complete key engagement indicators within a module or course.
- A student fails to submit an assessment or attend an assessment event such as an examination.

Student attendance and engagement profiles will be reviewed on a regular basis and one of the following categories will be allocated to indicate the severity of the attendance issue and associated intervention(s).

Category	
Satisfactory	Any student absence requests are minimal, appropriate and do not represent a pattern of non-engagement with the programme. Any numerical limits associated with this category should take into account any agreed reasonable adjustments for disability related absence.
Level 1: Low level (Check in)	This represents a situation that is not fully in line with expectations and where students may need support to identify or access a solution but where improvement is expected to be self-managed thereafter. Examples include: a) A fall below 90% attendance for the first time

	b) A student being absent for an assessment activity or for 3 or more consecutive teaching days. The student could be contacted to check that they are safe and well and to advise of any administrative actions they need to take. c) A higher than expected number of sick days recorded for the stage of the course. Students could be offered an opportunity to meet with the Faculty professional development team to discuss disabilities or health conditions and routes to access the relevant reasonable adjustments or medical support. d) Unauthorised absence where students have not previously used the absence request system. Students may need reminding of the mechanism and criteria for gaining authorisation of absences. Typical intervention at this level includes a courtesy notification that the attendance profile is not in line with expectations and the reasons why along with a discussion to establish any barriers to attendance and catch up and the relevant support mechanisms.
Level 2: At risk (Support and Monitoring)	This intervention is for situations where a level 1 notification has not resulted in the anticipated improvement or where the attendance profile is otherwise at risk and the student is expected to need ongoing support to improve. Examples include: **a)** Students with repeated absence resulting in overall attendance levels below 85%. **b)** Students who are approximately half-way towards any of the absence limits described below or within the relevant procedures documents. **c)** Students who are persistently late or otherwise demonstrating a pattern of poor engagement. **d)** Students who are absent for 3 or more consecutive days and do not respond to a Faculty reach out within 24 hours. **e)** Students with unauthorised absences after they have been reminded of the absence approval process and criteria. Typical intervention at this level includes a notification that the attendance profile is currently at risk and of the criteria required to return it to a satisfactory level. The Faculty will discuss any barriers to attendance with the student, signpost them to relevant support routes and agree an action plan to facilitate catch up of missed learning and improved future attendance. Where appropriate, students may also be referred into any other University or Faculty processes such as

	safeguarding, health concerns/fitness to study, professionalism concerns/conduct. The expectation is that there should be a noticeable effort from the student and/or improvement in the profile within two weeks and that the student will meet the stated satisfactory criteria within of one month of the at risk notification and continue to be satisfactory thereafter. Where this does not happen, the student can be escalated to level 3.

Level 3: Unsatisfactory (Warning and formal remediation requirements)	This is for situations where a level 2 at risk notification has not resulted in the anticipated improvement or where an attendance profile crosses thresholds linked to progression or continuation with the current cohort. Examples include: a) Students with repeated absence resulting in overall attendance below 80%. b) Students who are approaching any of the absence limits described below or within the relevant procedures documents. c) Students who fail to improve their attendance and engagement profile following a level 2 notification d) Students with academic impacts of poor attendance e.g. missed assessments or unsatisfactory placements. e) Students with single episodes of absence that are more than three weeks in duration. Typical intervention at this level includes a notification to students that their attendance record is currently in the unsatisfactory category and of the actions, thresholds and timeframes required to avoid the relevant consequences. Students will be expected to agree to a professional engagement contract to facilitate catch up of missed learning and improved future attendance. This will include a formal warning with regards to attendance and/or engagement and students should be advised to consider voluntary suspension of studies if the current barriers cannot be improved in the near future. Students may also be referred into (or escalated within if already referred) other relevant University or Faculty processes such as safeguarding, health concerns/fitness to study, professionalism concerns/conduct. The expectation is that there should be a noticeable improvement within two weeks and that the student will meet the stated requirements within of one month of the unsatisfactory notification and maintain that standard thereafter, continuing to work towards the satisfactory category if not already there. Where this does not happen, the student may be referred to the Dean.

Referral to the Dean	This is for students with a continued deterioration, failed improvement in attendance following a warning or who have missed so much time that it is no longer considered realistic for them to complete the necessary programme activities and/or meet the required learning outcomes in the time remaining within the academic year. The specific length of time missed will depend on many factors but would normally be 4 weeks of a single academic year. The student may be required to extend their studies by repeating or restarting a period of study and/or by joining a different cohort with a later progression point. Depending on timing of these events, compulsory suspension of studies may be required in the meantime. Where the student has been referred to the Dean previously, the student may be considered for permanent withdrawal from studies too.
Improving	This is for students whose attendance profile has improved substantially after having been at risk or above previously. Students in this situation will be considered as satisfactory for most purposes but may escalate directly to level 2 or above if there is a subsequent decline in their attendance.

