

Loughborough College Group

Attendance and Engagement Monitoring Policy (International Students)

1. Scope and Purpose

Monitoring of engagement and attendance is recognised as an important aspect in supporting both student retention and achievement and therefore minimising the risk of academic failure or withdrawal.

Loughborough College is approved by UK Visas and Immigration (**UKVI**) to sponsor international students on the Student Visa Route. A sponsored student is an individual who has been assigned a Confirmation of Acceptance for Studies (**CAS**) by Loughborough College in order to study their course. As a licensed student sponsor, Loughborough College has a duty to comply with the UKVI's Student Sponsor Guidance and Immigration Rules. In particular, Loughborough College must ensure that sponsored students are academically engaging throughout the period of their Student immigration permission and report poor or lack of academic engagement to the UKVI. A sponsored student is academically engaging if they are actively and consistently following their course of study.

Loughborough College is registered with the Office for Students in respect of its higher education provision. As a 'Higher Education Provider' (as defined in the UK Immigration Rules), Loughborough College must monitor and review sponsored students' academic engagement in accordance with the UKVI's Academic Engagement Policy for Higher Education Providers. Failure by Loughborough College to monitor academic engagement, to maintain proper attendance and absence records, or to report sponsored students who are in breach of their visa conditions, may result in suspension or revocation of its Student Sponsor licence.

2. Policy/Procedure Statement

International Student Sponsorship Policy Currently, within the Loughborough College Group, only Loughborough College is authorized to sponsor international students. As a result, international students are not eligible to enrol in courses offered at Brooksby College, Melton College, or Stephenson's College.

For the duration of this policy, all references will apply to Loughborough College specifically, rather than the wider Loughborough College Group.

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This document supports Loughborough College Student Sponsor Compliance Policy, specifically its statements relating to the attendance monitoring and reporting of international students holding a Student visa.

The purpose of this document is to set out the protocols, criteria and processes that are used to record, monitor and report on the academic engagement of international students, accepted to Loughborough College courses under the Student Sponsor licence.

Specifically, this document details the processes whereby the College meets its requirements to:

- Remain compliant in terms of the fulfilment of its duties and responsibilities as a Student Sponsor;
- Ensure that the College and its Student Route sponsored students, adhere to the policies and guidance provided by the UKVI;
- Effectively monitor the attendance and engagement of its Student Route students;
- Ensure that Student Route students maintain a good level of attendance and engagement, and adhere to the conditions of their Student Route visa;
- Ensure that students, who are potentially at risk of being withdrawn from their course due to lack of attendance / engagement, are identified early and supportive intervention measures are implemented;
- Identify Student Route students who may require pastoral, welfare or other support;
- Support, advise and guide Student Route students who may not be attending as required;
- Provide accurate and up to date information to UKVI as and when required for individual students and Student Route students as a whole.

3. Impact Assessments

The Executive member of the 'document owning area' is happy that impact has been sufficiently assessed for the following.

- 3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.
- 3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.
- 3.3. This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

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4. Policy/Procedure

Loughborough College enrolls sponsored students on higher education courses at RQF Level 6+ and such courses are validated by a number of Loughborough College's University Partners. These students are referred to as 'HE Students'. Loughborough College also enrolls sponsored students on below degree level further education course at RQF level 5 and below. These students are referred to as 'FE Students'.

The UKVI's Academic Engagement Policy differentiates between different levels of study – with sponsored FE students studying below degree level falling within Band 1 and sponsored HE students studying at degree level and above falling within Band 2.

Accordingly, Loughborough College has separate academic engagement policy for its FE students and its HE students to align with the UKVI's Academic Engagement Policy, as further outlined below.

Responsibilities

International Team and Curriculum Staff

Responsibility for oversight of this Attendance and Engagement Monitoring Policy lies with the Senior International Officer, and the implementation is carried out in collaboration with Curriculum areas across the College. The procedure is monitored and reviewed regularly by the College to reflect good practice, research and changes to relevant legislation.

The Senior International Officer will ensure that the College is compliant in terms of its duties and responsibilities as a Student Route licence holder.

The International team is responsible for withdrawing any students in accordance with this Policy and the Senior International Officer or, in their absence, the SMS Level 1 Users, are responsible for reporting to UKVI in a timely and accurate manner.

It is the responsibility of all Curriculum areas and the relevant Head(s) of Department, supported by the Senior International Officer, to ensure that students who are at risk of withdrawal on academic engagement grounds are identified early and that the necessary preventative and/or intervention measures are taken to ensure the students regularise their attendance and are withdrawn from their course as the last resort.

