

Appendix: Student Monitoring and Intervention Process

1. Introduction

This policy outlines the intervention process for students at [College Name] who require closer monitoring due to various reasons impacting their academic performance and attendance.

2. Criteria for Placement on the Compass Programme

Students may be placed on the Compass Programme for closer monitoring under the following conditions:

- a) Attendance below the expected 85% requirement and/or inconsistent attendance patterns across modules.
- b) Requirement for additional academic support as identified by the student or academic/support staff.
- c) Minor status or personal/welfare circumstances that may impede academic performance.

3. Initial Contact and Warning

Students falling below the expected attendance threshold will be formally contacted through the student management system by Student/College Services staff.

Initial contact will emphasize the importance of good attendance, its positive impact on studies, and the consequences of continued breaches.

Students failing to meet the 85% overall attendance requirement without approved extenuating circumstances or leave of absence will be placed on the Compass Programme. These students will be contacted by the College Services Staff and placed on the Report Card System. They will remain on the report card for a minimum of two weeks or until their attendance improves.

Should their attendance drop below 60% overall for the semester they will receive a warning outlining their requirements and any breaches in regulatory requirements.

Stage 1 Attendance Warning : Student Experience Officer

Stage 2 Attendance Warning : College Services Manager

Stage 3 Attendance Warning : Director of Student and Academic Services

Students will remain on the Stage 1 and Stage 2 warnings for two weeks. If their attendance improves, they will drop down a Stage. Students who have been sent a Stage 3 warning have 24 hours to make an appointment to see the Director of Student and Academic Services.

Students who are on an Attendance warning at the end of a semester, will remain on that warning level on enrolment into their new semester.

4. Intention to Exclude (ITE)

Students not meeting with the Director of Academic and Student Services within 24 hours of the Stage 3 Warning will be issued with an Intention to Exclude (ITE)

Students without approved extenuating circumstances or leave of absence, who habitually fail to respond to College communication and actively disengage with studies, will also receive an ITE.

Students issued with an ITE will have a minimum of 5 working days to appeal and justify their continuation on the course.

5. Notification of Termination/Exclusion

If a student fails to respond to the ITE or their appeal is unsuccessful, the College will formally issue a Notification of Termination/Exclusion.

Upon non-engagement, the University Partner will be notified, rendering the student ineligible to study at the College.

6. Sponsorship and Visa Implications

For students under the Student Route Visa sponsorship, the College will notify the UKVI on the University Partners campus within 10 working days confirming sponsorship withdrawal.

This action could cancel the student visa, which would provide a short window for the student to leave the UK (typically up to 60 days) or seek alternative sponsorship.

7. Parental/Agent Involvement

With appropriate consent, parents and/or agents may be contacted to encourage re-engagement or participation of the student.

8. Conclusion

This Student Monitoring and Intervention Process serves to support students in achieving academic success while upholding regulatory requirements and standards. It ensures appropriate measures are taken to address attendance issues and provide necessary support for student well-being and academic progress.