



## Student Attendance and Engagement Policy

Policy Title	<b>Student Attendance and Engagement Policy</b>		
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Author	Venus Training Ltd	Approved By	Director / Governing Body
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Oversight Responsibility	Senior Management		
Related Documents	Student Support Policy; Safeguarding Policy; Admissions Policy		
Applicable Legislation	UK Higher Education Regulatory Expectations		
Document Classification	Internal Policy Document		

### 1. Policy Statement

Venus Training Ltd is committed to promoting high levels of student attendance, participation, engagement, and academic commitment across all programmes delivered by the institution.

Regular attendance and active engagement are considered essential for academic success, student progression, wellbeing, retention, and achievement. The institution expects all students to attend scheduled classes, tutorials, workshops, assessments, and academic activities and to engage appropriately with both classroom-based and online learning requirements.

Venus Training Ltd recognises that students may occasionally experience personal, medical, financial, safeguarding, or wellbeing-related difficulties affecting attendance and engagement. The institution therefore adopts a supportive and early intervention approach aimed at identifying concerns promptly and providing appropriate support where necessary.



## **2. Purpose of the Policy**

This policy establishes the institution's expectations regarding student attendance and engagement and outlines the procedures for monitoring attendance, identifying concerns, implementing early interventions, and supporting student retention and progression.

The policy aims to promote student participation, academic engagement, and consistent attendance while ensuring that students experiencing difficulties are identified and supported appropriately at an early stage.

The policy also supports the institution's safeguarding responsibilities, student wellbeing commitments, academic quality expectations, and regulatory compliance requirements.

## **3. Scope**

This policy applies to all students enrolled on programmes delivered by Venus Training Ltd, including classroom-based, blended, and online learning provision.

The policy applies to all scheduled academic activities including lectures, seminars, tutorials, workshops, practical sessions, assessments, online learning activities, induction sessions, and other required academic engagements.

The policy applies to all staff involved in academic delivery, attendance monitoring, student support, safeguarding, administration, and operational oversight.

## **4. Attendance Requirements**

Students are expected to maintain regular attendance and active engagement throughout their programme of study.



Venus Training Ltd expects students to maintain attendance levels above 90% in order to support effective learning, academic progression, and achievement.

The institution requires students to maintain a minimum attendance level of 80%. Attendance below this level may place students at risk of academic non-progression or formal institutional intervention.

Attendance and engagement will be monitored regularly through attendance registers, tutorial records, online engagement systems, assessment participation, and academic monitoring procedures where applicable.

## **5. Monitoring and Early Intervention**

Venus Training Ltd will monitor student attendance and engagement regularly throughout the academic year using attendance registers, learning engagement records, tutorial monitoring, and online participation records where applicable.

The institution expects students to maintain attendance above 90% in order to support consistent academic engagement, progression, and achievement.

Where a student's attendance falls below 90%, the institution will begin an early follow-up and support process. This may include verbal discussions, reminder communications, welfare checks, academic guidance, or referral to student support services where appropriate.

The purpose of the early intervention process is to identify potential difficulties affecting attendance at an early stage and provide appropriate support before concerns become more serious.

Where attendance falls below 85%, the institution may issue a formal attendance concern letter requiring the student to engage with academic or support staff and discuss an attendance improvement plan.



Students whose attendance falls below the institutional minimum requirement of 80% may be considered at risk of academic non-progression, suspension of studies, or withdrawal procedures, subject to institutional review and consideration of individual circumstances.

Venus Training Ltd recognises that personal, medical, financial, safeguarding, or wellbeing-related circumstances may affect attendance and will consider such matters appropriately, fairly, and sensitively on a case-by-case basis.

## **6. Student Responsibilities**

Students are expected to attend all scheduled academic activities, engage actively with learning opportunities, complete required assessments, and maintain regular communication with the institution regarding attendance concerns or difficulties affecting engagement.

Students are also expected to inform the institution of any absence, provide supporting evidence where appropriate, and respond promptly to communications relating to attendance monitoring or support interventions.

## **7. Institutional Responsibilities**

Venus Training Ltd is responsible for maintaining accurate attendance and engagement records, monitoring participation levels, implementing early intervention procedures, and supporting students experiencing attendance difficulties.

The institution is also responsible for ensuring that attendance monitoring procedures are applied fairly, consistently, professionally, and in accordance with safeguarding, wellbeing, and regulatory expectations.

## **8. Exceptional Circumstances**

Venus Training Ltd recognises that exceptional circumstances may affect a student's ability to maintain regular attendance and engagement.



Such circumstances may include illness, medical conditions, mental health concerns, family emergencies, financial hardship, caring responsibilities, safeguarding concerns, bereavement, or other significant personal difficulties.

The institution will consider such circumstances appropriately, fairly, and sensitively on an individual basis and may implement supportive interventions or temporary arrangements where appropriate.

## **9. Appeals and Complaints**

Students who are dissatisfied with attendance-related decisions, interventions, or actions may raise concerns through the institution's complaints or appeals procedures.

Venus Training Ltd is committed to handling all concerns fairly, professionally, confidentially, and in accordance with institutional procedures.

## **10. Monitoring and Review**

This policy will be reviewed periodically to ensure continued compliance with institutional, safeguarding, operational, university partnership, and regulatory requirements.

The institution may revise the policy where necessary in response to legislative changes, operational developments, partnership expectations, or identified areas for improvement.

## **11. Related Policies and Procedures**

This policy should be read alongside the following institutional policies and procedures:

- Student Support and Welfare Policy;
- Safeguarding and Prevent Policy;
- Equality, Diversity and Inclusion Policy;
- Reasonable Adjustments Policy;
- Admissions Policy;



- Complaints and Appeals Procedure;
- Data Protection Policy;
- Health and Safety Policy.