11. Support

The Faculty understands that students may need support and guidance as they deal with issues leading to periods of absence. The faculty and wider university have a range of support services available to support students. Students are encouraged to look after their physical health and mental wellbeing and to seek additional help and support whenever required.

The steps above aim to support an improvement in attendance and engagement and consequently an improved chance of success on the programme from both academic and professional perspectives. During those steps, it is possible that broader support needs are identified that may have contributed to a student's absence. In such cases, students will be notified of and/or referred to appropriate additional support routes.

12. Absence limits and consequences

Authorised periods of absence should not normally exceed 4 weeks (or 20 days) in total across any one academic year a student studying full time. This is the maximum considered feasible to catch up alongside full time study.

For students studying part time, authorised periods of absence should not normally exceed 20 days pro rata FTE across any one academic year. However, this threshold may be increased in situations where a student is able and willing to temporarily commit to a higher FTE and where there is availability of the necessary teaching and assessment opportunities.

Where elements of assessment, internal reviews of student progress/performance, external requests for information (e.g. references) or other documentation or policies refer to attendance requirements, the threshold for a pass, satisfactory or good standing outcome will be 80% attendance for the relevant module or study period (e.g. block, term or year).

Cumulative absences that exceed 4 weeks in total in a single academic year or that remain below 80% for an extended period of time (e.g. more than one month) will normally be deemed as breach of the student agreement. Students who cross this threshold may be required to extend their studies by repeating or restarting a period of study and/or by joining a different cohort with a later progression point. The Fitness to Study Policy or Fitness to Practise policy may also be applicable in such circumstances.

A single period of absence or a suspension of studies exceeding 4 weeks in duration will normally require students to repeat or restart the relevant period of study. Depending on the course and timing of the absence, this may require the student to transfer to a new cohort. In exceptional circumstances, where the reason for extended absence is beyond the student's control, the student is able to partially engage with learning materials during the period of absence and their attendance and academic record is otherwise good, a single period of absence or suspension of studies of up to 7 weeks duration may be compatible with continuing in the same cohort. In this case, any return to studies will need to be agreed in advance and accompanied by strict conditions, any breach of which will lead to immediate withdrawal of this option.

Students may be required to extend their studies by repeating or restarting a period of study and/or by joining a different cohort with a later progression point if any period(s) of absence cause one or more of the following additional situations:

- The student needs to defer an assessment but no further assessment opportunities are available within the current academic year/current cohort's period of study.
- Where deferring assessments would impact eligibility or availability for subsequent study or assessments already scheduled for the current academic year or cohort.
- Where the same assessments or catch up activities need to be deferred or rescheduled on multiple occasions.

Compulsory suspension of studies may be required whilst students wait for the next opportunity to repeat or restart a period of study or to join a different cohort. Compulsory suspension of studies may also be required where there are ongoing barriers to attendance that cannot be resolved and students may be suspended from the programme until such time as the barriers to attendance are removed.

Compulsory suspension of studies will normally be initiated in person and after multiple prior communications to the student about their attendance, including a written warning that this is a possibility for them. On rare occasions where a student is not able or willing to engage with the attendance remediation processes, compulsory suspension of studies may be initiated in writing alone and/or without the student's prior awareness. Examples of such situations include students with a single period of extended absence due to hospitalisation or being in police custody or who simply do not respond to any communications from the University.

A single period of unauthorised absence of two weeks or more without notification to the University or any response to attempts to contact the student will normally trigger an immediate compulsory suspension of studies. Students may return to the same cohort if there is sufficient justification for lack of communication, subject to meeting the timelines and any other conditions indicated in their suspension notification letter.

Where a student does not meet attendance requirements on return from a period of suspension or where a suspended student does not engage with the return to studies process, they may be permanently withdrawn from the programme.

Suspensions and withdrawals from studies may require notification to external authorities e.g. the student loans company. For international students on a student visa, this will include notification to UKVI that the University can no longer act as their sponsor. This will normally result in a student's visa being cancelled, the student needing to leave the UK and a new visa being required before any return to studies.

13. Voluntary suspension of studies

A student may be permitted to suspend their studies and take a leave of absence from the University only with the prior agreement of the Dean of the Faculty of Medicine and Health Sciences, or a designated nominee, for a specified period, normally up to one academic year.

Only in exceptional circumstances will applications for a suspension of studies in excess of one academic year or further extension of suspensions of studies be considered. Any such applications should be made in writing to the Dean of the Faculty of Medicine and Health Sciences, who shall, informed by specialist advice, if necessary, determine what conditions, if any, shall apply to the permission.

