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Attendance and Engagement Policy

Metanoia Institute

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1. Introduction

- 1.1 This policy details the Metanoia Institute's approach to monitoring attendance and student engagement.

2. Purpose

The purpose of this policy is to:

- 2.1 Clarify the requirements in terms of student engagement and attendance
- 2.2 Support academic attainment and students' health and wellbeing
- 2.3 Satisfy external reporting/accreditation requirements and legal obligations concerning attendance

3. Scope

- 3.1 This policy Applies across all departments and all years of study and applies to both undergraduate and postgraduate taught students.
- 3.2 The policy does not apply to postgraduate research students whose attendance and engagement is governed by the [Middlesex University Regulations for Research Degrees](#)
- 3.3 Beyond the information outlined in this policy, further expectations regarding engagement with learning and teaching materials, attendance at learning and teaching events and assessments, and the timely submission of in-course assessments is set out in programme and module documentation (Programme Handbooks and Module Handbooks available on Moodle).

4. Overview

- 4.1 Metanoia Institute is committed to supporting students to achieve their full potential. Regular engagement in, and attendance at, teaching and learning activities are key components of successful student retention, progression and academic achievement.
- 4.2 Lack of engagement can be an indicator that a student is experiencing difficulties and needs additional support. Monitoring attendance and engagement enables the Institute to offer additional support and guidance to students who require it in a timely manner.
- 4.3 Metanoia Institute acknowledges that many factors can affect students' engagement with their studies.
- 4.4 This policy should be read with the following related policies and procedures
 - 4.4.1 Academic Regulations
 - 4.4.2 Data Protection policies and procedures including privacy notices.
 - 4.4.3 Terms and Conditions (the Student Contract)
 - 4.4.4 Programme Handbooks
 - 4.4.5 Maternity/Parental Leave Policy

- 4.4.6 Break in Study Policy and Procedures
- 4.4.7 Mitigating Circumstances Policy
- 4.4.8 Recording Teaching Policy
- 4.4.9 Assessment Policy
- 4.4.10 Fitness to Practice and Fitness to Study policies and procedures
- 4.4.11 Student Support Strategy and Student Charter
- 4.4.12 Student Code of Conduct

All of the above policies and procedures are available on our website: [Policies and Procedures - Metanoia Institute](#)

5. Definitions

5.1 For this policy the terms 'student' or 'students' refer to all those currently registered on an undergraduate or taught postgraduate programme and who have not deferred their studies, are 'enrolled without tuition' (EWT) or 'enrolled with limited tuition' (EWLT) or otherwise excused from attending teaching and learning events, vivas or submitting in-course assessments on time.

5.2 For this policy, 'engagement' encompasses engaging with, and participating in, guided independent or group study, assessment and feedback or any other activity that supports learning and development. This includes, but is not limited to:

- Attending timetabled teaching or learning events
- Submitting assessments within defined deadlines
- Utilising infrastructure in place to support student learning (e.g. Library resources and Moodle)
- Attending group process groups
- Attending meetings with Academic Tutors or other staff

5.3 Attendance is one component of engagement. For this policy, 'attendance' is defined as being present at timetabled learning, teaching and other activities required by modules and/or programmes in their programme materials.

5.4 This includes, but is not limited to:

- Physical attendance at face-to-face scheduled teaching and or other learning activities as required by the module and/or programme (e.g. lectures, seminars, laboratory sessions, workshops, tutorials, field trips and examinations)
- Virtual attendance at scheduled synchronous online teaching and/or other learning events as required by the module and/or programme.

5.5 Modes of attendance (e.g. online or in-person) will be agreed and set out in relevant programme materials, normally programme handbooks. Students must attend in the mode

defined in their programme documentation. The nature of the session may or may not lend itself to online attendance, and this is a matter of academic judgement to be discussed and agreed at programme team level. Attendance in an alternative mode may not count as formal attendance if not formally agreed ahead of time with the programme team.

6. Monitoring Student Attendance

6.1 The Institute has a duty to monitor attendance at teaching and learning activities and to act on non-attendance.

6.2 The Institute does not currently sponsor Visa Students and so does not have additional compliance responsibilities relating to international students or reporting to UKVI but it does have reporting requirements to the Student Loans Company and other oversight bodies.

6.3 Most of the Institute's programmes of study are accredited by professional or statutory regulatory bodies (PSRBs), and many of these have specific attendance requirements that should be met to fulfil the standards of those awards.

6.4 Where these are more rigorous than those set by the Institute in this policy the requirements of the PSRB shall prevail.

Attendance requirements and Progression

6.5 In line with the Terms and Conditions that students accept at enrollment, students are expected to attend 100% of their scheduled teaching.

6.6 Attendance must not normally drop below 80% of teaching contact in a year in order to progress to the next year of study. The minimum attendance requirement is built into most validated programmes of study at Metanoia. Any individual minimum attendance requirements for progression are detailed in Programme Handbooks

6.7 The 80% minimum is normally calculated in the following way, unless different teaching dates are formally agreed with the Director of Education:

- For final year students this is calculated as 80% of the teaching contact they have had between 1st Sept and 31st May
- For all other students this is counted as 80% of the teaching contact they have had between 1st Sept and 15th July
- Where alternative dates are agreed for programmes, a record of this will be kept and Registry will need to be informed.

