

Annex 1: Student Attendance Monitoring Policy

- 1 Students are required to be present at and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught Students at all levels of study.
- 2 Students are required to register their attendance at every taught session. Your attendance and engagement will be monitored weekly. Faculties will check the record at regular intervals throughout the year.
- 3 The University acknowledges that at times a Student's Attendance could be impacted by a disability or health condition. If a Student thinks this might result in Attendance concerns, they should contact the Disability team or the Wellbeing team to discuss whether there are approaches to support or adjustments which could be beneficial.
- 4 If you are a Student Route (including Tier 4) visa Student, you are not permitted to study the course remotely; you are therefore expected to attend all timetabled, in-person¹ teaching.
- 5 Unauthorised absence which causes concern to your Faculty will result in the following actions:
 - 5.1 If your Attendance and/or online presence does not meet the above requirements for the period monitored, the Faculty will contact you. This correspondence will contain appropriate advice and guidance for you in relation to supporting your engagement with your studies.
 - 5.2 Following the Faculty contacting you regarding your non-attendance, your Attendance will continue to be monitored. Should your Attendance not improve the Faculty will contact you again.
 - 5.3 Upon receipt of a second communication regarding non-attendance, Student Route visa holders will be deemed to be de-registered and UKVI will be notified, unless:
 - 5.3.1 A sufficient period of non-attendance authorised by the Faculty means that consecutive non-attendance has not exceeded the threshold permitted under this policy, or
 - 5.3.2 A Student has successfully appealed their de-registration via the process set out in this document (paragraph 8)

For all other Students, if your relevant Attendance/presence online does not improve or you are not able to provide a satisfactory explanation for non-attendance/presence online or where there is insufficient evidence of other

¹ Defined as any teaching activity at which you must be physically present/attend in person i.e. not online.

academic engagement (such as on-time submission of a genuine attempt at written work or participation in assessments), you will be deemed to be de-registered and the Student Loan Company notified (where relevant).

In all cases, you will need to provide evidence in support of your declared reason for absence; without such evidence, your absence will not be authorised.

For the purposes of Student Route visa holder Attendance monitoring, authorised absences will not count towards periods of consecutive non-attendance. However, where a student continues not to attend after the period of authorised absence expires, the authorised absence will count towards the cumulative total absence calculation.

- 6 Faculties and individual Programmes may set more stringent requirements pertaining to Attendance. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University's minimum expectation.
- 7 For apprenticeships, 100% attendance is a requirement for government funding and continuation on Programme. Apprentice Attendance will be monitored at each taught session. If an apprentice fails to attend a session, DMU will discuss this with their employer.
- 8 Where apprenticeship learning cannot be attended due to personal circumstances, alternative arrangements may be provided by DMU and agreed between apprentice, employer and programme leader. If an apprentice fails to engage with missed learning, or repeatedly misses further sessions, they may be removed from the Programme, or will be in breach of the Apprenticeship agreement.
- 9 For Student Route visa (including Tier 4) Students this policy is applied in addition to the University's UKVI Student Route Attendance Policy.²
- 10 Any Student who is de-registered for non-attendance will normally be permitted to apply to re-join the University after a period of two years from the point of de-registration.
- 11 Student Route visa Students who wish to appeal a Faculty's decision to terminate registration must show initial intent to appeal within 5 University working days of formal notification of the decision. Students should submit an [Intent to Appeal Form](#) to the Student Appeals and Conduct Officer (or nominee) (Email: attendanceappeals@dmu.ac.uk). If no intent is shown within the 5 University working days, the University will begin processes of notifying UKVI.³

¹ Please see paragraph 4.6, Chapter 1 of these Regulations

² Please see paragraph 4.6, Chapter 1 of these Regulations

Should a Student lodge an appeal, their Student status reverts to that of a registered Student until the outcome of the appeal is known.

- 12 Student Route visa Students will then have a further 16 University working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee) (Email: acasupportoffice@dmu.ac.uk).
- 13 Students on the Foundation in Art & Design (FIAD) Programme who wish to appeal the Art, Design & Humanities decision to terminate registration must show initial intent to appeal within 5 University working days of formal notification of the decision. FIAD Students will then have a further 16 University working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee), as above.
- 14 All other Students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals and Conduct Officer (or nominee) (within 21 University working days of formal notification of the decision).
- 15 The Student Appeals and Conduct Officer (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Extenuating circumstances may be considered. Extenuating circumstances are genuine circumstances beyond a Student's control or ability to foresee, and which seriously impair their ability to engage with/attend their teaching and learning. Their decision is final and not subject to review by any other University body.
- 16 All Students should note that periods of suspension, debt hold or debt exclusion are not grounds for seeking to appeal a decision to terminate registration on the grounds of non-attendance.

Annex 2: Apprenticeships

1 Apprentices at DMU are subject to all standard Student regulations of the University, where applicable. Additionally, they are subject to the funding rules and eligibility rules of the Education Skills Funding Agency (ESFA) at the time of their enrolment onto the apprenticeship programme and the Apprenticeship Agreement between the Apprentice and their employer and the Individual Learning Plan (ILP, which includes the embedded commitment statement), which has been signed by the Apprentice, their employer and the University.

2 ESFA Funding Rules

2.1 The University retains the right to interpret the ESFA funding rules as it sees fit, to ensure that apprentices, employers and DMU remain compliant with up-to-date government rules.

