

Academic Attendance and Engagement Policy and Procedure

CECOS College London

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Policy Name	Academic Attendance and Engagement Policy and Procedure	Policy Number	2:0
Effective Date	September 2026	Date of Last Revision	September 2026
Version Number	2.0	Next Review Date	September 2027

Scope

This policy applies to the applicants, students, staff and relevant College functions described within the detailed provisions below. It should be applied alongside applicable legal, regulatory, awarding-body, partner and UKVI requirements.

Policy Statement

CECOS College is committed to applying the academic attendance and engagement policy and procedure consistently, fairly and transparently. The detailed requirements and procedures below form the operational basis of this policy and must be followed by relevant staff and students.

Relevant Legislation and Regulatory Requirements

Requirement	Status
Equality Act 2010	Current
Data Protection Act 2018 and UK GDPR	Current
Consumer protection law and CMA guidance for higher education, where applicable	Current
Immigration Rules and Student Sponsor Guidance	Current version

Related Policies

Title	Status
Admissions and Recruitment Policy	Current version
Enrolment and Student Expectations Policy	Current version
Safeguarding and Prevent Policy	Current version
Data Protection Policy	Current version
Student Complaints Policy	Current version

Exceptions

Any exception must be permitted by the detailed provisions of this policy or authorised by the appropriate senior manager. No exception may override applicable law, regulatory requirements, UKVI sponsor duties, awarding-body requirements or contractual obligations.

Policy Detail

Attendance and engagement as key to academic success

CECOS College is committed to ensuring that students achieve the most out of the time whilst studying and helping them to succeed. CECOS considers that attendance and engagement is the key to academic success: students who engage fully with all aspects of study benefit most from their course – they achieve better module marks and degree classification. To ensure this success, CECOS expects students to attend and engage with all compulsory and scheduled events (teaching and non teaching). This will include appointments with Personal Tutors, Course Leaders and Module Leaders and Panel meetings.

The primary aim of this policy is to support students' engagement with their academic programme, helping to detect any possible barriers, providing early support to overcome these and increase their chances of academic success. Students are required to read this policy and the procedure document carefully to avoid being withdrawn or excluded for non engagement or non attendance.

To help facilitate the process of engagement and attendance, CECOS College uses its approved electronic attendance monitoring system to record and monitor attendance and engagement.

CECOS only disburses government maintenance loans and grants, bursaries, scholarships and all other forms of financial assistance if a student is attending and engaging satisfactorily. It is the student's responsibility to attend and participate to meet their learning objectives of their course, module or studies.

Scope – who is covered by the Policy?

this policy applied to any student studying:

an undergraduate course or module (during all taught elements);

on a higher degree at any level (levels 4,5,6,and 7);

If students are on any pathway courses or integrated courses by a pathway provider these students will be monitored by the pathway provider in accordance and engagement policy. Information about the student's attendance will be monitored and shared with CECOS compliance team, who will be responsible for reporting students for low attendance to UKVI.

CAS sponsored students will not be covered for Level 6 and 7 under this Policy

Who is responsible for this Policy?

The Senior leadership team have the overall responsibility for the Policy but has been delegated the responsibility for its day to day operation and implementation to the Head of UKVI Compliance, their nominee.

The policy will be reviewed on a regular basis and at least every two years by the Head of UKVI Compliance or their nominee in consultation with CECOS College's legal team to ensure that it is fit for purpose.

Notifying sickness and authorised absence

students on any level of taught programmes must keep CECOS informed of any sickness or other absences from classes. Students who miss timetabled learning events that are half a day or more must ensure that they record their absence on the registers.

Absences between 1-5 working days:

Home students will be able to self certificate

Visa sponsored students will be able to self certify for up to 5 days, unless they are leaving their country. If they are leaving the country they must provide the Registry team with their flight details and return flight tickets. All absences over 60 days will result in students' visas being reported to the Home Office and sponsorship withdrawn.

Students are required to check in and speak to the Compliance team and or the attendance monitoring team. All complex cases must be referred to the Head of UKVI Compliance to make a decision as to whether the absence can be granted or not.

All approvals will need to be made in writing

Students who are absent from their work placement are expected to notify SIRM as well as the placement provider (in accordance with the Placement's absence policy).

