

Attendance Monitoring (*SPA 2)

Schools are to monitor attendance by setting up frequent contact points so that they can receive their Tier 4 students' signed timetables and mark attendance against the relevant contact points.

Principle

UKVI requires the university to undertake specific record keeping duties regarding Tier 4 student attendance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/824003/Tier_4_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2019-08_1.1.pdf

The 'SZAPBI..' (Points Based Immigration) screens in Banner are the current method of recording attendance alongside the signed timetable process.

Procedure

Schools and the Graduate Office are responsible for running the Business Objects "Tier 4 and Overseas - Students" report on a regular basis to identify their Tier 4 students (see Tier 4 and Overseas Students Report guidance). Once a list is obtained, it is necessary to identify any groups or individuals who may be subject to bi-weekly/monthly Contact Points rather than weekly.

PBI Screens in Banner

School staff define Contact Points in the relevant screens in Banner (SZAPBIP to define by course, SZAPBIS for individual student records) for the appropriate courses. For the majority of students, weekly attendance is monitored, including Contact Points for enrolment and assessment. Exceptions to weekly monitoring are students without teaching, such as those on placement and Postgraduates working on a dissertations. These groups should have one Contact Point per month. All PhD students are dealt with by the Graduate School and have one contact point every two weeks.

Communication

Post Welcome and Induction, Tier 4 students should be contacted by the School in advance of the first week of term and informed of the mandatory attendance monitoring process. In all communications, it should be made clear when and where timetables are to be collected from and returned, confirmation of how many tutor signatures are required (for weekly Contact Point students). The process for notifying of illness or absence should also be clarified. It is important to re-emphasise this process during the first weeks of term. This will ensure that any students who may arrive late have been provided with the necessary information by the School.

For each teaching week, student timetables are printed by the School. Students will be provided with details for their collection. Each student must evidence attendance at three sessions each week (classes / lectures / tutorials / lab /

studio sessions etc.) throughout the week by having tutors sign their timetable. Signed timetables must be returned to the Course Administration Team as per the instructions provided.

Monthly Contact Points

The School should have an internal process for managing monthly attendance. This may require students to sign in with administration every month. Where students are on placement, a placement provider should confirm that a student's attendance has been satisfactory.

Attendance data

Attendance data should be input into the student or cohort PBI screens in Banner (SZAPBIC or SZAPBIS) on a weekly basis to ensure that the Student Immigration Advice & Compliance team have access to current attendance data.

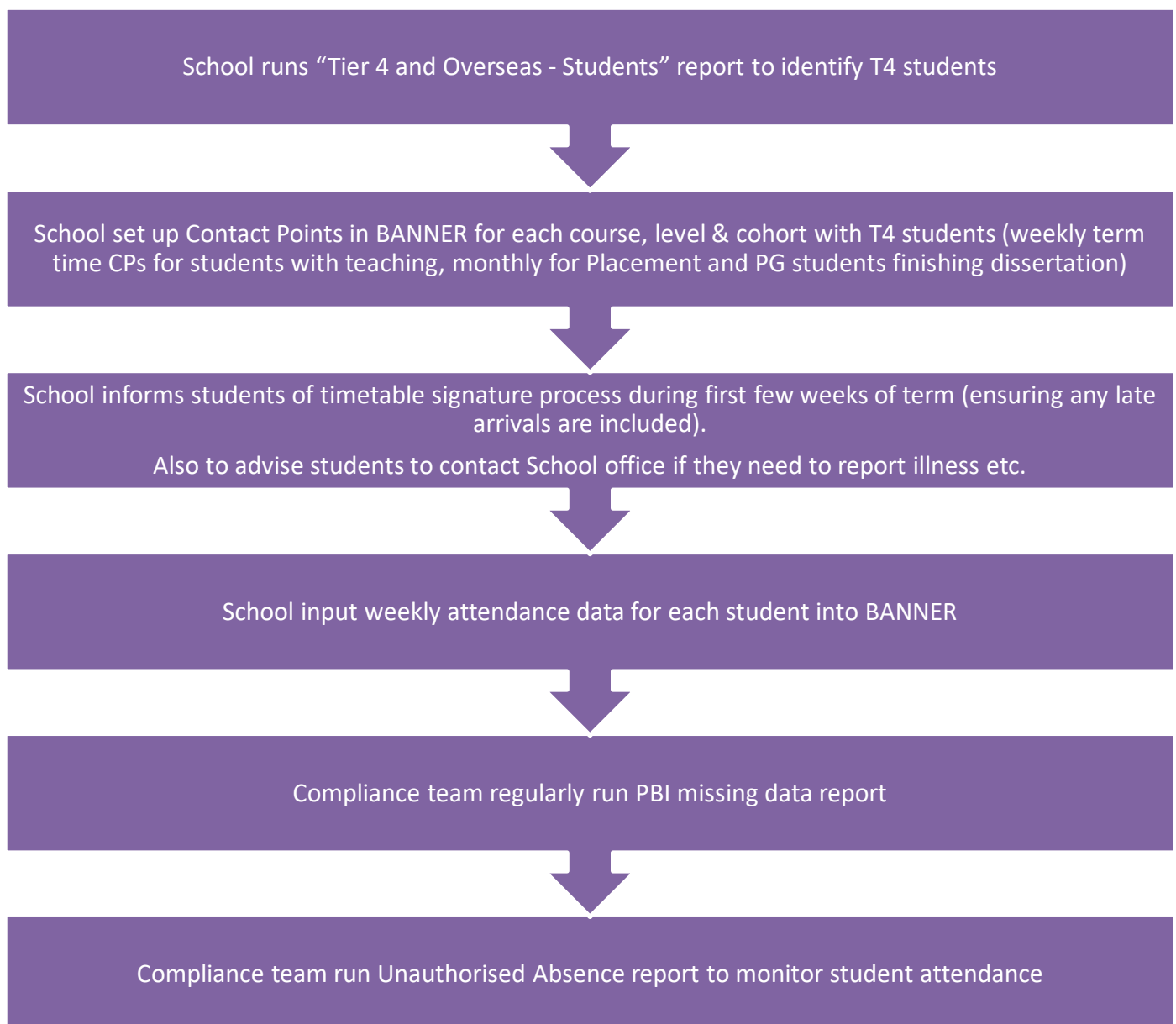
Below is a guide to recording attendance types. Please note that this is not exhaustive and covers the most common attendance types only.

Attendance Type	Description
Present:	Student has returned a timetable with three signatures. NB: A minimum signature of one can be accepted but this should be the exception rather than the norm.
Authorised Absence:	Student has notified the course team of a self-declared absence / illness lasting 5 working days or less and it has been accepted by the School Student has notified the course team of an illness / absence lasting more than 5 working days, has provided evidence and it has been accepted by the School
Unauthorised Absence	Student has failed to return a signed timetable and has not been in touch regarding their attendance Student has informed the course team of an absence that has not been accepted by the School
Register Pending:	Used as a temporary measure whilst awaiting further information. This should only be used for a maximum of two weeks.

Audit evidence

All signed hard copy timetables should be kept to allow a full and comprehensive audit trail of each Tier 4 student's attendance. Correspondence such as e-mails relating to reported absences should also be stored within each student file.

Process overview



***School Process Agreement**