2.1.1 If an apprentice/employer is deemed to be in breach of the ESFA funding rules, then DMU reserves the right to remove them from the apprenticeship programme. This includes, but is not limited to:

2.1.2 If an apprentice/employer is identified as falsifying any information provided to determine eligibility for a government funded apprenticeship, whether or not the information impacts on their eligibility for funding.

2.1.3 If an apprentice/employer is found to be failing to meet their responsibilities as outlined by the Apprenticeship Training Services Agreement (Contract for Services), the Apprenticeship Agreement, Commitment Statement or the Individual Learning Plan (ILP).

2.1.4 DMU retains the right where a change in apprentice/employer circumstances affects their eligibility for funding or conflicts with the ESFA funding rules, to address their ability to continue, which might include withdrawal from the apprenticeship.

3 Progression of Learning

3.1 In addition to academic learning, the apprentice is required to evidence work-based learning and engage with the University to demonstrate

ongoing learning in compliance with ESFA funding rules. The University retains the right to remove an apprentice from the programme if:

- 3.1.1 The apprentice is unable to maintain relevant and on-going work-based evidence of their apprenticeship documented in their e-portfolio
 - 3.1.2 The apprentice fails to demonstrate ongoing evidence of at least 20% Off the Job hours on an agreed schedule by the faculty, as this is required to achieve the Gateway stage prior to End Point Assessment
 - 3.1.3 An apprentice fails to meet agreed deadlines as set out in improvement plans/objectives designed to bring their work-based evidence up to target
 - 3.1.4 The apprentice and/or employer fail to engage with DMU through requested meetings. This could include (but is not limited to):
 - Inductions
 - Scheduled learning days
 - Regular, scheduled progress reviews
 - Governance meetings
 - Intervention/support meetings
 - 3.1.5 The apprentice fails to demonstrate a commitment towards completing end-point assessment.
- 3.2 Progression towards and attainment of, approved level 2 English and Maths qualifications is an important part of the apprenticeship programme. For those undertaking a level 3 or higher apprenticeship, it is a requirement that they hold or achieve an approved level 2 in both subjects before they can successfully complete the apprenticeship. Apprentices are required to have English and Maths qualifications equivalent to GCSE grade A* to C (or 9 to 4) or Functional Skills Level 2 to meet Gateway requirements and progress to End Point Assessment. Acceptable equivalents are set out in a published list on GOV.UK called 'Acceptable current and prior equivalent qualifications for English and Maths minimum requirements in apprenticeship standards at level 2 and above'.
- 3.2.1 Apprentices will not be able to undertake their End-Point Assessment (EPA), complete their apprenticeship or receive their completion certificate until they achieve the relevant English and Maths Functional Skills qualifications or provide evidence to demonstrate that they have achieved the equivalent qualifications required. End-Point Assessment Organisations (EPAO), including DMU, where

apprenticeships are integrated are required to confirm that the apprentice has met all the requirements of the apprenticeship including the English and Maths qualifications required by the Apprenticeship Standard.

3.2.2 Apprentices who provide acceptable evidence for Maths and English qualifications will be recorded as being exempt from having to complete Functional Skills however any apprentices who are unable to produce original certificates for English and or Maths are required by DMU to have achieved Level 2 Functional Skills qualifications within their first 12 months on programme. This is to ensure progress is not impeded, and the apprentice is able to progress.

3.2.3 Additionally, English and Maths skills development is an important element for all apprentices, including those who have existing certification. All apprentices are therefore required to undertake an Initial Assessment of English and Maths skills prior to programme start (using the BKSB Initial Assessment Tool). This initial assessment measures and captures the apprentices current working level and allows programme teams to complete the learner's Individual Learning Plan (ILP) and direct them to relevant materials/DMU services to ensure that all learners receive relevant support to improve these skills during their apprenticeship.

3.2.4 Certification demonstrates competency for the ESFA. For Ofsted, however, progress made from the starting position is of pivotal importance. This is why all apprentices undertake their BKSB Initial Assessment prior to being inducted onto programme, and improvement of these skills must be captured in their ILP, and discussed during quarterly tripartite progress review meetings.

4 Break in Learning

4.1 Apprentices may take a Break in Learning only if they will be inactive for 4 weeks or more and plan to resume their studies at a later date. The interruption (including the duration) must be expressly agreed by the University and the apprentice's employer.

4.2 If an apprentice intends to take a Break in Learning, the apprentice must notify their personal tutor and the Central Apprenticeship team immediately.

- 4.3 If there is any change to their circumstances or employment status, the apprentice must notify their personal tutor, faculty compliance officers immediately (contact details found in your Individual Learning Plan (ILP))

5 Student Finance

- 5.1 Apprentices are not eligible for Tuition Fee Loans. Tuition fees for apprenticeships will be paid by the Government and the apprentice's employer.
- 5.2 Apprentices are not eligible for Maintenance Loans. Apprentices are employed and must be paid at least the National Minimum Wage (Apprentice Rate) by their employer.
- 5.3 Apprentices do not automatically qualify for Council Tax Exemption.
- 5.4 Apprentices cannot claim Disabled Student Allowance (DSA) as there is separate funding for apprentices via the ESFA. The University can claim for learning support or exceptional learning support from the ESFA if an apprentice has a support need, however there is a fixed rate. The University cannot claim for capital costs. Further information for provision available can be found here: [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK](#)