Absences of 6-5 consecutive working days:

Students who are planning to miss between 6-15 consecutive working days of classes, timetabled events or work placement days, should normally submit an authorisation request in advance. Absence requests for up to 15 consecutive days cannot be approved retrospectively. Such requests would need to be approved by the Head of UKVI Compliance.

Students are encouraged to discuss any possible absences and the impact of the absence on their academic progress with the Compliance team. All discussions must be logged on the the College's approved attendance monitoring system.

Considerations and exceptions

The maximum period of absence that can be granted without interruption of studies and the withdrawal of the student's visa is 10 days. All absences will need to be submitted with supporting evidence. This request needs to be submitted to the Head of UKVI Compliance for review before any approval can be granted.

Prolonged absences may affect the student's visa. Only in exceptional circumstances (being admitted in hospital, or a serious injury that will prevent the student from attending classes) will CECOS decide to continue to sponsor the student's visa for up to 30 days if the student attends and is able to resume their studies, provided that the student:

Submits acceptable evidence

The student can still complete their course within their existing period of leave (this will be determined by the Head of UVKI Compliance).

The circumstances of each case will be considered by the Case Management Panel and the Head of UVKI Compliance.

If it is determined that the student's absence will affect the student performance, the Case Management Panel will decide whether an interruption in study would be of more benefit to the student than being allowed to continue their studies.

If it is decided that the student will not be able to complete the course successfully within the visa period then the student will be placed on an Interruption and the visa reported to the Home Office.

The student will be required to submit an Extenuating Circumstances form. The form needs to be submitted to the Head of UVKI Compliance to consider in the first instance. The submission of the Extenuating Circumstances form does not constitute an authorised absence, nor does it mean that the circumstances have been deemed exceptional.

Authorised absences will only be granted for exceptional reasons during term time and a record of will be monitored throughout the absence period

Students that are granted an authorised absence will not be granted an extension of the expected end date of studies to reflect the period of absence

For all authorised absence requests for over 15 days the Compliance team will need to be satisfied that the student will not be missing critical elements of the course, and that the student will be able to satisfactorily complete their course, and that the student will be able to complete the course successfully by the expected course end date. In circumstances where a student's absence is expected to prevent them from progressing or completing their course by the expected end date CECOS may decide that a formal interruption of studies or withdrawal is required.

Absences during examinations and assessments will not be granted

6 . Attendance monitoring

6.1 Attendance monitoring for new students starts from Induction week. Any compulsory attendance of events during Induction will clearly be communicated

6.2 Attendance monitoring for returning students (undergraduate and postgraduate) will start from the first day of timetabled teaching, at all entry points during the academic year

6.3 Attendance for students within the dissertation stage will start once the taught element has been completed

6.4 Attendance monitoring will start on the last scheduled event

6.5 visa sponsored students, are required to ensure they attend all timetabled activity and engage with their course to comply with the requirement of their student visas. Any attendance that drops below 75% will result in conducting Attendance review Panel meetings and an Attendance monitoring Plan put in place with the student.

6.6 Excluding holiday periods as outlined in the academic calendar, visa sponsored students are not permitted to be outside the UK for long periods. If they are not engaged in their academic studies for a period of 60 calendar days, under the terms of our sponsor license we are required to report their visa to the Home office. The student will be required to make a new visa application in another immigration category or return to their home country.

Additional expectations for student in their postgraduate taught dissertation stage

6.7 postgraduate taught students will be required to meet with their department or programme lead at least once a month during their dissertation write up stage. This meeting will need to be recorded to ensure the attendance is monitored.

6.8 As these sessions will be monitored it is the responsibility of the student to ensure that they engage with their dissertation meetings. Non attendance to these meetings will result in interruption or withdrawal from their studies.

6.9 CECOS expects that all students attend all scheduled supervisory meetings and would expect at least one supervision session to be recorded per month as the appropriate attendance monitoring tool.

6.10 The expectation is that all supervisory meetings would take place in person. In relevant circumstances, for example, where a student might be away on a research trip, running an experiment, the supervisory meeting could take place online

7 Interventions

7.1 CECOS uses attendance and engagement thresholds to determine if a student's expected attendance drops. Any drops in attendance are likely to trigger an attendance intervention. An intervention is designed to promote a return to our attendance expectations plus signposting to support services. Lower attendance can also lead to a student having an action plan put in place and or being asked to interrupt or withdraw from their studies.

