

## Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 10<sup>th</sup> August 2018.

It is due for review in August 2019.

Signature:  
Head of Quality

Date:

This policy will apply to all International Students who will hold a Tier 4 visa to study at the Academy

The Academy will monitor attendance in line with current Home Office guidance to identify Tier 4 students who are failing to attend or adequately engage with their studies. Attendance will be monitored using identified expected points of contact. Expected points of contact are key academic interactions within a programme which provide evidence of attendance and academic engagement.

The Academy will confirm on an annual basis the set of expected contact points for each of their programmes sufficient in both volume and regularity to meet the requirements of Home Office guidelines. Expected points of contact will commence with registration and thereafter may include the following:

- Attendance at examinations
- Coursework submissions
- Attendance at tutorials
- Attendance at seminars
- Attendance at lectures
- Attendance at practical laboratory based sessions
- Agreed contacts with Dissertation Supervisor
- Agreed contacts with a Research Supervisor
- Annual Research Student Monitoring Exercise

Where a student misses an expected point of contact this will be recorded as an absence, unless the absence has been authorised (see Attendance Monitoring Procedural Guidance). Authorised or mitigated absence will not count as an absence for Tier 4 reporting purposes. Although an authorised or mitigated absence does not count towards 10 consecutive absences, it will not reset a student's consecutive absences to 0 to allow attendance patterns to be monitored.

The Academy will normally withdraw sponsorship of Tier 4 students at the point of missing 10 consecutive contact points. Occasions where sponsorship is not withdrawn following 10 consecutive missed contacts should be rare and the reasons for this decision should be well documented. Students would normally be expected to have accounted for their absence through The Academy's through the Authorised Absence procedure.

The Academy will notify the Home Office if a Tier 4 student returns to their home country with no intention to return to The Academy to study. Students in this category will have their sponsorship withdrawn.

A report of withdrawal of sponsorship will be made to the Home Office once it is confirmed that the student has been formally withdrawn from The Academy.

Once sponsorship has been withdrawn and this has been reported to the Home Office the students Tier 4 visa will be curtailed to 60 days. At the point of reporting The Academy will advise the student that they are required to leave the UK.