



Student Attendance and Progression Policy

Designation number	LC005	Title	Progression Policy
Current Version number	Sep 2024 v5	Review date	Sep 2025
Published on website	Yes	Related policies and/or procedures	Student Handbook Attendance and Engagement Policy Academic Appeals Student Disciplinary Policy Complaints Policy Grievance Procedures AAT Academic Appeals
Relation to QAA requirements			
Informed by UK Quality Code – Core Practices for Quality			

1. INTRODUCTION

- 1.1. This policy and the procedures annexed to it set out the regulations and processes employed by The London College to monitor student progression on all programmes of study.
- 1.2. They need to be read within the context of the College's efforts to enhance student success and retention, and the strategic initiatives deployed across the whole breadth of the student experience.
- 1.3. The purpose of Progression Monitoring is to ensure that the College has fair, transparent and effective processes to monitor student academic progression and to identify students with poor academic performance who may require additional support

2. Definitions

- 2.1. Attendance refers to the expected attendance of all students on every element of their programme. This refers to all compulsory lectures, seminars, workshops, practical sessions, tutorials and any form of summative or formative assessment.
- 2.2. Attendance requirements are inclusive of all sessions whether completed as a large group in lectures, small group for tutorials, or individual sessions (such as dissertation supervision or work placement).
- 2.3. Attendance is expected for all sessions whether they are run by College academics, or outside professional/trainers.
- 2.4. The attendance will be recorded onto the College student-management systems through card reader information, paper /online registers and student login information
- 2.5. Monitoring refers to all recording of student attendance, whether electronic or paper-based.
- 2.6. Students funded via the Student Loans Company (SLC) are required by the College to have **60% minimum attendance and 70% attendance for good standing**, in each term of study.
- 2.7. Engagement is monitored thorough a combination of factors which include but not limited to student attendance, class participation, on-time assignment submission and timely communication with the college and staff.

3. Engagement and Progression

3.1 Attendance Monitoring

3.1.1 College will conduct attendance reviews in Week 4 and Week 8 of each semester.

3.1.2 To continue studying at the College, students are required to meet the following criteria:

- a. An attendance record of at least 70% must be achieved over each semester. Exceptions are made for extenuating circumstances, though only when these are justified with credible supporting evidence
- b. Students must submit all relevant assignments on time to demonstrate your intent to student and fulfil the participation contract.

7.4.3 The **Participation Contract** will be considered as breached in any of the following circumstances, unless the student has negotiated alternative acceptable arrangements with the college academic team.

- (i) Student who has missed any 3 weeks of taught sessions for one module, either consecutively or intermittently. Or has failed to meet the attendance requirements specifically above without good cause or approved extenuating circumstances.
- (ii) The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader / programme admin or their representative.
- (iii) The student will be issued with a notice of withdrawal and given 14 days (W14) to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be terminated. A record of the termination and the reason for it will be held on the student record.

7.1.3 A Student who does not meet the above criteria may not be permitted to register for the following term. In this case the College reserves the right to withdraw the student from the programme with no opportunity to re-enrol

7.2 Progression Review

7.2.1 The purpose of Progression Monitoring is to ensure that the College has fair, transparent and effective processes to monitor student academic progression and to identify students with poor academic performance who may require additional support.

7.2.2 The Progression Policy is applicable to all programmes offered by the College and on an annual or (for programmes of 1-year duration) semester basis.

7.2.3 All students on one-year programmes of study will be admitted into the Second Semester provided they have met the minimum attendance requirements for the First Semester and passed all relevant assessments. Failure to do so may result in the student being withdrawn from the programme. The only exception in this case is where properly authenticated documentation has been provided to support Extenuating Circumstances.

7.2.4 Students following one-year programmes are permitted one Referral submission per module), however the College expects that all assessments are submitted prior to the commencement of the Second Semester. Therefore, all students are expected to have submitted assessments by the Referral Deadline for each semester, otherwise their registration **will be suspended** by the College. In this case the Student Loans Company will be informed immediately.

7.3 Student Progression Review (Level 4 to Level 5 HND)

7.3.1 Progression reviews will take place in March and June respectively to confirm student places/withdrawals. The College will then confirm whether a student is permitted to continue with their course of study or not. Where a decision is taken to terminate a student's enrolment, the student will have the right of Appeal within 10 days.

