HE STUDENT ATTENDANCE POLICY

APPROVED BY HE ACADEMIC BOARD ON MAY 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

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Policy will be communicated via:	Website, University Centre Leeds Hub & Leeds Conservatoire Hub	
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1. POLICY STATEMENT

This Policy is applicable to all students enrolled at University Centre Leeds (including provision delivered at the Luminate Education Group FE Campuses) and Leeds Conservatoire.

1.1 Scope and Purpose

1.1.1 This Policy sets out University Centre Leeds and Leeds Conservatoires expectations of student attendance. It is relevant to all taught students enrolled on a course with University Centre Leeds or Leeds Conservatoire and all staff responsible for reviewing attendance. This includes, but is not limited to, full time, part time, temporary, visiting, casual, voluntary and students employed by University Centre Leeds or Leeds Conservatoire. Note, some programmes have specific attendance requirements which should be made available to you in addition to this policy.

1.1.2 For the purpose of this policy attendance is different to engagement as attendance requires the activity of being present, at scheduled learning, teaching and other activities as required whereas engagement does not always require physical or virtual attendance at a particular time and place. (see Academic Engagement Policy)

1.2 Attendance expectations

1.2.1 Courses are designed to ensure a student's gets the most out of their learning and succeeds. Attendance at all scheduled teaching events is the best way to ensure a student achieves their potential and supports engagement and wellbeing. University Centre Leeds and Leeds Conservatoire recognises, however, that there are times when a student may have to miss teaching events, for example due to illness.

1.2.2 University Centre Leeds and Leeds Conservatoire encourage students to attend all timetabled teaching events. This includes all events set out by the course including tutorials if applicable. Students should familiarise themselves with specific course or module attendance requirements and must ensure that they engage with the method of recording attendance which is required by University Centre Leeds or Leeds Conservatoire. Please note some programmes may have higher attendance thresholds.

1.2.3 It is important that you attend teaching sessions punctually so as not to disrupt the learning of others.

1.2.4 As an undergraduate or postgraduate student, you must meet the minimum attendance requirements during term time. Outside of term time there is no requirement for students to be present or to notify absence.

1.2.5 International students must comply with their Student Visa UKVI requirements for attendance. University Centre Leeds and Leeds Conservatoire are obligated to report non-compliance to the UKVI.

1.3 Recording In-Person Attendance

1.3.1 Student attendance is recorded by course teams and is linked to the individual timetable. Students will need to ensure their attendance is registered at each teaching event attended, even where there are back-to-back events in the same room.

1.3.2 Students will be marked ‘absent’ if their attendance is not registered.

1.3.3 Students must keep their student ID card safe and wear this at all times while on the premises. As well as providing proof of identity and controlling access to buildings used by University Centre Leeds and Leeds Conservatoire, this ensures that students and tutors can record attendance at all timetabled sessions that have a register. Please also see ‘Lost or Stolen Cards’ below if applicable.

1.4 Other Types of Attendance

1.4.1 Courses may include other types of teaching events, such as but not limited to online teaching sessions and Masterclasses. These sessions could count towards the attendance requirement of a course and attendance maybe recorded for these sessions.

1.4.2 Course teams have a duty to monitor student attendance even when undertaking programme activity away from University Centre Leeds or Leeds Conservatoire buildings, such as Placements. Course teams will let students know how this will be monitored which may include:

- Asking to submit evidence that a student has successfully completed the placement.
- A member of staff from University Centre Leeds or Leeds Conservatoire contacting the placement to confirm attendance.
- See Placements Policy for further information.

1.5 Lost or Stolen ID Cards

1.5.1 If a student loses their ID card, or it is stolen, the student must report it to reception as soon as possible so that the old card can be deactivated and a new replacement card can be obtained. There is no fee for the first replacement card.
Students may be charged a fee to cover the cost of subsequent replacement as per the HE Fees, Academic-Related Charges and Refunds Policy

1.6 Room Changes

1.6.1 Where possible all room changes will be amended on the timetabling system and communicated to students in advance of the session, noting that there can be changes. If a room change is required at the last minute for any reason, the relevant member of staff will make alternative arrangements.

1.7 Cancelled Teaching Events

1.7.1 Where possible, cancelled teaching events will be communicated to students in advance of the session and the relevant member of staff will ensure the attendance record is not impacted.

1.8 Who has access to the student data held within the system?

1.8.1 Attendance data will be collected and processed primarily by Staff. Access to individual students' personal information is limited to staff who have a legitimate need to see it. University Centre Leeds or Leeds Conservatoire may have to share students’ attendance data with the parties set out below for the purpose of statutory and legal reporting:

- UK Visa's and Immigration (UKVI)
- Student Loans Company
- Third Party Sponsors
- Professional, Statutory and Regulatory Bodies

2. ABSENCES

University Centre Leeds and Leeds Conservatoire understand that absences are sometimes unavoidable. In such cases it is up to the student to notify course staff, ideally in advance, so they can ensure student access to necessary support.