7.2 Any authorised requests will also be considered when reviewing if students have met their trigger points and if CECOS should use interventions.

7.3 CECOS will normally conduct attendance monitoring checks on a weekly basis and by the Attendance monitoring team.

7.4 students are expected to meaningfully engage with staff that reach out. Students are expected to use their CECOS email addresses in all correspondence and respond to any queries from the Attendance and or Compliance team relating to all attendance and engagement issues.

8 Intervention one

8.1 After one academic teaching week (Monday – Friday) students who have not met the attendance threshold (without prior absence authorisation) will be contacted by CECOS College's compliance team. Attendance will be the main trigger for any intervention, but broader engagement metrics may also be used to support interventions.

8.2 the purpose of this communication will be to:

8.3 remind the student's of CECOS College's policy regarding attendance and engagement

8.4 highlighting services available to students

8.5 encouraging the students to seek advice and support if there are any concerns

9 Interventions two

9.1 If a student's attendance continues to fall below the threshold for a consecutive 2 week period, they will receive further communication making it clear that they are not meeting expectations as set out in the Academic Attendance and Engagement Policy.

9.2 This communication will provide information and links to different types of support offered by the College and signposting to support mechanisms within CECOS.

9.3 The communication will state that this is an escalation within the Policy, and should attendance continue to fall below the required expectations, then this will likely lead to further escalations.

10 Interventions three

10.1 Intervention three will be conducted at least once per semester. The first meeting being within the first 6 weeks of that start of the semester.

10.2 The student will be contacted to meet with a member of the Attendance monitoring team or the Compliance team to discuss the reasons for their low attendance and/or engagement. This meeting may be in person or can take place in the form of a call, or an online meeting. All meetings will be recorded and the student placed on an Attendance Monitoring Plan.

10.3 students who attend the meeting, with a satisfactory explanation and/or evidence for their lack of engagement and or request for help with the removal of barriers to engagement will be given the opportunity to improve their attendance and engagement and/or remove the identified barriers

10.4 if the student's attendance returns to levels below expectations again, they will be picked up in the interventions one and two.

10.5 if the student evidences a procedural or administrative reasons why they been unable to attend, the Compliance team will work with the student to eliminate barriers to attendance and engagement. Some examples of these can be:

10.5.1 ID not working therefore cannot access the building

10.5.2 clash on the timetable

10.5.3 timetable not visible

10.5.4 cannot find the rooms

10.6 If there are more complex barriers to engagement that have been identified, the student Engagement and the Compliance team will make appropriate referrals to specialist support teams with CECOS.

10.7 Students that do not respond and/or attend a meeting with the Compliance team or do not have any extenuating circumstances for non attendance will be referred to the Case Management Panel.

10.8 where the students have received the intervention one and two then qualify for intervention three but have no attendance and/or engagement at all may be taken straight to the Case Management Panel without having the opportunity to meet with the Attendance monitoring team or the Compliance team

10.9 At this meeting CECOS staff will outline the attendance data and discuss details around attendance and engagement and explain attendance. This will be recorded on the student's record. Onward referrals and signposting will be provided at the meeting.

10.11 If the reason for non attendance can be authorised, the student will be asked to complete the absence form. Details on the meeting will be recorded and all information will be provided to the Case Management Panel meeting, where required.

10.12 students that repeatedly fail to meet the threshold for attendance (including but not limited to having received intervention 1 and intervention 2 on multiple occasions during one term) could be fast tracked to the Case Management Panel for consideration without receiving intervention 3 communication if their

attendance has been consistently low and their progress may be hindered due to their attendance and engagement.

11 Intervention four – Case Management Panel

11.1 For home students the Case Management Panel will be chaired by an experienced academic or professional services and have one other member nominated by the Registry team.

11.2 For visa sponsored students, the composition of the panel will be as detailed as in 11.1 with the addition of a member of the Compliance team

11.3 the student will not be invited to this meeting and cannot request a representative to attend on their behalf

11.4 information gathered from all communications and or interactions with the student will be noted and presented to the Panel and the decision relayed to the student

11.5 the purposes of this meeting (for home and visa sponsored students) is to evaluate all available information relating to the alleged lack of attendance and engagement by the student

11.6 the Panel will also consider several academic factors including but not limited to academic progress so far, work submitted, teaching material missed, if the student can successfully complete their studies by the expected course end date and any additional comments and concerns from the school.

