

Title: KI Pathways Engagement and Attendance Policy

Responsible: Chief Operating Officer (UK Colleges), Director of Compliance & Accreditation, Senior Compliance Manager

Last updated: June 2025

Review due: June 2027

Location: SharePoint and VLE

Status: Released

UK Pathways Engagement and Attendance Policy

1. Introduction

You are expected to attend and participate in all timetabled activities related to your course.

This policy outlines our expectations for engagement and attendance at timetabled lessons, and all other learning activities.

Your engagement and attendance is monitored to ensure:

- You have the best chance of academic success.
- The college can provide you with additional support.
- You are not in breach of UK immigration rules.

2. Scope

The scope of this policy includes all enrolled students regardless of visa status, programme, or age.

3. Key Principles and Policy Statements

Engagement is defined as:

- Attendance at timetabled activities
- Arriving on time and being prepared for timetabled activities
- Participation in timetabled activities
- Completion of assessments by set deadlines
- Use of VLE and other learning materials
- Involvement in the college and wider academic community

4. Recording Attendance

Attendance is taken and recorded for all core activities and your overall attendance percentage will be calculated based on this information.

Core activities include, but are not limited to:

- Classroom-based study such as lectures, seminars
- Learning support
- Applied learning sessions
- Participation in virtual internship

Attendance may also be taken at other college activities such as:

- Enrichment activities
- College community events
- Induction activities
- Additional support sessions

Attendance at these events is not included in your overall attendance but may be used to assess whether you are meeting the engagement requirements.

5. Absences

You must contact the college as soon as possible if you have missed a class and provide a reason for your absence along with any supporting evidence.

Providing reasons for absences will not change the overall attendance percentage but will be recorded on your student file. This information will be reviewed by the college when considering your level of engagement.

6. Engagement Monitoring

The college will review your attendance on a weekly basis and will contact you if:

- Your overall attendance is lower than expected
- Your attendance in any module is lower than expected
- There has been a sudden drop in your attendance
- There are consistent patterns of absence
- A formal assessment deadline is missed
- An exam or class test is missed
- Participation in timetabled activities is not as expected
- You have not been participating in virtual internship activities

Where there is a concern, the college will contact you outlining the reasons for concern and any further action to be taken. Further action may include but is not limited to:

- Meetings to discuss reasons for non-engagement and available support
- A meeting with a senior member of staff where there are serious concerns about attendance or engagement
- Contacting parents, agents, and sponsors as applicable

7. UKVI Academic Engagement Policy

In accordance with UK immigration rules, we must withdraw visa sponsorship and report to UKVI anybody on a Student Visa who has had less than 70% attendance for three consecutive months, unless there are exceptional circumstances. If you are on a Student visa, it is important that you maintain a good level of engagement with the course to protect your immigration status.

If your attendance in any month is between 70% and 85%, we will send you an informal attendance reminder email within 14 days of the following month.

If your attendance in any month is below 70%, we will issue you with a written warning within 14 days of the following month, unless there are mitigating circumstances such as illness. We will also notify your parents, agents, and sponsors where applicable.

If your attendance is below 70% for three consecutive months with no exceptional circumstances, we will withdraw you from the course and advise UKVI we have withdrawn sponsorship. It is your responsibility to attend all classes and consistent attendance levels below 70% for 3 months will result in your removal from programme regardless of any previous conversations.

Exceptional circumstances may include illness, mental health, bereavement, family illness, or wellbeing concerns. Your circumstances will be taken into consideration and the final decision on your withdrawal will be taken by the College Director.