**Kaplan Digital Pathways Guidance for students on engagement and attendance expectations**

We want you to be successful on your Digital Pathways programme and will provide you with guidance and support to help you achieve and progress to your chosen university in the UK.

The information below explains what we expect from you and how we will support your engagement and attendance.

**Engagement is defined as:**

▪ Attendance at timetabled synchronous and asynchronous activities

▪ Arriving on time and preparing 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

* Completing work through the VLE for asynchronous activities
* Participating by ensuring camera is on at relevant times during the sessions
* Completing work between classes
* Attending synchronous sessions from an appropriate environment

**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:

▪ Synchronous sessions such as lectures, seminars

* Asynchronous sessions such as feedback activities

▪ Learning support

▪ Applied learning sessions

Attendance may also be taken at other activities such as:

▪ Enrichment activities

▪ Digital Pathways 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.

Engagement in asynchronous activities through the VLE will be monitored and discussed with you and support put in place so that you are able to complete the activities

**Absences**

You must contact the Digital Pathways team as soon as possible if you are going to miss a class and provide a reason for your absence.

In some cases, the Digital Pathways Team will request evidence of the reason for absence.

Acceptable forms of evidence include:

▪ Letter from a doctor

▪ Hospital admission form

▪ Appointment confirmation

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 Digital pathways team when considering your level of engagement.

**Engagement Monitoring**

The Digital Pathways team will review your attendance and engagement 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

* + - Participation in asynchronous activities is not as expected
* Participation in class activities is not as expected eg not putting camera on as required
* Engagement with Learning Advisor is not as expected

Where there is a concern, the Digital pathways Team will meet with you and discuss any support that can be put in place. We define a concern regarding attendance as:

* Your attendance in any month is below 85% but at least 70%
* Your attendance in any month is below70%
* Your attendance is below 70% for three consecutive months with no exceptional

circumstances, we may consider withdrawing you from the course

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 Course Director.

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

▪ Following the Kaplan Pathways disciplinary procedure