Student Responsibilities

We have set out below the different minimum requirements for Band 1 and Band 2 level study. However, the following responsibilities apply to all sponsored students:

Ensure that they enrol on their course within the specified enrolment period:

- Reside at a term time address which is normally no greater than 20 miles away by public transport. This will enable students to attend their on-site timetabled classes and provide students with the opportunity to regularly access the College's support services.
- Attend and participate in all timetabled activities in line with their programme of study each term and arrive on time. These include lectures, seminars, tutorials, workshops, examinations and any other required meetings with tutors, lecturers or course supervisors, and submit all assessments within the deadlines;
- Meet any "registration or check-in" requirements as per set schedule, using their Student ID card and/or other proof of identity where required, and attend the additional document checks as required. In particular, this shall include attendance at an in person 'Administrative Engagement

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Check in' at the beginning of each semester. This non-academic Administrative Engagement Point enables the International Team to ensure it is complying with its sponsor record keeping duties (i.e. copies of current passports and Student Visa permission are held) as well as checking whether there are any changes to the student's UK contact details or UK immigration status to comply with its sponsor reporting duties.

- *Notify immediately, if absent due to illness, the relevant Curriculum administrators and the International team through the ILP system. Evidence to support any absence may be requested by the International Office, if deemed necessary.*
- *Authorisation for absence during term-time will not usually be granted. If the need arises to be absent during term time, a request for absence must be submitted in advance. This should be done by completing an Authorised Absence Form which is provided by the Programme Manager. The completed form is then emailed to international@loughcoll.ac.uk for final approval. Any relevant evidence must also be submitted. The request will be considered in line with Loughborough College's Attendance and Punctuality Policy, which details acceptable reasons for Authorised Absence. The decision will be communicated to the student by return email, and a copy of the correspondence kept on file. If authorisation is granted, a comment will be logged on the ILP, so that all relevant curriculum staff are aware, and registers can be marked accordingly.*
- *Inform the International team immediately of any change in circumstances, e.g. name change, change of address, change of immigration category etc.*
- *Ensure they attend, if asked to meet with the International Officer, at any time to discuss immigration status, or to present documents.*
- *Request a meeting with the International Officer in good time, if their visa is due to expire before they complete their course.*

The International team will be responsible for ensuring that students are aware of, and are acting in accordance with, these responsibilities.

Record-keeping arrangements and compliance monitoring

Each Student Route student's file must contain relevant documents, saved on the College's system securely. It is good practice for all correspondence with the student to be saved securely, with key information being saved on the College's Prosolution Student Record System.

Details of compliance monitoring by the College, including audit checks and roles and responsibilities of key staff are specified in the *Student Sponsor Compliance Policy*.

Referral of Studies and Withdrawal

Where a Band 1 or Band 2 sponsored student is no longer actively studying and needs to defer their studies, Loughborough College may continue to sponsor a student for up to a maximum of 60 days provided the student can complete their course within their existing period of immigration permission. In 'exceptional circumstances' such as illness or serious injury, Loughborough College may continue to sponsor a student for longer than 60 days providing:

- The student can still complete their course within their existing period of permission when studies are resumed;
- The student provides satisfactory evidence to support the temporary deferral of their sponsored studies.

Loughborough College will report to the UKVI and withdraw sponsorship of any sponsored student in Band 1 or 2 who fails to re-engage with their studies without authorisation within 60 days of Loughborough College's

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first contact regarding their lack of engagement (except where ‘exceptional circumstances’ exist as outlined above).

Work Placements

Where a sponsored student is undertaking a work placement, Loughborough College will inform the UKVI either on the CAS or via an SMS Report. The College remains responsible for the student throughout their work placement and must continue to comply with its sponsor duties during this time.

Agreements between the relevant Curriculum Team and Loughborough College and a work placement provider set out responsibilities for work placement monitoring. Individual tutors will monitor attendance records provided by a work placement provider.

BAND 1 LEVEL STUDY – ACADEMIC ENGAGEMENT REQUIREMENTS FOR FURTHER EDUCATION STUDENTS

Every sponsored FE student must attend a minimum of 15 hours of daytime (08:00-18:00, Monday -Friday) classroom-based study per week.

For FE Students, the primary method of monitoring attendance is when registers are taken by Curriculum staff during lectures, seminars and similar activities or formal examinations. Registers record student’s face-to-face attendance at their timetabled activities. Any authorised absences are recorded on the Registers.

Registers are then recorded on Loughborough College’s student database, ProSolution.

Loughborough College also uses ProMonitor (ILP/Markbook) which is a digital database used to monitor student’s academic progress and engagement (such as classwork submission).

