

Attendance Monitoring Procedures

STUDENTSTUDENT

These procedures have been written with reference to the

Attendance and Online

Non-attendance and

The following data also shows a clear relationship between number of absences per module and impact on LL.B assessment performance.

Absences	Proportion of cohort	Pass rate
0 1 (94-100% attendance)	45.8%	97.0%
2 4 (74-		

- < Details of any disability support adjustments
- < **Confirmation of payment status/any outstanding debt/sponsor/loan provider**
- < General recommendations, e.g. consideration

Annex 1 Automated reminder email templates

Non Tier 4 students (sent approx. 72 hours after absence if reason unknown)

To: *Student Primary Email Address*

From DonotReply@law.ac.uk

Subject: Absence Reason Reminder

Dear *Student Name*,

We hope that all is well. We are contacting you because you have missed your timetabled class(es) on the following date(s).

Date(s) inserted

In order for us to maintain your records, please complete our **online absence form** as soon as possible.

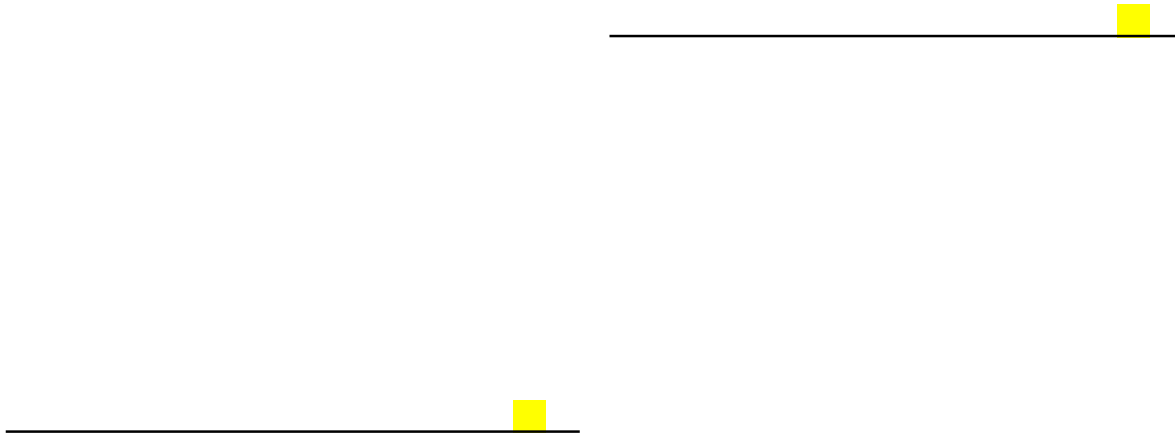
Please contact your Subject Tutor if you have any queries about the teaching session(s) you have missed. It is important ~~113(t)6(a)-4(e)3(n)~~

Annex 2 Template PT Emails

The following emails are suggested templates but can be adapted as required based on individual circumstances.

Email PT1

< For UG students who have missed 3 or more



Email PT2

< **For students who have not responded to PT Email 1 and continue to be absent**

Dear **Student name**,

Further to my last message, I am becoming concerned that I have not heard from you and you have now missed further teaching sessions.



Email PL2 (sent by post also)

PL2a

< **to be used where there has been no response to Programme Student Lead initial contact**

Dear ***Student name***,

Further to my last correspondence, I am concerned about your wellbeing as I have not received a response from you. Please could you contact me urgently regarding this matter either by email, Programme Lead name@law.ac.uk, or phone 01483 21XXXX.

Please note,

PL2b

< **to be used where attendance is patchy/there are no welfare concerns**

Dear **Student name**,

Further to my last correspondence, I am concerned not to have received a response from you. Please could you contact me urgently regarding this matter either by email, [\[redacted\]](#) [redacted]

PL3 Warning to continue at own risk

Annex 4

Tier 4 students are monitored by the International Visa Office so fall outside of the above processes, however the following are examples of the automated messages sent to these students where absences are recorded.

Initial Email

The following email will be sent every day at 9am to visa students when they have 1 or more unexplained absence. This email will not be sent to students that are due to receive either the 9, 5 or 3 consecutive absence emails:

Subject: Action Required: Unexplained Absences

Dear{STUDENT_FORENAME}

As a student sponsored by the University on a Tier 4 Student visa, we are required by the Home Office to keep a record of your attendance.

We are writing as you currently have unexplained absences on your record:

{DATE_OF_ABSENCE CLASS_MISSED}

You are required to complete the following actions in line with the Attendance Policy for Tier 4 Students:

Submit absence forms (and any supporting evidence) on ELITE ([online absence form](#)) for your absences listed above as soon as possible.
If any of the absences do not appear on ELITE, please reply to this email giving the reasons for your absences.

Kind regards

The International Visa Office
The University of Law

5 Consecutive Unexplained Absences

9 Consecutive Absences Email

The following email will be sent every day at 10am to visa students when they have 9 consecutive absences (regardless of whether they have been explained or not):

Subject: Urgent Action Required: 9 Consecutive Absences

Email Priority: High

CC: Campus Student Service, Personal Tutor

Dear {STUDENT_FORENAME}

We are writing as you currently have 9 consecutive absences on your attendance record.

The University of Law is required by the Home Office to report a withdrawal of Tier 4 sponsorship for any student who reaches 10 consecutive absences. This is stated in the Attendance Policy for Tier 4 Students and the Information for [International Students](#) booklet. You can find both of these documents in the International Students area on ELITE.

If you reach 10 consecutive absences, the University will have no option but to report a withdrawal of your Tier 4 sponsorship to the Home Office and deregister you from the University. The Home Office will then curtail your visa and you will be required to leave the UK. This may also affect your ability to apply for a Tier 4 Student visa in the future.

You are now required to complete the following actions in line with the Attendance Policy for Tier 4 Students:

1. Respond to this email to confirm you have received it.
2. Attend a **mandatory** meeting with a member of the International Visa Office or your Tier 4 Officer to discuss your situation (further details of the meeting will be sent to you shortly).

If you fail to complete these actions, the University will have to report a withdrawal of your Tier 4 sponsorship to the Home Office for failing to engage with the University as outlined in our [Tier 4 Students Policy](#).

Regards

The International Visa Office

The University of Law

Undergraduate Personal Tutors will receive an automated email every Monday including an overview of attendance for each of their personal tutees (see example on the left the name has been removed). The top section includes overall percentage attendance by subject. Where a student drops below 80% attendance for a subject, this will appear in red text. The reports will include attendance records for the current year but not previous years. It will include current and pending students and those considering intermission/withdrawal/transfer.

The section below includes all absences for the student in chronological order and indicates the number of consecutive absences. Where students have 3 or more consecutive absences, 1.04ebse0012547 0 842.04 595.56

Postgraduate Personal Tutors will receive an automated email every Monday including an overview of attendance for each of their personal tutees (see example on the left)

Annex 6 Completion of Online Registers

