



"Enabling Students to Accomplish their Academic Goal"

Attendance, Engagement, Retention & Submission Policy

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1. Introduction

As a higher education institution, Bellmont College has a responsibility to do everything in its entirety to help students succeed in their studies and achieve the best possible outcomes. Meanwhile, Bellmont College's fundamental expectation from its students is, for them to responsibly and steadily attend and enthusiastically participate and commit to their classes and conform to their assessment submission deadlines.

Bellmont College's duty of care and responsibility involves encouraging and monitoring student engagement and progress throughout the program from enrolment to graduation. Retaining students at Bellmont College, is a shared duty, involving all members of the Bellmont College community, which includes both staff and students alike, to provide positive student experiences and outcomes.

Bellmont College's goal is to ensure student success across all of its programmes and our academic registry and teaching department utilises well-established strategies to track and address occurrences of unauthorised absences, non-submissions of assessment and recognising high-risk students.

Our role is to aid and support all students to accomplish their academic goal and secure a brighter future for themselves and their families. Therefore, consistent class presence is fundamental for preserving a beneficial learning environment and nurturing academic success, alongside steady engagement with course materials, lectures and discussions and support (both individual and collectively as a group) offered at Bellmont College which altogether facilitates more profound comprehension and success.

At Bellmont College, we continually motivate and inspire our students to participate actively and fully every step of the way. We carefully track participation and engagement to enable our students to achieve their success and intervene proactively and quickly and reach out to those individuals we feel are at risk of non-completion or dropping out through our unwavering support.

2. Aims of the Policy

This policy sets out the procedures and strategies used at Bellmont College to monitor student attendance and engagement across all of the programmes it offers.

3. Requirements of Attendance

Students at Bellmont College are expected to attend all of their scheduled sessions as outlined in this policy.

Students will be informed about what is expected with regards to attendance and engagement during their inductions and will also be reiterated in the classroom. Therefore, students should be very clear about and understand that Bellmont College has an attendance monitoring system that will be adhered to and therefore, be committed to their scheduled sessions and their duty as a Bellmont College student.

Students will also be informed to engage with and refer to their scheduled timetables, as well as to check Moodle for any updated information that will be published for them. Lecturers will also always communicate such information to students in the classroom.

- 1) Bellmont College students are required to attend all sessions that are scheduled both online and in person as attendance and engagement will be recorded at:

- lectures,
 - workshops,
 - support sessions,
 - inductions/ enrolment,
 - off-site visits
- 2) Students should ensure to submit all their assignments online, within the deadline and attend any support sessions surrounding formative feedback and support with regards to assessment submission.
 - 3) Students should participate in all forms during any of their sessions and also provide Belmont with any feedback requirements for the betterment of the college.