7.3.2 Students need to **achieve an HNC qualification** to progress to Year 2. Assessment boards will meet at the end of each semester to finalise grades and report on your progression.

7.3.3 HNC will be achieved at 8 modules passes or 7 modules passed plus one compensation. HND will be achieved at 15 modules passes, including double module or 14 module passes plus one compensation. A double module, a Project counts as 2 modules; it is excluded from the compensation. Double modules must be passed to achieve the HND qualification.

7.3.4 Students will not be able to progress to the 2nd year of the HND if all HNC modules are not completed. Students will not be able to apply for the 2nd Year funding if they have failed the 1st year.

7.4 Retake / Recovery modules

Students need to have completed at least 4 modules (**60 credits**) before consideration for a retake or recovery of the modules in an academic year.

Any students deemed non-engaging in their academic year will not be considered for retakes or part time recovery.

Following are some instance which will be considered **as non-engaging and hence in breach of the participation contract**. This is not an exhaustive list:

- Students with poor attendance below expectation and lack of engagement/response in class.
- Students who do not respond to college emails, phone calls and communication.
- Students who do not submit coursework and examinations without valid reasons.
- Students who do not attempt Referral and Resit without valid reasons.
- Students with lack of engagement and communication with the college
- Student with any noted instances of unaccepted social behaviour or disciplinary issues
- Students who disregard for college rules and regulations

Academic board will consider retakes / recovery opportunities based on the overall performance, attendance and engagement within the academic year.

A Retake Request will only be granted at the discretion of the college and based on individual and exceptional circumstances only. It is not an automatic right. If approved the students is allowed to retake the modules on part time recovery basis.

The Academic board reserves the right to terminate students based on the lack of engagement and poor academic performance. Board will decide the outcome of the request

7.5 Progression on BA/BSc programmes

Progression for BA/BSc programmes are subject to Assessment board and Assessment regulations of the relevant University.

To progress / enrol onto any Degree programmes, at any entry level, students are required to demonstrate the following criteria:

- a. An attendance record of at least 70% must be achieved over the academic year.
- b. All assignments should have been submitted and achieved the relevant qualification.

- c. **Any students deemed non-engaging** in their academic year will not be considered for progression / enrolment onto Degree Programmes.

These include but are not limited to the following:

- Students with poor attendance below expectation and lack of engagement/response in class.
- Students who do not respond to college emails, phone calls and communication.
- Students who do not submit coursework and examinations without valid reasons.
- Students who do not attempt Referral and Resit without valid reasons.
- Students with lack of engagement and communication with the college
- Student with any noted instances of unaccepted social behaviour or disciplinary issues
- Students who disregard for college rules and regulations

- d. Any students who do not meet the above criteria will be considered **as non-engaging and hence in breach of the participation contract**. Such students may not be considered for progression onto Degree programmes.

The College reserves the right to decline any applications from candidates who do not meet the criteria for progression.

4. Appeals

4.1 Where students are excluded on grounds of unsatisfactory progression [as detailed above], they have the right to appeal against the decision.

4.1.1. The appeal explaining the grounds for the submission must be submitted in writing within 10 working days of the communication of the outcome of the disciplinary meeting. Appeals should be submitted to the Principal.

4.1.2. The student will be advised within 5 working days of whether the request for a review has been accepted and if not, reasons why it has not been accepted.

4.1.3. If accepted, an Appeal Panel will be established. The student is entitled to attend a meeting with the panel in order to state their case, and to be accompanied in such a meeting by a friend, who is a student of the college, and, if the student is under 18 years of age, by their parent or guardian.

4.1.4. The outcome of the panel will be to:

- i. Confirm the original decision,
- ii. Annul the original decision or,
- iii. Amend the original decision which may include a reduction in the original penalty

4.1.5. If a student has completed this procedure and they are still dissatisfied with the outcome, they may be able to refer the issue as a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) providing that it is eligible under the OIA's rules. Information is available from the OIA's website at www.oiahe.org.uk

4.1.6 Students may also be able to raise a complaint with Pearson Education - the awarding body that accredits HNC/HND programmes. Currently Pearson Education is not in OIA membership.

4.1.7 Students on BA/BSc programmes accredited by the University of Derby, please refer to <https://www.derby.ac.uk/about/academic-regulations/> for more information.