11.7 the Case Management Panel will make decisions on each student on a case-by-case basis to determine whether the student has breached the policy and whether the student needs to be interrupted or withdrawn.

12 Outcome

12.1 The Case Management Panel will decide taking into consideration the information listed above. The possible outcomes of the Panel could be:

12.2 to allow the student to continue with their studies, with an action plan to support the engagement

12.3 to be interrupted until the next academic year, as too much work has been missed for successful completion or other reason. For CAS sponsored students that will be interrupted will need to request for a new CAS to return to the UK. Before a CAS can be issued the student will need to prove that they have returned to their home country.

12.4 to be withdrawn by CECOS due to the lack of attendance and or engagement. Once the student is withdrawn the visa will be reported to the Home Office.

12.5 Following the Case Management Panel, any decision will be communicated to the student in writing within one week of the Case Management Panel's decision.

12.6 the outcome of the Panel's decision will be recorded on CECOS internal portals

12.7 If the decision to withdraw or interrupt the student, the student will be sent an interruption or withdraw communication and the students will have 10 days from the date of the notification to request an Initial Review.

12.8 the Initial review has two possible outcomes:

- the decision to withdraw /interrupt has been upheld
- the decision to withdraw/interrupt has been overturned (student will be permitted to return to their studies)

12.9 where the decision to withdraw / interrupt the student has been upheld, CECOS will:

- * send communication to the student confirming the outcome and the confirm the decision date
- * complete the actions to either interrupt / withdraw the student to re-engage with their studies

12.10 notify UKVI, for all visa sponsored students the decision to withdraw/interrupt from CECOS

12.11 the student's decision record will be amended to reflect the decision.

13 Requesting to review the decision made to interrupt or withdraw the student

13.1 If the student is not satisfied with the decision of the Case Management Panel to interrupt or withdraw the student, they may request for a initial review of the decision that was made. The student must make the request in writing within 10 days. The request must be made to the Academic Registrar

13.2 the request for review can be made on limited grounds:

- where there is material and identifiable procedural irregularity by CECOS in its conduct of the Academic Engagement monitoring procedure or
- the outcome was not reasonable in all the circumstances (no decision maker correctly directing himself/herself and considering the relevant facts could have reached that decision); or
- new material evidence is available which the student was unable to provide earlier in the process

13.3 the students should set out their concerns earlier and provide evidence in support (where possible). The student must explain how their request for a Review falls within one or more of the grounds set out above in para 13.2.

13.4 the Academic Registrar will review the request and all information collated for the review, together with any new evidence presented on paper, but may contact the student and anyone previously involved in the case

13.5 there are two possible outcomes from the review:

- the decision to withdraw / interrupt has been upheld (the decision does not change)

The decision to withdraw / interrupt has been overturned (the student is allowed to return to his studies)

13.6 the decision of the review will be communicated to the student in writing ,usually within 19 working days from the review request being accepted. If the student's visa expires in the process the student must return

to their home country. If the outcome of the review/ appeal is successful the student can then apply to return to the UK and request for an extension CAS.

13.7 A favourable outcome to the student under this procedure does not in itself guarantee an immediate return to study, as all factors, including academic success and ability, as well as class time missed will be considered. The student may be asked to interrupt and wait for the next available opportunity to re enrol.

13.8 If the student does not request an Initial Review or the Initial review is unsuccessful, the student will be withdrawn/interrupted from their course and their visa reported to the Home Office.

13.9 student will have a further opportunity to request a final review by the Academic framework of the Initial review decisions under the Interruptions and withdrawal procedure

13.10 -it is important to note that the student will be withdrawn from CECOS and relevant reports made on the SMS. This should not stop the student from requesting the review, but where the outcome of the review is favourable to the student, the route to re statement may involve:

- delayed starts due to the length of time missed
- possible new visa request due to UKVI reporting and the visa being curtailed

Possible new placements / re instatement of placements

13.10 students are expected to continue to attend scheduled teaching whilst they are under the notice of the intention to withdraw/interrupt and/or have a review pending

Academic Engagement Interventions Flowchart (Appendix 1)

Appendix 2 – Guidance for Authorised Absence Requests

When applying for authorised absence, students are required to state the reasons for the absent request.