4. Attendance Recording Process

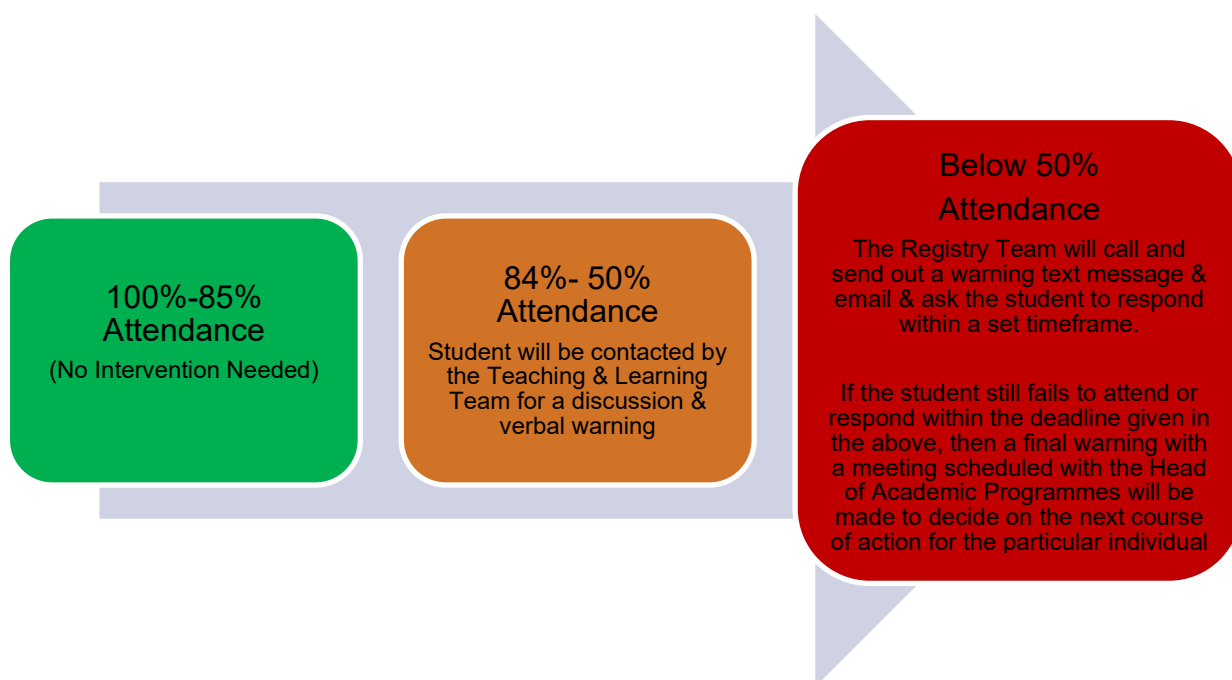
Bellmont College understands that those students who actively and enthusiastically engage with their choice of study, their peers and their lecturers, positively enhance their learning experience and have a greater opportunity to gain the attributes and skills needed to succeed than those students who are half-heartedly or not engaging and participating appropriately.

Attendance and engagement monitoring is therefore a vital strategy that enables and alerts staff at Belmont College to those students who might be at risk of dropping out of their studies, those who are experiencing difficulties and those who are simply uninterested in continuing with their studies.

Attendance will be gathered and monitored as follows at Belmont College:

- 1) Student attendance will be recorded onto the Belmont College electronic system by each tutor during each class and will be calculated as percentages.
- 2) Students arriving within the 45 minutes of the class will be registered as fully present
- 3) If students arrive at any point in time after the initial 45 minutes without prior notification and authorisation, they will be marked as late.
- 4) On a weekly basis the Registry Department at Belmont College monitors the attendance register. Individual student attendance records are calculated in percentages according to Belmont College's attendance rate expectation and given a colour code to distinguish and differentiate between all rates and for the Registry Team at Belmont College to follow strategies put into place for alerting its students.

The following diagram outlines the processes and procedures followed by Belmont College staff depending on student attendance percentage rates



Monitoring Process

- 1) On a weekly basis the Registry Team at Belmont College accumulates student percentage attendance records from the Belmont College electronic system.
- 2) The team then alerts the Teaching & Learning Team with those students whose attendance has fallen between 50% and 84%. At this stage, it is the responsibility of the Teaching & Learning Team at Belmont College to contact these individuals and explain to them about their declining attendance rate and understand why they are not attending. Following this exercise, the Teaching & Learning Team will input the necessary information from the discussions gathered from each individual.
- 3) In cases where the attendance is below 50%, it is the responsibility of the Registry Team to contact the individual students, send out a warning text message and a warning email with a request for a response within a certain date. If this still does not happen then a final warning with a scheduled appointment to meet with the Head of Academic Programmes to decide on the next course of action, will be sent out to the student.
- 4) Following this, if the student still does not respond or communicate with Belmont College staff then Belmont College will suspend the student from their studies and will notify the student through an email. Furthermore, the Student Loans Company will be informed that the student has been suspended from Belmont College and are no longer studying with us.

Bellmont College requires that students who are facing any sort of issues or difficulties with attending their classes or submitting their work, to contact the Registry Department or the Head of Academic Programmes as soon as possible to enable Belmont College to support them in any way possible.

