



## ATTENDANCE AND ENGAGEMENT POLICY

### Purpose and Scope

The purpose of this attendance and engagement policy is to ensure that London School of Commerce & IT (LSCI) provides the best possible support for all learners so they are successful in their learning. This policy applies to all learners studying at LSCI either onsite or online.

1. LSCI recognises that there is a strong link between learner attendance/engagement and academic success. Therefore, LSCI actively supports and encourages learners to participate in scheduled learning sessions and engage with all learning activities. In order to do this, the College monitors levels of attendance and engagement:
  - Learners are encouraged and supported to engage fully with their studies so that they acquire the knowledge and skills needed to succeed
  - Monitoring engagement and attendance can identify learners at risk of withdrawing from or failing their course and enable support mechanisms to be put in place.
2. An erratic pattern of attendance/engagement can be an early indication of problems that may lead to underachievement, failure to progress, or withdrawal. Early identification of, and timely intervention with such learners, enhances retention and wellbeing.
3. The College has a duty to monitor the attendance and engagement of its learners to fulfil its statutory obligations to inform relevant external agencies of their enrolment status.

### Policy

### Expectations

1. The College expects learners to:
  - Engage in all scheduled learning and teaching activities forming part of their programme of study at LSCI
  - Attend classes regularly and punctually for the full duration of all sessions and activities – any learners arriving more than 15 minutes after the scheduled start time of the session will be marked as late and any learners arriving more than 30 minutes after the scheduled start time of the session will be marked as absent
  - Make full use of the available resources to support their learning

- Complete and submit both formative and summative assessment tasks within agreed timeframes
  - Notify all relevant parties in advance of the scheduled activity when they are unable to attend.
2. Where a learner has reasonable adjustments, the above will be considered in respect of those adaptations.
  3. Learners are expected to participate in their learning, to take responsibility for their own development and through such engagement to demonstrate a positive attitude to their studies.
  4. The College will treat any deliberate attempt by a learner to circumvent this policy - e.g. by asking another learner to register attendance on their behalf - extremely seriously. Any such attempt may lead to disciplinary action being taken.

### **Monitoring**

1. The College will ensure learners are monitored in order to identify those whose attendance and engagement raises concerns and indicates that they may be experiencing difficulties.
  - Where attendance and/or engagement levels including any online activities raise concerns, the College will take appropriate steps to provide support. The initial focus will be on support and wellbeing for the learner, encouraging re-engagement.
  - Continued attendance and/or engagement issues will trigger communications designed to encourage learners to re-engage with their studies.
  - Following all interventions, where learners are deemed to be no longer attending and/or engaging, their registration may be withdrawn and they will be reported, to the relevant awarding organisation and the Student Loans Company (SLC), to meet the College's contractual reporting duty.
2. All decisions taken under this policy will ensure that learners are offered support according to their needs.

### **Appealing the withdrawal decision**

1. Learners have the right to appeal against a recommendation to withdraw them from their studies under this policy. All Learners who wish to appeal the decision must do so in writing to the Principal (or nominee) within 10 working days of formal notification of the decision.
2. The Principal (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Extenuating circumstances may be considered where these are genuinely beyond a learner's control or ability to foresee, and which seriously impair their

ability to engage with or attend their teaching and learning. In case of BNU, the Principal will send the appeal to BNU Registry for consideration.

3. BNU Academic Registrar's decision is final and not subject to review by any other University body.
4. All learners 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 / engagement.

### Authorised Absence

1. The Principal has the authority to grant short periods of absence to learners for personal or compassionate reasons. Wherever possible, such absences should be requested in advance and at the earliest available opportunity.
2. Learners should not normally be absent from scheduled teaching sessions for more than 5 working days and must contact tutors and admin team where they are unable to attend, e.g. due to a short-term illness. Where sudden illness affects assessment, learners should apply for mitigating circumstances to be taken into consideration ([Exceptional circumstances](#)).
3. Requests for absences of more than 5 working days will be considered as exceptional due to the potential impact on a learner's studies. Such requests must be made in writing and will only be granted where the Principal with the consent of the Tutor agrees with the proposal, and the learner understands their responsibility for completing any outstanding academic work.
4. Requests for authorised absence may be refused where the pattern of attendance and engagement already gives cause for concern. Where relevant, learners may be advised to follow the interruption of studies procedure.

### Responsibilities

1. Learners are expected to be proactive in engaging with attendance recording mechanisms and must communicate with their course team if they experience difficulties engaging with their studies.
2. The tutors are responsible for ensuring learner attendance is recorded properly.
3. The admin team is responsible for contacting learners whose engagement causes concern. For BNU, Academic Registry is also responsible for processing recommendations for withdrawal of learners, including those following recommendations from LSCI, and for informing relevant internal departments and external agencies.
4. LSCI Student Welfare officer will communicate with learners identified as being of concern due to their patterns of attendance and engagement and offer support to re-engage

them with their studies. Where learners do not respond to such communications, or fail to re-engage with their studies, they may be recommended for withdrawal.

**LSCI/Policies/2026/  
Attendance and Engagement Policy**  
**Effective from: Jan 2026 Review date: Dec 2026**

**Reviewed: Jan 2026  
Dr Anwarul Haque  
Version 2**