6.8 Progression Boards will consider any exceptional or mitigating circumstances when reviewing student progression at relevant points in the academic year, but any decision to allow progression below 80% attendance will be strictly at the discretion of the Progression

Board. Exceptional or mitigating factors will need to be evidenced and the Progression Board reserves the right not to allow progression where there is no strong evidence to support exceptional or mitigating circumstances.

6.9 The decision to progress a student to the next year or study is based on a number of factors, but is ultimately a matter of academic judgement of the programme team, that the student has met and the learning outcomes of the course.

6.10 Sometimes, exceptional approval may be granted to attend a scheduled session in a different mode than that set out in timetables or programme documentation. Refer to point 5.5 above re 'modes' of attendance and online or in-person attendance.

Record keeping

6.11 Heads of Programme, supported by Registry, are responsible for monitoring student attendance, and programme teams will ensure that registers or other attendance tracers are maintained and stored effectively to ensure attendance can be effectively tracked.

6.12 When a student misses a scheduled learning session, they are asked to contact their Primary Tutor and discuss how the missed learning can be addressed. This may involve, for example, the submission of written work, a peer discussion, or another appropriate format through which the student can demonstrate engagement with the missed material. The specific format will be agreed between the student and their Primary Tutor. Missed session work is provided to support the student in achieving the learning outcomes for the academic year by engaging with material and learning processes missed during absence. While it is expected that this Missed Session Work will be completed as part of engagement with the course, not completing it would not, in itself, prevent progression or completion of that year of study.

6.13 Departments are expected to engage with students concerning attendance. Following two missed sessions, a three-stage process will normally begin in line with the below.

6.14 The department will contact the student to check if they are well, signpost them to sources of support and recommend that they return to their timetabled teaching events.

6.15 Students will be made aware of potential impacts of non-attendance on progression immediately.

6.16 Following this initial contact, Departments will continue to monitor and offer support to students whose attendance remains below the required levels. This support may include invitations to meet with academic and/or professional service staff to discuss reasons for absence and any support required.

6.17 Should a student's attendance remain below required levels following one further informal communication from the department, the Institute may decide to issue a formal

non-engagement warning to the student, explaining the impact on progression and any PSRB requirements.

6.18 Where the Institute determines that student engagement has fallen below acceptable levels without good cause, over a period of time it may trigger resit of modules and may delay or prevent progression per the Academic Regulations.

Student Data

6.19 The Institute collects individual student data and datasets that cover groups of students (e.g. cohorts, programmes, levels of study).

6.20 The Institute collects data about student attendance and engagement including:

- Attendance at timetabled classes (online or in-person)
- Submission of assessments
- Accessing digital resources available via the Institute Library
- Engagement with the virtual learning environment(s)

6.21 In accordance with our Student Privacy Notice, we use the data we collect to:

- Comply with our reporting obligations to external agencies
- Identify opportunities to support students, at the point of need, through the provision of additional education and wellbeing services.
- Use of student engagement data complies with Data Protection legislation (including the UK GDPR, the Data Protection Act 2018 and any supplemental legislation) and is handled in accordance with the Institute's Information Governance policies and procedures.

7. Roles and Responsibilities

7.1 Departments (Heads of Programme, supported by Registry) are responsible for monitoring student attendance in accordance with this policy and ensuring, where appropriate, support is offered.

8. Expectations of Students

8.1 In line with Academic Regulations and our Student Charter, Metanoia expects all students to:

- 8.1.1 Attend and actively engage with all scheduled teaching and learning events, whether they are delivered online or in person;
- 8.1.2 Participate in learning activities outside of timetabled events, as specified by a module and/or programme including but not limited to, reading/reviewing materials available through the VLE, preparing for timetabled events, undertaking practical exercises).
- 8.1.3 Students are expected to submit all required summative assessments. If a student has mitigating circumstances, such as a personal difficulty or health problem, which has a

negative impact on their ability to participate in assessment, they should follow the Mitigating Circumstances Process.

- 8.1.4 Engage with the available Library's resources, digitally and/or physically, and with the virtual learning environments (e.g. Moodle) as as would be reasonable in order to meet the requirements of modules and assessments.
- 8.1.5 The Institute expects students to act honestly in relation to their records of attendance. Any attempt by a student to falsify their attendance records will be addressed in line with the Institute's Student Misconduct procedures.
- 8.1.6 A student may wish to consider interrupting their studies if there are valid reasons that may impact their ability to engage and/or result in their needing additional time to complete their degree programme. Students should discuss their circumstances with their Department and Registry and wellbeing services will be able to advise the student on academic and possible financial implications, such as the availability of the course and particular modules when they return and their ability to progress to the next level of study with their peers. Further information can be found in the Break in Study policy and procedures.

9. Policy Review

- 6.22 Strategic oversight of this policy is provided by the Academic Registrar. Summary data relating to student attendance and engagement will be reviewed periodically by Assessment, Award and Progression boards and reported to Education Committee to evaluate the impact of the policy in supporting student success and trends in institutional performance.