Bellmont College will always go above and beyond to ensure that all students receive the necessary support from the appropriate person or external organisation depending on specific needs.

5. Term-Time Travelling

It is firmly recommended that all students studying at Belmont College do not travel or book trips during term-time whether they are studying online or in person.

In the instance of travelling due to an emergency, students must inform Belmont College immediately and will also need to inform the Student Loans Company (SLC) of the situation and provide proof to Belmont College prior or upon their return.

It should be known that students who travel (even in cases of emergency) and do not return within the 2-week timeframe, may face suspension and be reported to SLC.

Students will not be granted authorization from Belmont College for travelling other than in cases of emergencies where proof may be submitted.

6. Late or Non-Submission of Assignments

Throughout the course of the academic year, there are specific dates set by Belmont College, on which students must submit assignments to get graded, so as to progress on their journey of study. Students must ensure they submit their assignments before the set deadline electronically through their student portal.

Students who feel they have valid reasons for not meeting their deadlines, should inform their Tutor, Personal Tutor, the Head of Academic Programmes or the Head of Registry as soon as possible. It's recommended to mention any extenuating circumstances they are passing through and submit proof if they are able to.

Bellmont College has the following guidance in place to ensure that students are knowledgeable and understand what is expected of them as a student on a Belmont College programme of study.

6.1 Extension Granted- Late Submission

- If a student foresees that they are unable to submit on time (for example they have a long-term illness that might affect this) or are unable to submit within the specified date due to the occurrence of an emergency, then they should notify:
 - their Tutor,
 - their AST
 - the Head of Academic Programmes or
 - the Head of Registry

as soon as possible for the college to be able to assess the situation and grant an extenuation if deemed necessary.

(Ideally, it is requested that students struggling with long-term illnesses or special requirements, notify the Admissions & Recruitment team at application to enable the staff at Belmont College to better support them, or their chosen staff member as soon as possible).

- Any kind of extension must be requested to and approved by the Programme Manager and the Registry Department and therefore, such requests must be

made to the Programme Manager/ Registry Department (either individually or with the help of the staff member they have spoken to about their situation).

Important to note:

- Students should not take for granted that their request will be approved and must wait for a response from the Registry Department at Belmont College.
- Requests to the department may take up to 3 working days.
- Once the Registry Department has analysed this request and the proof submitted, the outcome will be communicated in writing with the student and the new deadline will be made clear.

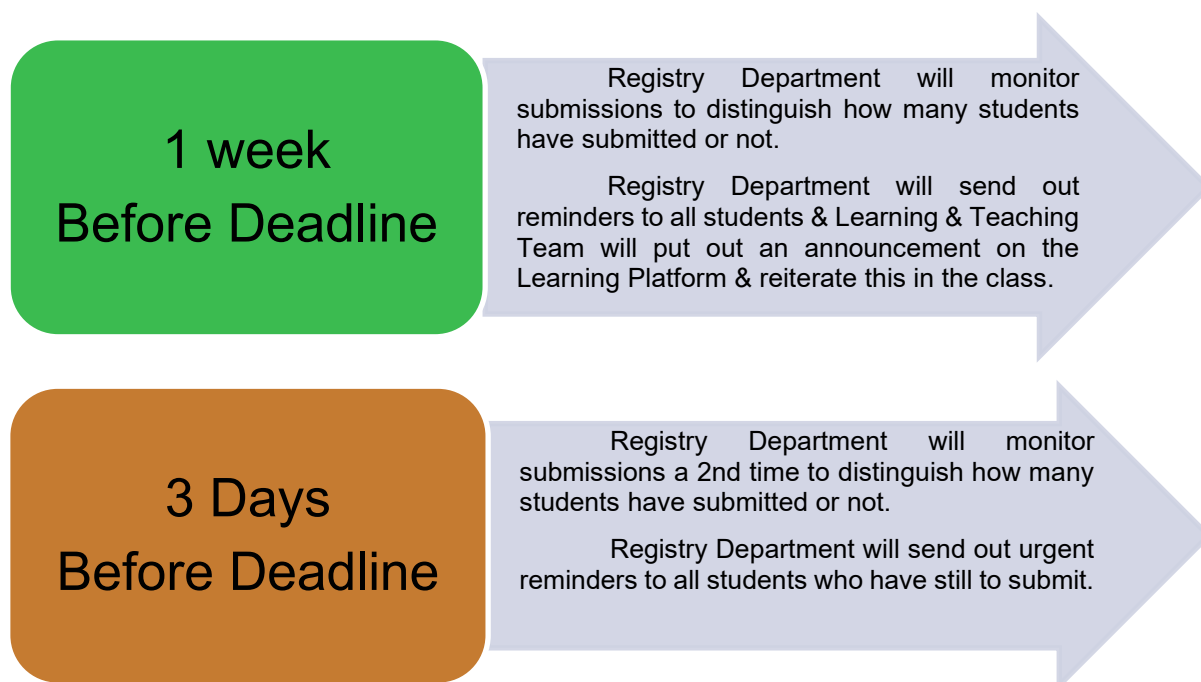
6.2 Late/ Missed Submission Date (Extension not granted or not applied for)