To report an absence, a student must complete an absence report through the student information site VLE (Leeds Conservatoire) or through Blackboard (University Centre Leeds)

All absences will count towards students' overall attendance figures. If attendance drops below 70% or are an international student that is not complying with the UKVI student Visa requirements of 85% in a month period (70% over a 3-month period), you will begin the attendance monitoring procedure set out in section 2.1 of this policy.

If a student is absent from a summative assessment, they must notify the course team and registry as soon as possible via email/phone.

Students with a disability or those with a long term medical or mental health condition are advised to contact the Student Support and Wellbeing Team who can put in place reasonable adjustments for specific learning requirements. Students with specific learning requirements still need to meet the minimum attendance requirements.

If a student is experiencing significant difficulties which are impacting their ability to study, leading to long term absences, the course team should be contacted for practical advice and the health and wellbeing team for emotional support relating to wellbeing through the referral form on the Student Support sections of University Centre Leeds or Leeds Conservatoires websites. Sometimes, it is best for students to take a short break from their studies via a suspension alternatively the course team may discuss putting a Support to Study Plan in place to help a student re-engage with their studies. All students considering suspending their studies should seek advice from student funding about any potential impact on Student Loan funding. International Students with a student Visa, should also discuss their options with Registry as a suspension in studies would affect student visa status.

If a student repeatedly fails to attend timetabled teaching events without having notified the course team of their absence, they will be moved through the attendance monitoring process as highlighted in the section below.

2.1 Repeated Non or Low Attendance

The stages set out below are triggered if a student's attendance drops below 70% overall or as an International Student, attendance has dropped below 85% in any given month of study.

Attendance reports will be created with the data being used to identify any students whose attendance has fallen below the minimum attendance requirements. Low or non-attendance will trigger a sequence of follow-up contacts with the student to check whether any support or further advice are required.

The Attendance Monitoring stages are as follows:

Stage 1 – if attendance drops below 70% as a home student or 85% as an International student in a month period, a student should receive a text/email to check if the student well. This email will be copied to the course team.

Stage 2 – if the student does not contact the department after the Stage 1 text/email and attendance continues to be below 70% as a home student or 85% as an International Student* the student should receive a second text/email asking them to get in touch with the course team to discuss the reasons for non-attendance. The student may be signposted to appropriate support where required.

*As an International Student if attendance drops below 70% for 3 consecutive months, University Centre Leeds or Leeds Conservatoire is required to withdraw sponsorship due to a lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness requiring extensive hospital stay)

Stage 3 – if a student have not been in contact with the course team after the Stage 2 text/email and attendance continues to cause concern, the student must attend a meeting with a member of staff that holds a managerial role within the school/department to discuss the situation. The outcome of this meeting may result in a Support to Study Plan being put in place if the student is experiencing significant, persistent or long-term difficulties with engagement.

Stage 4 – if a student has not been in contact with the department after the Stage 3 meeting and attendance continues to cause concern, a mandatory interview will need to take place with the head of School/Department. If such a meeting is arranged, failure to attend will result in the student being withdrawn from the programme.

1. At any stage of the process, the course team can inform the students "trusted contact" or refer the student-to-Student Support or Health and Wellbeing if they are concerned about the student's safety or wellbeing.
2. If the student meets with the course team at any stage in the process and agree a plan of action which the student then fulfils, the student may move back to the previous stage of the process.
3. All students have a right to make a complaint as per the student Complaints Policy & Process if the student has any concerns about the measures associated with low attendance.
4. As an international student with a student visa, a student may find that their visa status is impacted if studies at University Centre Leeds or Leeds Conservatoire have been terminated, suspended (due to academic insufficiency) or interrupted (for the duration of the interruption). The law means that University Centre Leeds or Leeds Conservatoire must inform the UK Visas and Immigration (UKVI) of any changes to a student's status.

2.2 Study away from The Provider

A student may be permitted to study away from University Centre Leeds or Leeds Conservatoire on academic grounds as part of the standard delivery of the course. For example, when undertaking a placement or fieldwork. Under UK immigration requirements, University Centre Leeds or Leeds Conservatoire is required to record where students are studying if not at onsite. As an International Student studying on a Student Visa. Therefore, the student must inform Registry of any period of study away from The Provider through the email address: studyvisas@leedsconservatoire.ac.uk.

3. REVIEW

Owner: HE Registry
Introduced: HE Registry

Last review: March 2026
Next Review: February 2029

The Provider reserves the right to review the policy at any time.

Change Summary		
Version	**Date**	**Summary of Changes**
5	March 2026	Update to align to both HE institutions