Periods of absence due to a suspension of studies count towards the allowed maximum period of registration, and a student may not normally be allowed to return to the University to complete their studies once they have reached their maximum period of registration for their programme.

A student can request to suspend their studies for the following reasons:

- Medical reasons, certificated by an appropriate doctor,
- Maternity/paternity/adoption leave;
- Bereavement;
- Other valid personal reasons;
- Personal financial hardship;

The University may request documentary evidence to support any request for a suspension of studies.

Applications for suspension of studies should be made to the medical school as early as possible, and no later than six weeks before the date of a student's next end of year

progression point. Applications received after this date will only be considered in the case of bereavement, sudden illness or accidental injury.

During periods of suspension, students are requested to respond to any communications received from the University regarding re-registration. These written communications will normally be received no later than one month before the period of suspension is due to complete.

- Failure to respond to communications within the specified timeframe may result in the termination of studies.
- International students on a student visa are responsible for ensuring that they meet all visa requirements during the time their studies are suspended.

14. Attendance/Engagement Recognition

Course teams may choose to recognise students who consistently demonstrate a professional approach to attendance and/or engagement, for example by issuing professional recognition certificates to students or including attendance/engagement within eligibility requirements for conference funding or for student representative/ambassador roles.

Selection criteria for such recognition should not discriminate against students with protected characteristics. For example, there should not be fixed numerical limits but criteria that take into consideration any agreed reasonable adjustments for disability related absence. Examples of inclusive approaches could include:

- Maintaining Satisfactory status for the whole term or year (the Satisfactory category includes students keeping to bespoke limits to accommodate disabilities).
- Not having any unauthorised absences (disability related absence would be authorised)
- Submitting all coursework assessments on time (approved extensions would be considered on time)
- Engaging with all guided or self-directed study activities within a module or term (students could do this at their own pace and at a time that works for them)

Criteria for recognition should be published to all relevant students before any attendance/engagement requirements that are covered by the criteria.

15. Responsibilities

Curriculum administrators are responsible for notifying students of their timetable and associated attendance requirements (e.g. locations).

Teaching staff are responsible for recording the attendance within the teaching sessions they lead and for providing this data to the relevant administrative teams using agreed systems, formats and timelines.

Students are responsible for attending and engaging in all timetabled learning/teaching sessions associated with their programme of study as instructed, and for ensuring that

the teaching staff are aware of their presence at the time. Students are also responsible for notifying the University using the published mechanisms of any proposed or actual absence from the course.

The Faculty professional development team are responsible for reviewing/approving authorised absence requests, allocating categories of attendance, arranging for students to be notified of any changes in their status and arranging the required meetings, paperwork and communications for students who escalate through the levels.

The professional development managers are responsible for developing systems and processes to ensure efficient implementation of the policy.

Academics associated with the professional development domain are responsible for reviewing the progress of individual students and making decisions and/or recommendations in relation to escalation and/or referrals into other processes.

The University's visa team is responsible for student advice and external reporting in relation to student visas.

The registry team is responsible for any required external reporting in relation to student status.

16. Related policies/procedures

- Mitigating Circumstances
- Fitness to Practise (for medical students) or Fitness to Study (for other courses)
- Suspension of Studies process (for longer absences/failure to engage)
- CAS Policy (International Students)
- Attendance and Engagement Procedures documents for the relevant courses

17. Data

All engagement data will be processed in line with UK General Data Protection Regulation (GDPR).

Student data will be collected and analysed in compliance with the University's Data Protection Policies, and according to the terms outlined within its Data Use Policy. The collection and use of data in this way is based on the principal of legitimate interest, and supports our duty of care to students, which arises from the Faculty's agreement with students. Low engagement and/or absences may indicate a need for support and the use of data to help identify such students ensures that appropriate interventions can be considered and offered if necessary. Additionally, where students are studying under a Sponsored Visa the University has a legal obligation to confirm attendance and engagement for the UKVI. For this reason, it is not possible for students to opt out of the collection of student engagement data.

Student Engagement and absence data will be recorded and retained for the duration of a student's studies with the University, and may be retained for 6 years following departure from the University.
Students have a right to view the data that is held about them, and student details will be provided in electronic format on request. Students should allow 3 weeks for their request to be processed.

Only staff directly involved in teaching and supporting students will have access to engagement and absence data and this will not be disclosed to parents, guardians or other third parties except in the following special circumstances.

- UKVI Student Visa requirement

UK Visa and Immigration (UKVI) regulations mean that Student Visa holders are required to engage with their studies as a condition of their Visa. The University, as an immigration sponsor, also has statutory responsibilities to adhere to, as set out by UKVI. Evidence of attendance and engagement may be supplied to UKVI on request and failure to engage for a sustained period may invoke a statutory obligation to report absence to UKVI.