



POINT BLANK

MUSIC SCHOOL

SPONSORED STUDENT ATTENDANCE POLICY

DOCUMENT CONTROL BOX

SCOPE						
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Document Revision History**Version Log**

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

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

1. PURPOSE

- 1.1 Point Blank is required to monitor and demonstrate the attendance and engagement of all its registered Tier 4 / Student visa holders, in line with UK Visas and Immigration (UKVI) regulations.
- 1.2 As a sponsor with a record of compliance, Point Blank is committed to meeting all its duties under its sponsor license.
- 1.3 The purpose of this policy is to outline Point Blank's approach to monitoring the attendance and engagement of international students studying at the Point Blank London campus. This includes the approach to intervention in cases of unsatisfactory attendance and engagement.
- 1.4 The policy also supports the improvement of the overall student experience by identifying where students may be experiencing difficulties and ensuring timely intervention and appropriate support.

2. POLICY DETAILS

Attendance Monitoring and Minimum Requirements

- 2.1 All students on a Tier 4 or Student Route Visa are required to have their attendance at key contact points for the duration of their study under Point Blank sponsorship.
- 2.2 Recording of attendance will be carried out via the Virtual Learning Environment (VLE). Key contact points can include but are not limited to:
 - i. On campus lectures;
 - ii. Compulsory workshops, 1-2-1s and studio time;
 - iii. Submitting coursework-based assessments and attending live assessments.
- 2.3 All students on a Tier 4 or Student Route Visa studying at degree level must regularly attend their scheduled lectures each term. Engagement with additional learning resources such as the Virtual Learning Environment, attending workshops, 1-2-1s with lecturers or other learning events will be monitored and strongly encouraged, but will not normally count as a positive key contact point.
- 2.4 Tier 4 and Student Route Visa students studying on a Certificate of Higher Education or Diploma of Higher Education programme are required to attend in-person, on-campus events for a minimum of 15 hours per week of daytime study (08:00 – 18:00, Monday to Friday).
- 2.5 Students studying a Certificate of Higher Education or Diploma of Higher Education programme must maintain a minimum of 85% attendance of their classroom based study each month. Where Student attendance falls below 70% for three consecutive months, sponsorship will be withdrawn unless there are exceptional and evidenced reasons for non-attendance.
- 2.6 Attendance is monitored regularly by the Registry department. Where students miss consecutive lectures on a repeated basis without authorisation or good reason, or there emerges a significant pattern of behaviour, or a previously authorised absence expires and the student has not returned to class, the Registry team will contact the student via phone, email and letter.

- 2.7 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.
- 2.8 Some absences are permitted to be authorised. Reasons for authorised absence are at the discretion of the Registrar or designated nominee, but can include:
- i. Short-term injury or illness (up to 7 days);
 - ii. Long-term injury or illness (with supporting letter from a GP);
 - iii. Medical appointments;
 - iv. Legal appointments.
- 2.9 Where a student is aware that they will need to be absent, they are required to provide advance notice to support@pointblnkmusicschool.com.
- 2.10 Students are normally required to provide supporting documentation to evidence their reason for absence in order for the absence to be authorised.
- 2.11 Should a student's attendance not improve following intervention, they will be categorised as 'at risk' and they will be escalated to informal warnings of withdrawal.
- 2.12 Attendance monitoring is not required during break periods.

Withdrawal of Sponsorship

- 2.13 Failure by students to adhere to this policy is likely to lead to their withdrawal from their programme of study and therefore their Visa sponsorship will be curtailed.
- 2.14 Students will receive warnings if there is a pattern of low engagement without good reason, before having their visa curtailed.
- 2.15 Students who fail to re-engage with their studies within a maximum of 60 days within the first contact from the School regarding their academic engagement will have their sponsorship withdrawn.
- 2.16 Where a decision is made to withdraw sponsorship of the student's Tier 4 or Student Route visa, students will be notified by email to their Point Blank and personal email address as detailed on their student record.

3. POLICY SCOPE

- 3.1 This policy applies to all Tier 4 or Student visa holders studying on a Foundation year, Level 4, Level 5 or Full Undergraduate programme at Point Blank London.
- 3.2 This policy does not apply to students who currently hold permission to enter or stay in the UK that is outside of Tier 4 or the Student Route of the Points Based System. It also excludes UK Nationals and EU students who are in the UK under the EU Settlement Scheme or other visa routes which is not Tier 4 or the Student Route of the Points Based System.

4. RELATED POLICIES

- Admissions Policy

- Student Attendance Policy
- Student Progression and Attainment Policy

5. POLICY OWNER

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

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

- Registrar
- Head of Data and Insights
- Data and Insights Manager
- Student Experience Manager
- Admissions Manager
- Senior Retention Officer
- Retention Officer

6. PROCEDURES

- Attendance Monitoring procedure

7. EXHIBITS, APPENDICES AND FORMS

There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Learning and Teaching Strategy
- Student Experience Strategy

8.2 External

- UKVI Student Sponsor Guidance
- UKCISA Student Route Visa Guidance