

TRINITY LABAN

Student Attendance Monitoring Policy

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Committee(s) responsible for approval	<i>Learning, Teaching & Student Experience Board Academic Standards & Quality Board</i>
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1. Introduction

Trinity Laban monitors student attendance both to aid student retention and success and to enable the Institution to fulfil its obligations to UK Visas and Immigration and the Student Loans Company.

This policy sets out the expectations and arrangements for

- *Registration on taught programmes*
- *Recording attendance by teachers and Professional Services staff*
- *Steps to be taken to address issues with student attendance*
- *Monitoring study attendance during work-based learning, placements and study abroad/student exchange*
- *Monitoring student attendance for Student Loans Company and US Federal Loans*
- *Monitoring student attendance for visa compliance*
- *Student attendance on the research degree programme*

Students at Trinity Laban are expected to attend all timetabled activities.

Research students are expected to attend all pre-arranged supervision sessions (normally 24 hours per year for full-time students) and other mandatory seminars and training sessions.

For information on what to do if a student is not able to attend a timetabled activity due to an eligible reason, please contact the Departmental Coordinator or Dance Undergraduate/Postgraduate Administrator.

If you have any questions about this policy, please contact Claire Rutland (Assistant Registrar (Academic Administration)) or Mengzhu Hou (Assistant Registrar (Admissions and International Support)).

2. Registration

Registration takes place in September each year and is the first formal point of contact between Trinity Laban and enrolled students. Students are permitted to attend classes on a temporary basis until they have completed the registration process. All students are required to complete registration by the end of the registration period.

Students failing to attend during the main registration period must report to Registry to complete enrolment before attending any classes. Should a new student fail to attend their expected registration session, Registry will contact them to determine whether or not they intend to take up their place on the programme.

If when contacted, the student confirms that they no longer wish to enrol, or if it has not been possible to contact the student within the first two weeks of term, Trinity Laban will;

- *report students who have applied for a student loan as 'not registered' to the Student Loans Company;*
- *withdraw sponsorship for Student Visa holding students and report this to UKVI;*
- *Withdraw the student from Trinity Laban.*

Students intending to enrol on a programme at another institution must provide Trinity Laban with the name and address of their new sponsor.

All continuing students are required to re-enrol online at the start of each subsequent academic year. Failure to complete online reenrolment within the first two weeks of term will also result in the actions listed above.

2.2 Recording attendance

Taught programmes

Students' attendance at all timetabled activities and Principal Study one-to-one lessons will be registered through Celcat Attendance, Trinity Laban's online class register system, the one-to-one register system or equivalent online registers held by the Performance department. This enables registers to be taken online using a computer or mobile device.

Paper registers will only be produced for visiting artists/tutors without a Trinity Laban IT account. Paper registers for these activities will be provided by the Departmental Coordinator, dance administrator or relevant teaching staff and must be returned after completion. Where possible an existing member of staff will take the register on the visitor's behalf.

Where a student on a taught programme is completing a period of independent research (e.g. 2nd year MFA students), supervisors will be expected to meet with students regularly and to report all unauthorised absences to the relevant Programmes Administrator.

All staff can access student attendance records on Celcat Live Reports.

Registers will be used to monitor student attendance for the purpose of;

- identifying struggling students to provide support for improving engagement*
- tracking attendance where it forms a part of an assessment*
- confirming attendance for individuals in receipt of student loans with the Student Loans Company or US Federal Loan;*
- monitoring engagement of individuals studying on Student visas*
- where a scheduled activity is linked to a public performance outcome (such as a show or ensemble/orchestral concert), attendance is tracked in order to ensure a positive learning and creative experience for all students, staff and visiting artists involved in the project*

Research programmes

Full-time postgraduate research students have, as a guideline, a total of 24 hours of supervisory contact each year (reduced by half during the writing-up period and halved again during a period of corrections). Supervisors are required to keep written records of supervision meetings and to report missed contacts to the Senior Registry Administrator.

Annual Progress Reports are submitted by research student supervisors by 1st October (for September starters) and by 1st February (for January starters). The reports serve as

confirmation of students' engagement with their programme of study over the previous 12 months.

Research student attendance and engagement is monitored across research events by the Head of Research & Knowledge Exchange and the Senior Registry Administrator.

2.3 Addressing issues with student attendance

Where a member of staff has identified an issue with a student's attendance, the following steps should be taken to ensure reasons behind low attendance are identified and support provided to address them. Staff can and should contact Student Services for advice and guidance at any step of the process if they feel that they are not able to support the student's needs and circumstances.