Below is a table listing reasons for absence with guidance notes on when these may be used, and what appropriate forms of evidence will be required. This is not an exhaustive list, and each request will be considered on its own merits.

Appendix 3 -Information considered at the Case Management Panel

Intervention 1

Student that have not met their attendance threshold over a period of one week will be contacted by the Compliance team to remind the teams of their responsibility to attend classes and provide information about the absence reporting process, and signposting to other services.

Intervention 2

Students who have fallen below the attendance threshold for two consecutive weeks will be contacted again to highlight details about student expectations around attendance and engagement. Students who have significantly dropped below the attendance threshold will be encouraged to explain their absence and be signposted to the relevant services to remove any engagement barriers

Intervention 3

If a student falls below the attendance and engagement threshold for a third time during their review window they will be

invited to speak with the Compliance team. If the student engages with the team and fails to give adequate reasons or evidence to the absence will be referred for Case Management Review.	
Intervention 4	
A Case Management Panel is created with the Deans or their nominees to discuss students that have consistently fallen below the attendance threshold. Here the Panel will review all and or any submitted evidence	
Possible outcomes	
Student is allowed to continue based on the evidence submitted at the Panel and it is decided the student will be able to continue	A withdrawal or interruption notification is sent to the student, the decision is based on all attendance and engagement evidence student's absences are unauthorized and they are deemed likely to fail to progress
Review window	Review window
The student will have 2 weeks, after the communication of the panel's decision, to submit a review to appeal the decision	The student will have 2 weeks, after the communication of the panel's decision, to submit a review to appeal the decision

Outcome confirmed		
If the review deadlines passes no review request is received or the review request does not change the outcome of the CMP the student will have their status confirmed	If no review is received within the 2 week review window the student's status has decided in the CMP and the student will be notified in writing once review processes have been concluded	
Reason for absence	Description	Appropriate evidence
Medical / health reasons	To be used if you require an absence of more than 5 days due to ill health, significant accident/injury, or medical treatment.	Certificate / letter from a UK registered medical practitioner that covers the duration of absence Period. Only in circumstances of ongoing conditions will we accept a medical certificate that is not from a UK health practitioner.
Bereavement / serious illness of a family member	to be used if: • a family member is seriously ill, and you will be visiting them • a family member has passed away and you will be attending the funeral	• Medical certificate / Death certificate • Travel details (e.g. flight confirmations)
Acute emotional or traumatic personal experience	To be used if you require an absence due to shocking or traumatic personal experience, severe and emotional stress. Depending on the circumstances, a formal interruption may be required	Certificate / letter from a registered medical practitioner that covers the duration of absence period

Victim of crime	To be used if you require an absence due to a violent crime, domestic violence, or harassment.	Police report • Certificate / letter from a registered medical practitioner
Immigration/nationality documentation reasons	To be used if: *You will be travelling overseas to extend your visa. Please note, academic engagement is normally expected to continue during the period of absence *you are granted a new type of immigration permission (not under the student route. Your SIRM student sponsorship will be withdrawn	
PGR Students only: Overseas fieldwork	To be used if you are a student on a research programme and will be undertaking fieldwork overseas. Academic engagement must continue during the period of absence.	Written approval from the Registry department or Degree programmes Manager
Other	To be used if you are requesting an absences for any other reason other those above	The student is required to provide evidence that will outline the reasons and dates of the absence the student may be required to submit
Information from the mandatory meeting for consideration		
Attendance level		

Engagement score	
Submission of assessments	
Provisional marks	
Academic concerns/ considerations	
Decisions	Interrupt Withdraw Continue
Summary of reasons for decision	

Ownership and Review

Policy Owner	Head of UKVI Compliance
Operational Oversight	Principal and relevant senior functional lead
Approved By	Governance Board
Review Cycle	Annual, or earlier where legal, regulatory or operational change requires
Next Review Date	September 2027

Approval and Sign-Off

Role	Name	Date
Chief Executive	Dr Mudassir Tanveer	September 2026
Principal	Chris McLean	September 2026
Governance Board Representative	Paul Jones	September 2026

Version History

Version	Approved By	Revision Date	Details of Change
1.0	Previous approval route	June 2026	Previous policy version.
2.0	Governance Board	September 2026	Enhanced