



# POINT BLANK

## MUSIC SCHOOL

### PROCEDURE 045

## ATTENDANCE MONITORING PROCEDURE

#### DOCUMENT CONTROL BOX

SCOPE						
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**Document Revision History**

**Version Log**

<b>Committee / Approval Date</b>	<b>Author</b>	<b>Version</b>	<b>Publication Date</b>	<b>Page Reference &amp; Summary</b>

**Related Documentation**

<b>Document Reference No. (Policy version / Supporting doc. #)</b>	<b>Document Type</b>	<b>Link or Dept. Owner</b>	<b>Document Title</b>

## 1. PURPOSE

- 1.1 The purpose of this procedure is to outline Point Blank's approach to monitoring student attendance.
- 1.2 This procedure also outlines the steps that will be taken to intervene where a student's attendance falls below the minimum requirements.

## 2. PROCEDURE DETAILS

- 2.1 Student attendance is monitored using the data collected via the electronic class registers.
- 2.2 All attendance data is stored in the student record and details which classes were attended, which were not attended, when the student may have been late to a class, and where they left early.
- 2.3 Students can report errors in their record by contacting their lecturer in the first instance. The lecturer can then confirm with the Student Experience team that the student's record needs to be updated.
- 2.4 Student attendance is monitored on a two week rolling average. Overall attendance for the term is also reviewed every two weeks.
- 2.5 Students can report an intended absence before the event by contacting the Student Experience team at [support@pointblankmusicschool.com](mailto:support@pointblankmusicschool.com).
- 2.6 Students can also report reasons for absence after the fact via the same email address.
- 2.7 Students whose attendance falls below 70%, or miss consecutive lectures, will receive an email to request reasons for the absence (if not previously supplied) and to check in to make sure they are not experiencing any difficulties with which Point Blank may be able to help.
- 2.8 Students whose attendance is persistently below the minimum requirements, and does not improve following initial contact, will be required to meet with a member of the Registry team. At this meeting, the student will be encouraged to disclose any difficulties they may be having with attending their classes.

### Authorised Absences

- 2.9 In order to authorise an absence or period of absence, the student must provide sufficient supporting documentation. This may be a letter from a medical professional or other verifiable document that evidences the reason for absence.
- 2.10 Students can request that an absence is authorised by emailing [support@pointblankmusicschool.com](mailto:support@pointblankmusicschool.com) with the request along with the supporting documentation.
- 2.11 Staff in receipt of the request and documentation will review them and decide whether to authorise the absence after considering the following:
  - i. The reason for absence;
  - ii. The validity and relevance of the supporting documentation;
  - iii. Whether the circumstances were outside of the student's control;
  - iv. Any precedents set in other cases of authorised absence.

- 2.12 If the authorised absence request is upheld, the student's record will be updated and they will be informed of the outcome.
- 2.13 If the authorised absence request is not upheld, the student will be informed as to the reasons why. There is no right to appeal this decision, but students may provide further evidence if appropriate and available.

#### **Withdrawal due to non-attendance**

- 2.14 Students who fail to improve their attendance following intervention will receive at least two warnings detailing the risk of withdrawal.
- 2.15 A final warning with the intent to withdraw will be issued to the student following persistent absence without good reason, and where the student has not responded to previous communications.
- 2.16 Should the student continue to disengage following the final warning, they will receive a letter detailing their removal from the programme and their student status at Point Blank will be removed. Where applicable, this will include informing the Student Loans Company of the Change of Circumstance.

#### **Mitigating Circumstances**

- 2.17 Where a student discloses mitigating circumstances, the Senior Retention Officer, Retention Officer, Student Experience Officer or other designated nominee will prepare an intervention plan.
- 2.18 Intervention plans will also be issued in cases where the student does not have valid reasons for absence. These may be more disciplinary in tone, depending on the nature of the circumstances.
- 2.19 Valid mitigating circumstances include but are not limited to:
- i. Illness;
  - ii. Short or long-term impairment;
  - iii. Disability (including mental health conditions);
  - iv. Personal circumstances (e.g. homelessness, being a victim of a crime);
  - v. Financial hardship.
- 2.20 With appropriate support from Point Blank, students are expected to actively work towards re-engaging with their studies.
- 2.21 Where the student's circumstances are so severe as to not be remedied through reasonable intervention, and it is not clear that the student will be empowered to successfully complete their programme, the student may be referred to the Fitness to Study procedure.

### **3. PROCEDURE SCOPE**

- 3.1 This procedure applies to home students on Higher Education programmes at Point Blank London and online.
- 3.2 International students studying at Point Blank London on a Tier 4 or Student Route Visa must refer to the International Student Attendance Monitoring Procedure.

#### **4. PROCEDURE OWNER**

This procedure is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this procedure is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this procedure to the following staff:

- Student Experience Manager
- Senior Retention Officer
- Retention Officer
- Disability Support Coordinator
- Student Experience Officer

#### **5. EXHIBITS, APPENDICES AND FORMS**

There are no further relevant exhibits, appendices or forms.

#### **6. REFERENCES AND SUPPORTING INFORMATION**

##### 6.1 Internal

- Student Attendance Policy
- Fitness to Study Policy

##### 6.2 External

- Middlesex University Academic Regulations