- 1. At first, the member of staff should notify the Module Leader (which could be the Head of Department) of the issue, copying in the Programme Leader and the Head of Department where relevant (or the Module Leader notifies the Programme Leader and HoD of the issue). On research programmes, the relevant member of staff should notify the Head of Research and Knowledge Exchange as the Programme Leader directly (points 2 and 3 below do not apply to research programmes).*
- 2. The Module Leader (who may also involve the student's Personal Tutor or one-to-one teacher, if applicable), should then contact the student by email to organise a meeting to discuss the reasons for low attendance with the student, to identify whether any further support is required for the student, and to clarify expectations going forward. The Module Leader may agree with other member(s) of teaching staff that someone who knows the student better contacts them instead with the Module Leader copied in. The Module Leader is, however, responsible for ensuring the student is contacted.*
- 3. The Module Leader should inform the Programme Leader (and HoD where relevant) that the meeting has taken place.*
- 4. The Module Leader should monitor the situation after the initial meeting and if the issue persists, escalate the matter to the Programme Leader, who will arrange a further meeting with the student. The Programme Leader will agree a plan with the student to improve attendance and engagement.*
- 5. The Programme Leader should monitor the situation after the meeting. Where a student continues to struggle with attendance after the meeting with the Programme Leader, the Programme Leader should contact Student Services for advice.*
- 6. Where intervention by Student Services does not lead to increased attendance and engagement, and the low attendance is having an impact on the student's ability to complete a module/the programme, Student Services may instigate the Fitness to Study Procedure (available here: <https://www.trinitylaban.ac.uk/about-us/learning-teaching-research/academic-quality/academic-quality-handbook/#student-casework>)*

In the context of performance-related activities, the timeline may need to be shorter due to the nature of the project and implications for public performances and the experience of other students.

2.4 Monitoring attendance for Student Loans Company

Trinity Laban is required to confirm attendance on a termly basis for all undergraduate students in receipt of a tuition fee loan to the Student Loans Company. If it comes to the attention of Registry staff who confirm attendance that a student is not attending, member of staff will contact relevant programme staff and Student Services in the first instance to confirm that the student is in attendance. An email will be sent to the student by Registry to inform them that if they do not attend timetabled events, or respond within 2 weeks they will not have their attendance confirmed at the start of a term, and will subsequently be withdrawn from the programme due to non-payment of fees

2.5 Exchanges, Placements and Work-based Learning (taught programmes only)

Students undertaking exchanges, placements or other activities which require absence from normal term-time activities of more than one week will be expected to maintain regular contact with a personal tutor (or other designated member of staff). The relevant Module or Programme Leader should set out the expectations for frequency of contact with students on placements and undertaking work-based learning in accordance with the Placements Guidance available as an Appendix in the Academic Quality Handbook: <https://www.trinitylaban.ac.uk/about-us/learning-teaching-research/academic-quality/academic-quality-handbook/#partnerships>. The usual attendance monitoring and check-in points set out in this Policy apply to visa-holding students also while they are on placement/undertaking work-based learning. Visa-holding students cannot take part in optional exchanges and study abroad activities outside of the UK as per UKVI requirements.

3. Individuals Holding a Student Visa

3.1 Registration

During registration all new students (including students returning to start a new programme of study) must present their current passport and a copy will be taken to be held on file. For students applying on or after 15 July 2025, study route visas are issued as an eVisa only. Students must provide evidence of their eVisa status, which can be shared with the institution using a share code generated via their UKVI account. Where a student has not yet obtained their eVisa share code, they will be allowed to provisionally register on the condition that they provide the Registry Office with access to their eVisa status as soon as it becomes available.

All returning students (students on a programme of study lasting more than one year) are required to complete an online task as determined by Registry.

3.2 Check-in points

All students holding a Student Visa are required to verify their engagement at two further points in the academic year as determined by Registry. This will normally be in the first week of term 2 and the first week of term 3.

At each check-in point, students are required to complete a short online questionnaire. Questionnaire data will be retained by the Registry for audit purposes.

Students must complete the questionnaire no later than the end of the second week of term. Students unable to complete the questionnaire for a legitimate reason, such as illness, must contact Academic Admin to make arrangements to complete the task at the earliest opportunity.

3.3 Census points

Academic Admin will carry out spot-checks/a census check on a monthly basis during term-time. Census points will vary from programme to programme due to differences in delivery methods, but will involve the monitoring of a selected activity within the specified time period. In each case one of the following activities will be monitored.

