

Version Control

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Related GBS policies
<ul style="list-style-type: none"> ▪ GBS Data Protection Policy ▪ GBS Equality and Diversity Policy ▪ GBS Anti-Harassment and Anti-Bullying Policy ▪ GBS Student Disciplinary Policy and Procedure ▪ GBS Support to Study Policy ▪ GBS Student Charter ▪ GBS Student Code of Conduct ▪ GBS Privacy Policy ▪ GBS Extenuating Circumstances Policy
External Reference Points
<ol style="list-style-type: none"> 1. Information Commissioner's Office, Accessed online at: https://ico.org.uk/ 2. UK Public General Acts, Data Protection Act 2018, Accessed online at: https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

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Global Banking School Student Attendance Policy

1. Policy Statement

1.1. Global Banking School (GBS) acknowledges that there is a strong link between student attendance and engagement with their studies, and student continuation, achievement and progression. Therefore, GBS actively supports and encourages students to attend and fully participate in all timetabled learning sessions and to engage with associated learning activities offered by GBS. In order to do this, GBS monitors levels of student attendance and engagement with the aim of:

Encouraging and supporting students to fully engage with their studies so that that they develop the knowledge, understanding and skills needed to succeed.

Monitoring and acting, where appropriate, on student attendance and engagement to put support mechanisms in place and to help students to achieve their qualification.

Identifying students who may be at risk of not keeping up with their studies which may result in them being withdrawn from, or failing, their programme of studies.

1.2. Early identification of, and timely intervention with, students experiencing difficulties regarding engagement and attendance enhances retention, achievement and student wellbeing. Students showing an irregular pattern of attendance or prolonged period of non-attendance is often an indication of problems that may lead to underachievement, failure to continue in their studies, or withdrawal.

1.3. GBS has a duty to monitor the attendance and engagement of its students to fulfil its legal obligation to inform relevant external agencies of their registration status.¹

1.4. All decisions taken under GBS Student Attendance Policy will be made on a case-by-case basis to ensure that each student is offered support according to their needs.

2. Purpose

2.1 The purpose of this policy is to provide a consistent approach to the monitoring of attendance and engagement, which ensures that GBS is compliant with external regulatory requirements and supports student wellbeing and the learning experience.

¹ This includes GBS' responsibility to Pearson as awarding body, our partner institutions, the Student Loans Company, the UKVI when relevant and the Office for Students.

HE partner as the awarding body. Students will be held responsible for any fees or other charges that may arise from the decision to withdraw them from their programme.

6.4 Where appropriate, students are signposted to the GBS student services for advice, support and guidance, including using the GBS Extenuating Circumstances Policy.

7. Authorised absence

7.1 Students may request authorisation for short periods of absence for personal or religious reasons via their Student Success Tutor (academic). Absences must be requested in advance and at the earliest available opportunity. Repeated requests for authorised absences of short periods may not be granted if such absences

8. Student Rights and Responsibilities

8.1 Students are expected to participate in their learning, to take responsibility for their own development and, through such engagement, to demonstrate a positive attitude to their studies. Specifically, students are expected to:

10.1 Short-term absence due to illness (1-2 days) does not need to be authorised, but the student should contact their Academic Student Success Tutor to inform them if they are not able to attend a scheduled activity together with the likely date of their return. For longer periods of illness (3-5 days) students should submit a self-certification form.

10.2 Where sudden illness affects assessment, for example, assessment submission deadlines not being met, students should apply for extenuating circumstances to be taken into consideration using the GBS Extenuating Circumstances Policy. The extenuating circumstances form should be completed and submitted to their Student Success Tutor along with supporting evidence.

10.3 Where a student's health or wellbeing causes GBS concern regarding their fitness to study on a course, the student may also be referred under the GBS Support to Study procedure and Student Welfare Team as appropriate. The Student Success Tutor will deal with any such circumstance in the first instance.

11. Monitoring and Review

11.1 Academic Board shall receive an annual report to monitor attendance rates, trends in attendance and engagement, and appeals against withdrawal (see paragraph 8.2).

11.2 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asqo@globalbanking.ac.uk.

12. Data Protection and Confidentiality

12.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

12.2 All GBS staff and students should be clearly informed about the limits of confidentiality in terms of information sharing in line with data protection law. Please refer to GBS Data Protection Policy for further guidance.

13. Alternative Format

13.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact asqo@globalbanking.ac.uk.