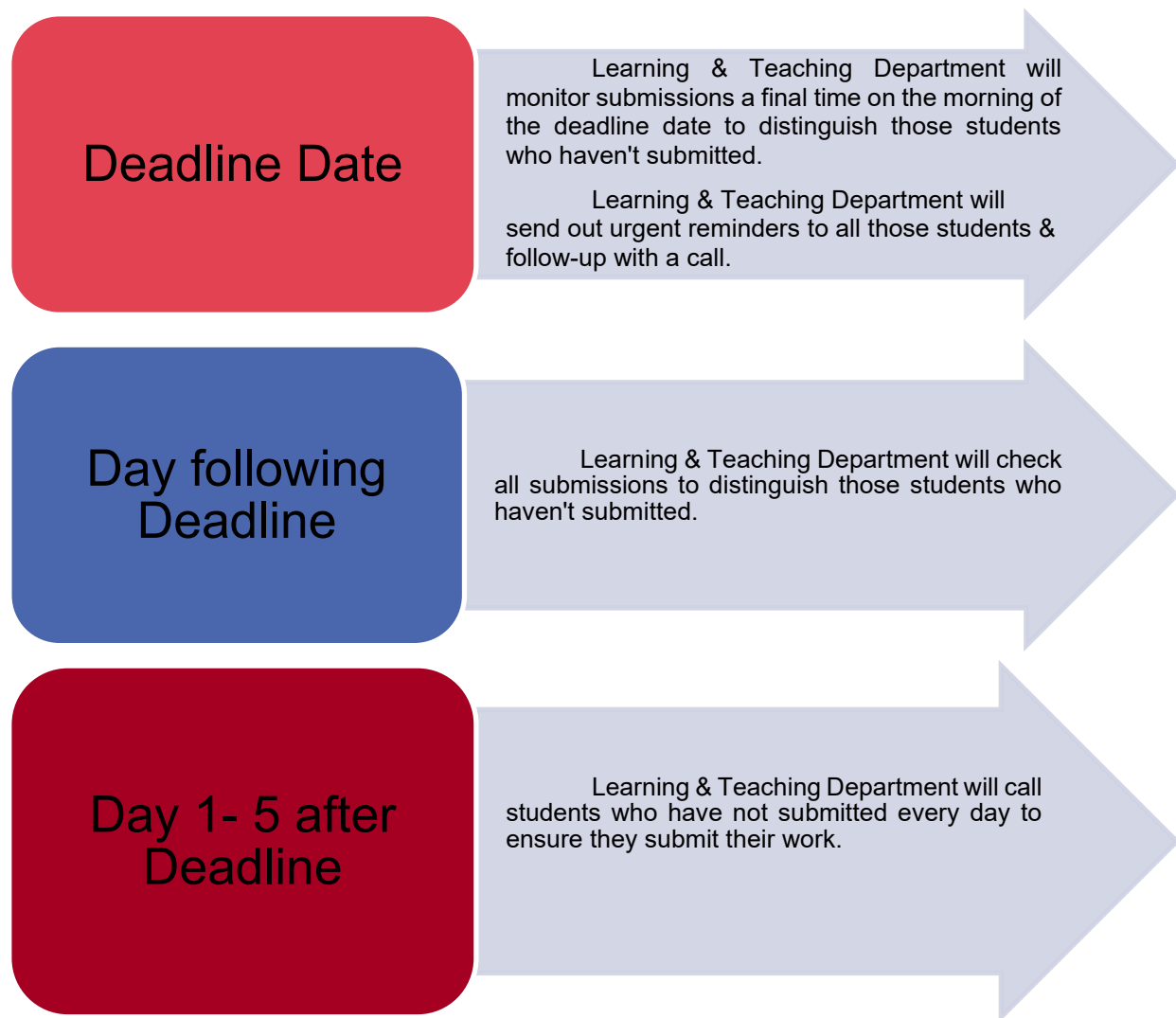
If a student misses the deadline for submitting assessed work or haven't been given an extension, the following procedure will come into effect:

- Submission within five working days of the deadline, mark for that piece of work will be capped at the module pass mark.
- Submissions beyond five working days of the deadline, will not be marked, and the student will receive a mark of zero.

7. Submissions Monitoring Process

The Learning & Teaching Department at Belmont College documents both the submission and non-submission of students' work. This data is accessible to faculty members who instruct and assist students. In instances where students fail to submit their work, Belmont College has in place a monitoring system comparable to that of attendance.





Following the above practice, Bellmont College's Learning & Teaching Department will supply the Registry Department with the necessary data of those who have submitted and not.

8. Conclusion

Bellmont College recognises that the impacts of absenteeism, failure to submit work, and lack of engagement accumulate over time leading to students being at risk of non-completion and dropping out of their programme of studies or failing to achieve their outcomes.

In order to decrease this risk Bellmont College is rigorous in its belief and strategy with regards to providing super supportive solid provision and backing for its students. This dedication requires proactive measures across all staff members at Bellmont College.

Prompt interventions and proactive responses across all departments are essential to engage with each student, especially during pivotal transition periods. New student inductions and orientation serves as a crucial moment for this support, laying the groundwork by furnishing thorough information to establish precise programme expectations right from the beginning of their studies.

Bellmont College also believes and has incorporated a step-up approach that enables the students to enhance their capabilities, knowledge, personal confidence and potential along the course of their programme by being given more autonomy as they progress.

It should also be noted that central to the Belmont College's philosophy is the common awareness that nurturing and encouraging a sense of belonging through a super supportive environment cultivates resilience, self-certainty and ability to achieve.

Bellmont College's duty of care towards its students goes above and beyond to enable student to achieve their goals and therefore, it is vital and expected that students actively participate in all facets of their program from start to finish.

Bellmont College Attendance, Engagement, Retention & Submission Policy					
Versio n	Date	Author(s)	Amendments	Approved by	Next review
1	May 2024	EWV	New Document	Advisory Board	May 2025
2	May 2025	EWV	Revised no update or changes made	Advisory Board	May 2026

Document Context	
This document relates to:	
Document/Policy	Date/version
Bellmont College Quality Assurance Handbook	October 2024 v3
Bellmont College Student Handbook	October 2024 v3
Bellmont College Academic Integrity and Misconduct Policy	October 2024 v3
Bellmont College Internal Verification Policy	October 2024 v3
Bellmont College Complaint Policy and Procedure	October 2024 v3
Bellmont College Academic Appeal Policy	October 2024 v3
ATHE Guidance on an Effective Approach to IQA	2023
QAA Quality Code Chapter B9: Academic appeals and student complaints	2019