- *attendance at a lecture, class, tutorial or seminar*
- *participation in a rehearsal or (assessed) performance*
- *a meeting with a supervisor or academic tutor*
- *participation in a test or examination*
- *submission of coursework*
- *participation in an oral examination or viva*
- *contact with an exchange or placement officer/tutor*

In order to determine engagement, Registry will normally either check attendance registers or coursework submission logs. In some circumstances (such as supervisory meetings or tutorials), Registry may also seek written confirmation of attendance from a tutor.

For the research degree programmes, the Senior Registry Administrator will contact the supervisors of Student Visa holding students every two months to obtain confirmation of the contacts completed.

3.4 Missed Census Points

Students missing one of the scheduled engagement checks for their programme of study will be contacted by email and required to attend a meeting with the Programmes Administrator or another member of the Registry team. The Programme Leader will be copied into the email for their information. At the meeting, the student will be asked to explain the reasons for the lack of demonstrable engagement and if appropriate, will be referred for pastoral or academic support. Inconsistent attendance patterns identified during the attendance monitoring process may be referred to Programme Leaders even if a student has satisfied the minimum contact requirement for sponsorship purposes. In doing so, Trinity Laban aims to reduce the risk of students failing to engage with the Programme in future and to

identify support needs at an early stage.

If the student fails to contact Registry within five working days, a second email will be sent (copied to the Programme Leader, and Head of Department where relevant). The email will include a further invitation to attend a meeting with the Programmes Administrator within five working days and will warn the student that failure to attend may result in withdrawal of sponsorship.

At the end of the second five-day period if, having made all reasonable efforts to contact the student, the Programmes Administrator is still unable to determine the reasons for absence, the matter will be referred to the Deputy Registrar.

For individuals holding a Student Visa; Trinity Laban is required by UKVI to annotate the student's record with reasons for the student's failure to engage, and to ensure that they re-engage within 60 days of the initial contact.

Students may be called to a meeting in advance of the normal census or check-in point where teaching staff have reported a number of consecutive absences or lack of engagement with the programme to Registry.

Research students holding a Student Visa are subject to the same procedures as students on taught programmes (outlined above) should expected points of engagement be missed.

Repeated failure to respond to communications from Trinity Laban regarding attendance may result in withdrawal of sponsorship being reported to UKVI.

3.5 Leave from the UK

Taught programmes

A student in the UK on a Student Visa who needs to leave the UK for an extended period (up to 15 days) during term time, due to circumstances beyond their control, must complete and return a [Student Visa Leave of Absence Form](#) in addition to following the normal permission for absence procedures, prior to making travel arrangements.

Research programmes

Postgraduate Research students planning to be absent from Trinity Laban⁴ for a period of leave or to undertake research in another location for a period of more than 30 working days, must complete and return a Student Visa Leave of Absence Form (available from the Registry page on Moodle: <https://moodle.trinitylaban.ac.uk/course/view.php?id=4543>) to be authorised by the Head of Research & Knowledge Exchange and Academic Administration, who will take into consideration the nature of the research being undertaken and the institution's obligations as a Student visa sponsor.

3.6 Students on Foundation Programmes

Visa-holding students on Foundation Programmes (with the exception of those sponsored for the full duration of an undergraduate degree including an integrated foundation year, e.g. BMus year 0) are required to attend a minimum of 15 hours of daytime classroom-based activity per week.

The relevant programmes are

- *CertHE Foundations of Musical Theatre*
- *CertHE Foundations of Dance*
- *BACD Foundation Programme.*

Trinity Laban will monitor attendance and contact the student where the rate of attendance drops below 85% in any given month. The reasons for absence will be recorded on the student's record and engagement will continue to be monitored.

If a Foundation student's attendance drops below 70% for three consecutive months, Trinity Laban is required by UKVI to withdraw sponsorship due to lack of academic engagement, unless the student can provide mitigating evidence for their lack of attendance.

3.7 Writing-Up and Corrections Stages (research programmes only)

*Trinity Laban is required to continue to monitor research students' attendance during the **writing-up stage** of the thesis and students are expected to maintain regular contact with their supervisor during this period. While some remote contact may be possible, students will be expected to attend in person for arranged meetings whilst studying on a Student Visa.*

*During the **corrections stage** (following thesis submission), a research student may complete their studies on a student visa if the corrections require the student to continue studying in the UK and this falls within the dates on their existing student visa or an extended student visa. Where it is not necessary to remain in the UK, corrections may be completed from their home country. The institution reserves the right not to issue a further CAS for a Student Visa extension if the corrections can be completed remotely and the student is not required to be in the UK.*

If a research student holding a student visa is completing their corrections period in the UK, they are expected to maintain regular contact with their supervisor during this period. While some remote contact may be possible, students will be expected to attend in person for arranged meetings whilst studying on a Student Visa.