

STUDENT ATTENDANCE AND PROGRESS POLICY

1. Purpose and Scope

This policy outlines Newbattle Abbey College's approach to monitoring and supporting student attendance and progress. It aims to:

- Promote consistent engagement with learning;
- Identify and support students who may be at risk of disengagement;
- Ensure fair, timely, and supportive processes to help students meet their academic potential.

This policy applies to all students enrolled at Newbattle Abbey College.

Where concerns about a student's ability to engage with their studies arise due to health, wellbeing, or behavioural issues, this policy should be read in conjunction with the College's **Fitness to Study Policy**, which outlines procedures for supporting students in such circumstances.

2. Principles

- Regular attendance is essential to student success.
- Attendance and academic progress are closely monitored.
- The College will take early and supportive action where concerns arise.
- The College will make reasonable adjustments for students with additional support needs.

3. Attendance Expectations

Students are required to attend and engage with 100% of scheduled learning and teaching activities. All student absences, for whatever reason, are a concern and are likely to impede participation, progress and achievement. Persistent absence may result in loss of funding or withdrawal from the course if not appropriately addressed.

In addition to the expectation of full attendance and engagement, students should be aware that College-administered funding (for example, Education Maintenance Allowance (EMA), bursaries, and travel allowances) may be directly affected by unauthorised absences. While SAAS funding for Higher National courses is not directly conditional on attendance, consistent engagement remains essential for successful academic progress and future progression.

Prior agreement, supported by documentary evidence wherever possible, is required for all authorised absences. Approval may be granted by the Student Wellbeing and Support Team or the Curriculum Manager.

Students are expected to:

- Attend all timetabled classes and learning activities;
- Notify the College of any absence as soon as possible;
- Provide appropriate evidence for planned absences and any absence of more than 3 days duration.
- Take responsibility for catching up on any work missed during a period of absence.

4. Monitoring and Intervention

- Attendance will be recorded and monitored by lecturers, and concerns will be addressed in a supportive and timely manner.
- If a student is absent without prior agreement or without notifying the college, the Student Wellbeing and Support Team will attempt to contact them as soon as possible to discuss the absence and offer support. Students are encouraged to proactively communicate with staff if they anticipate challenges in attending.
- Any college-administered payment may stop from the first instance of unauthorised absence.
- Where absence continues or attendance is a concern, the student will be invited to a meeting to discuss the situation. This may be with the Personal Academic Tutor, a member of the Student Wellbeing and Support Team, Curriculum Manager or other appropriate member of staff. A support plan may be agreed upon to help the student re-engage with their studies.
- Where there is no response or no improvement in attendance following intervention and support, further formal action may be taken, including review by the Curriculum Manager. This may result in a final warning or withdrawal from the course if engagement does not improve.
- All efforts will be made to understand the individual student's circumstances, with due consideration given to students with caring responsibilities, care experience students, long-term illness, or additional support needs. Reasonable adjustments will be applied where appropriate, and students are encouraged to share any relevant personal information at the earliest opportunity.
- Any authorised absence should be agreed in advance wherever possible and supported by evidence.

5. Authorised Absences

Examples of authorised absences include:

- Medical appointments (with evidence);
- Bereavement;
- Religious observance;
- Other exceptional circumstances, as agreed by the Curriculum Manager.

Students must request authorised absence in advance where possible.

6. Progression

6.1 College staff will make every practicable effort to facilitate and support students to successfully complete their course of study.

6.2 Lecturers will monitor progress of students through assessment. Students whose achievements give cause for concern will be referred to the Curriculum Manager, who will work with the Student Wellbeing and Support Lead to instigate support and monitoring where appropriate.

6.3 If a student is not making satisfactory progress, a support plan will be agreed with them.

6.4 If a student continues not to make satisfactory progress after the implementation of a support plan, or fails to engage with the support plan, the Curriculum Manager has the authority to withdraw the student from their course.

6.5 In all cases where a student is at risk of withdrawal due to lack of academic progress, the College will work with appropriate partners, such as Skills Development Scotland, to identify a suitable and positive alternative pathway for the learner. Where appropriate and possible, consideration will also be given to offering a more suitable alternative course within the College.

7. Responsibilities

- **Students:** Attend all classes, communicate absences, engage with support.
- **Lecturers:** Record attendance, raise early concerns, support students.
- **Personal Academic Tutors:** Support students to reflect on their academic progress across subject areas, signposting students to the Student Wellbeing and Support Team where necessary.
- **Student Wellbeing and Support Team:** Offer tailored support and guidance.
- **Curriculum Manager:** Lead on formal reviews, manage progression decisions.

8. Appeals

Students have the right to appeal a decision regarding attendance-related withdrawal or progression concerns. All appeals must follow the procedures outlined in the College's Student Appeals Policy, which sets out the grounds for appeal and the process to be followed.

9. Related Policies

- Student Disciplinary Policy and Procedure
- Equality, Diversity and Inclusion Policy
- Dignity and Respect Policy
- Safeguarding Policy
- Records Retention Policy
- Student Appeals Policy
- Fitness to Study Policy

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Student Attendance and Progression Policy
Lead Officer:	Depute Principal
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