



## **Attendance and Engagement Policy**

**2025/26**

This policy applies to undergraduate programmes delivered by Boomsatsuma and validated by Kingston University London.

# Attendance and Engagement Policy

## 1. Purpose

- 1.1 This policy sets our expectations of students in terms of attendance and engagement. It provides reasons why we monitor attendance, and outlines the support measures in place to help you get back on track if your attendance or engagement becomes a barrier to successful completion of your studies.
- 1.2 All undergraduate programmes at Boomsatsuma are designed to be creative, project-led, and driven by in-person interaction with tutors and other students. As such, it is essential that you establish good practice by attending scheduled classes and engaging with learning activities.
- 1.3 Links between learner attendance and outcomes are widely recognised. In short, the more that students actively engage with their programme of study, the better they do. In contrast, students that demonstrate poor attendance and engagement can find it difficult to get settled, are less likely to achieve their potential, and are at greater risk of failing to progress through their programme.

## 2. Your Responsibilities

- 2.1 We expect you to attend all scheduled classes. This includes workshops, seminars, lectures, personal tutor meetings, and all other activities that appear on your programme timetable.
- 2.2 You should make every effort to arrive on time and be prepared to adjust travel arrangements if you are routinely late. You are expected to remain in class for the duration of your session or inform your tutor if you must leave early.

- 2.3 It is your responsibility to confirm your attendance during the session via the system introduced to you by your programme team.
- 2.4 You are responsible for contacting your module tutor directly (via email or Google Chat), and in advance, if you are unable to attend a session. You must provide a suitable explanation. If you do this, your absence will be logged as 'excused'. Failure to notify your tutor of an absence in advance of the session will result in your absence being logged as 'unexcused'.

### **3. Supporting Engagement**

- 3.1 If you miss one week or more of scheduled sessions, and have not advised us of your absence, we will contact you by email and/or Google Chat to ask why you are not attending and to offer support.
- 3.2 If you are repeatedly absent from scheduled sessions, and have not informed us of any reason for this, we will contact you via email and/or Google Chat to arrange a mandatory individual support session. In this session, we will discuss any barriers to attendance and engagement that you are facing and work with you to find solutions.
- 3.3 If non-attendance raises concerns related to safeguarding, we may choose to contact you via phone. On rare occasions, and where you have agreed for us to do so during enrolment, we may contact your next of kin to confirm your welfare.
- 3.4 If poor attendance persists, we will put in place an Academic Recovery Plan to monitor your engagement with your programme, offer specific support for helping you re-engage, and set expectations for attendance and engagement going forward. We will review the plan with you via an in-person meeting. You will be required to sign the Academic Recovery Plan to acknowledge the commitments you need to make to address non-attendance and engagement.

3.5 We are obliged to inform our degree validator, Kingston University, if a student is not attending and is disengaged from their studies.

3.6 If poor attendance continues and you fail to communicate with us and/or do not follow the commitments outlined in your Academic Recovery Plan, we will inform Kingston University of the status of your attendance and engagement. This may result in your access to Student Finance being temporarily suspended, or in some cases, you may be withdrawn from your programme in line with Kingston University [General Student Regulations](#).