

Summary of process for Attendance Monitoring 2018-19

This document sets out what has and hasn't changed for the procedures for Attendance Monitoring in 2018-19.

NO CHANGE to:

1. the University's General Regulation 13 (Attendance, Engagement and Progress), in that students are required to register/sign in at the beginning of the Semester and at such other times as required by the University, to attend lectures and other classes as may be prescribed for the programme of study and to be available to undertake such work as prescribed.
2. the way in which academic colleagues should be taking registers for timetabled sessions, in that Module Organisers should be taking at least one register per week per module where teaching patterns permit.
3. the way that academic advisors/designated colleagues should be setting up meetings to catch up with students who have not attended sufficient teaching and met the School's "trigger" point of unacceptably low attendance. Each School has a different trigger point as this is determined by the School.

WHAT IS NEW

What has changed is the way in which colleagues access data to check on whether students have been attending, and whether academic colleagues have been taking registers. From 2018-19, new Tableau reports have been made available:

- (i) for monitoring students' attendance (current Stage and current Stage minus one) and
- (ii) register completion.

A separate report for viewing historical records of absences in a student's previous Stage(s) of study (i.e. before current Stage minus one) is still in development, at the time of writing. In order to improve the speed at which Tableau reports will load, the amount of attendance data in (i) has been limited to two Stages in Tableau.

Academic colleagues could find guidance on how to access and use Tableau reports here:

<https://portal.uea.ac.uk/learning-and-teaching/docs/attendance-engagement-progress>

Summary of process:

- (a) Schools determine the trigger points for unacceptably low absence and liaise with LTS in terms of when they will review attendance data (e.g. week 7 of Semester 1);
- (b) LTS may remind Schools to look in Tableau (e.g. reminder goes out to the School in week 6, to look at attendance data in week 7);

- (c) For students who have hit the School's trigger point, Schools invite student(s) to initial meeting(s), record notes of the meeting(s) in LTS025 and send this to LTS. For any students that require a formal meeting (leading to potential disciplinary action), Schools liaise with LTS who will invite and take notes of the formal meeting(s) with the student(s), and record this in LTS026. LTS will record the dates from LTS025 (if received from the School) and LTS026 in the student's SCJ.
- (d) HOSs are required to report on whether academic staff in their Schools have completed registers, and had initial/formal meetings with students, to FLTQCs (HUM, SCI and SSF). At the appropriate time in the academic year, LTS Team Leaders will pre-populate a template (available from the LTS BB site) and send this to HOSs so that they could check, add any comments and sign it, so that the reports could be considered at FLTQCs. The expectation is that the HOS/designated colleague(s) completing the report on behalf of the HOS will access the Tableau report for Register Completion directly, to avoid the risks of LTS having to send sensitive data to Schools.

FMH Schools have separate and rigorous systems of recording the attendance of students on their courses, and some of their attendance data will not be recorded by or available to LTS, so separate mechanisms of reporting compliance are being trialled in 2018-19.

- (e) Once FLTQCs have considered reports from HOSs, they will report to the University LTC (e.g. in November 2018, for data obtained from 2017-18) and this completes the process of the University's attendance monitoring procedures.