



POINT BLANK

MUSIC SCHOOL

PROCEDURE 064

SPONSORED STUDENT ATTENDANCE MONITORING PROCEDURE

DOCUMENT CONTROL BOX

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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 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 continuously.
- 2.5 Students need to report an intended absence before the event by contacting the Student Experience team at support@pointblankmusicschool.com.
- 2.6 Students who fail to provide notification of absence before the fact must do so as soon as possible after the absence has occurred.
- 2.7 Students whose attendance falls below 70%, or miss consecutive lectures on a regular basis, 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 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 of Sponsorship

- 2.14 Should a student's attendance not improve following intervention, they will be categorised as 'at risk' and they will be escalated to warnings of withdrawal.
- 2.15 Should a student's attendance not improve following these warnings, the student's visa should be curtailed and the student notified.
- 2.16 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 must have their sponsorship withdrawn.
- 2.17 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.

Mitigating Circumstances

- 2.18 Where a student discloses mitigating circumstances, the Senior Retention Officer, Retention Officer, Student Experience Officer or other designated nominee will prepare an intervention plan. This will be done in line with the sponsorship responsibilities.
- 2.19 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.
- 2.20 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.
- 2.21 With appropriate support from Point Blank, students are expected to actively work towards re-engaging with their studies.
- 2.22 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 and removed from the programme. This will result in the curtailment of the visa.

3. PROCEDURE SCOPE

- 3.1 This procedure applies to sponsored students studying at Point Blank London on a Tier 4 or Student Route Visa.
- 3.2 Home students must refer to the general 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
- [Student Sponsor Guidance documents 2 – 4](#)
- [Appendix D – keeping documents – guidance for sponsors](#)