Loughborough College produces from the registers a ‘Three Day Report’ and a ‘Monthly Report’ to monitor a sponsored student’s attendance. The Monthly Report provides a percentage figure summary of the sponsored student’s classroom-based attendance for that month. In accordance with the UKVI’s Band 1 Academic Engagement criteria, Loughborough College will apply the Warning and Withdrawal Process to FE sponsored students as set out in the table below:

Attendance Monitoring Stage	Attendance Threshold	Warning Issued By
Stage 1 Warning	<85% in any four-week monitoring period	Warning issued by International Officer to inform student of low attendance and highlight need to improve Support mechanisms will be implemented as appropriate
Stage 2 Warning	<70% in any four-week monitoring period	International Officer

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		Meeting held with Curriculum Manager and International Officer
Stage 3 warning	<70% for a second consecutive, four week monitoring period	International Officer Meeting held with Curriculum Manager and International Officer
Stage 4 withdrawal meeting	<70% for a third consecutive, four week monitoring period	International Officer Meeting held with Curriculum Manager and Senior International Officer Unless there are exceptional and evidenced reasons for poor attendance, withdrawal of sponsorship letter issued by Curriculum Manager. The International Officer will make the SMS withdrawal report to the UKVI within 10 working days of the issue of the withdrawal letter. A copy of the SMS Report will be saved on the enrolled student's file for best practice record-keeping

All warnings are stored in the student's electronic Attendance file, along with all correspondence to and from students regarding steps being taken to improve their attendance. Attendance is monitored consistently and any student whose attendance falls below 85% within a four-week monitoring period will enter the attendance monitoring stage.

During the Monthly Report Monitoring, the International Officer will check for students below 85% during those 4 weeks and will meet the Head of Department and/or Curriculum Manager to discuss the reasons for their low attendance and advising that continued low attendance is very likely to result in their withdrawal from the course.

BAND 2 LEVEL STUDY – ACADEMIC ENGAGEMENT REQUIREMENTS FOR HIGHER EDUCATION STUDENTS

For Band 2, it is Loughborough College's responsibility to decide which study elements are required for a given course and constitute academic engagement.

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HE Students are expected to academically engage with their studies at Loughborough College through contact points including:

- Enrolment on to the course
- In-person attendance at scheduled/timetabled events
- Engagement with Learn Zone for coursework submission and other virtual learning and interactions
- Library attendance and study
- Scanning into Loughborough College buildings using ID badges
- Passing of academic probationary boards
- Submission of assessments
- Marks awarded for assessments
- Attendance at examinations
- Meetings with tutors, lecturers, course leads or supervisors
- Course completion/award notification (at the end of the course)
- Meeting with the International Team to review documentation and compliance.

The list may be revised and updated from time to time.

For sponsored HE Students, Loughborough College will monitor academic engagement from the contact points identified above. It is a student's responsibility to register their attendance and authorised absences with curriculum staff during lectures, seminars and similar activities or formal examinations. Registers will then be recorded on Loughborough College's student database, ProSolution.

The Band 2 Academic Engagement Criteria is closely monitored and regular review meetings are held aligned to the expectations as set out in the Loughborough College Higher Education Enrolment and Withdrawal Policy. During Monthly Report Monitoring, the International Officer will review student engagement with the Heads of Department and/or Curriculum Managers to discuss any issues that may arise.

Attendance Threshold	Action
Student absent for all timetabled sessions for one week. Reported Absence	<p>Contact made by HE team to inform student of low attendance, highlight need to improve, set out next steps and make aware of further implications.</p> <p>Support mechanisms will be implemented as appropriate</p> <p>Notice of Concern warning letter issued by Dean of HE</p> <p>Escalated to HE Welfare Co-ordinator if no response</p>

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Student absent for all timetabled sessions for one week. Unreported Absence	
<p>Student absent for all timetabled sessions of one module for two consecutive weeks. Reported absence</p> <p>Student absent for all timetabled sessions for two consecutive weeks. Unreported absence and no contact from student</p>	<p>Notice of Concern warning letter issued by Dean of HE. Course leaders to highlight need to improve, set out next steps and make aware of further implications</p> <p>Stage 1 disciplinary initiated if no response from student</p> <p>Notice of Withdrawal issued by Dean of HE.</p> <p>Escalated to HE Welfare Co-ordinator/Emergency contact/Police if no response</p>
<60% overall attendance monthly	Meeting with Academic tutors, Course Leaders and International Team to support, set out next steps and make aware of further implications

Course Leaders, tutors and the International Team will be involved in the ongoing intervention and monitoring of the student. Regular meetings with the HE Welfare Coordinator/Academic Tutors will be mandatory, depending on circumstance. If the offence continues, the student will move through the disciplinary process as appropriate.

All warnings are stored in the student's electronic Attendance file and the ILP as appropriate, along with all correspondence to and from student regarding steps being taken to improve their attendance.

Continued low attendance is very likely to result in the withdrawal of the student from the course and a curtailment of the Student visa.

5. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

- Student Sponsor Compliance Policy Attendance and Engagement Policy

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- Learner Disciplinary Policy & Procedure
- Higher Education Enrolment and Withdrawal Policy
- International Student Recruitment Policy Equality and Diversity
- Data Protection Policy
- Fees Policy
- Loughborough College Attendance and Engagement Policy

7. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title

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