

# **ATTENDANCE, ENGAGEMENT AND PROGRESSION POLICY**



**Ref: VOA005**

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**Approved by:**

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## **PURPOSE**

To maximise learning and development, it is essential to promote consistent attendance by ensuring that all participants attend the necessary lectures and events.

Active engagement should be encouraged throughout all learning activities to enhance comprehension, application of knowledge, and practical skills.

Clear expectations regarding attendance, engagement, and progression must be set to ensure accountability, with participants taking responsibility for their own learning journey.

To achieve positive learning outcomes, support and resources should be provided for those facing challenges with attendance or engagement.

Finally, fostering a positive, inclusive, and collaborative learning environment is crucial, where every participant's contribution is valued.

## **SCOPE**

The scope of this initiative involves promoting a comprehensive approach to learning by focusing on key aspects such as consistent attendance, active engagement, accountability, and creating a supportive learning environment.

It includes ensuring that all participants attend the necessary lectures and learning events to optimize their development. Active participation is encouraged to enhance comprehension and practical application of knowledge.

Clear expectations will be established regarding attendance, engagement, and progression to foster accountability and ensure participants take ownership of their learning journey. The initiative also aims to enhance learning outcomes by providing targeted support and resources for those who may face challenges with attendance or engagement.

A positive and inclusive learning environment will be cultivated, valuing every participant's contribution. The objectives of this approach include setting clear attendance guidelines, tracking academic and professional progression, offering support for absences, and ensuring inclusive participation for all learners, with accommodations provided where needed to promote equal opportunities.

## **AUTHORISED PERSONNEL**

Head Of Velindre Oncology Academy

## **REFERENCES/RELATED DOCUMENTS**

- Submission of Work for Assessment
- Personal Tutor Policy
- Reasonable Adjustments Policy
- Extenuating Circumstances

## **PROCEDURE**

### **Aims**

**Promote Consistent Attendance:** Ensure that all participants attend the necessary lectures and learning events to maximise their learning and development.

**Foster Active Engagement:** Encourage active participation in all learning activities to enhance comprehension, application of knowledge, and practical skills.

**Ensure Accountability:** Maintain clear expectations regarding attendance, engagement, and progression, ensuring that all participants take responsibility for their learning journey.

**Enhance Learning Outcomes:** Strive for positive learning outcomes by providing support and resources for participants who may face challenges with attendance or engagement.

**Foster a Positive Learning Environment:** Create an inclusive, supportive, and collaborative environment that values each participant's contribution.

### **Objectives**

**Clear Attendance Guidelines:** Establish clear expectations for attendance, including the minimum required attendance to complete the module.

**Track Progression:** Monitor and evaluate participants' academic and professional progression to ensure they meet the required standards and to identify areas where additional support may be needed.

**Provide Support for Absences:** Outline the process for managing and supporting participants who may miss sessions, ensuring that they have access to resources to catch up on missed content.

Inclusive Participation: Ensure that all learners, regardless of background or circumstance, have equal opportunities to engage and progress, offering accommodations where necessary.

## **DEFINITIONS / ABBREVIATIONS**

Velindre Oncology Academy – VOA

“Student” - any person enrolled or registered to follow a Programme of Study or module(s) offered by the VOA and persons who have been students of the VOA for up to 3 months after they have left the VOA.

## **RESPONSIBILITIES**

Students are expected to attend all scheduled teaching lectures and workshops that the Academy offer for the module.

If a student is unable to attend, they must inform the module lead as soon as possible and follow the guidance provided in the module handbook.

If attendance falls below 80% a meeting will be held with the module lead to assess if the student is able to complete the module.

Students' attendance will be registered for all session provided for the module and the module lead will monitor the register and log any student absence.

Students should arrive on time to each session to ensure there is no disruption to the learning environment.

If there are extenuating circumstances and a session has to be cancelled, students' will be notified of cancellations through Moodle and/or email.

If students are experiencing difficulties with their studies, the module lead will monitor attendance alongside offering pastoral support and guidance as soon as possible.

Procedures for Addressing Concerns Related to a Student's Attendance, Engagement and Progress

## **REVIEW OF A STUDENT'S ATTENDANCE, ENGAGEMENT AND PROGRESS**

Module leads are responsible for regularly reviewing the attendance records and academic performance of students in their specific module. If a student were to miss any lectures/academic sessions the module lead/personal tutor will provide support for the missed sessions.

A full review of attendance and academic progress will be carried out by the module lead throughout the module and ensure any students who require additional support receive it.

If the module lead has concerns around a student's attendance, engagement or ability to catch up with their studies, the student will be invited to an initial meeting.

### **Initial Meeting**

The Module lead will invite the student to a meeting to discuss potential support options. The key points of the discussion will be recorded.

If the student has concerns around the quality of the teaching or course content that has led them to miss lectures/academic sessions, then the module lead will report these concerns to the Head of the Velindre Oncology Academy for investigation.

Following the initial meeting the module leader may take one of the following actions:

No further action and continue to monitor the student's attendance and academic progressions.

Referral to appropriate support services in line with the student's needs.

Further action to see if the student can continue with their studies.

If the student does not attend the initial meeting, fails to provide an explanation for their absence or does not arrange an alternative meeting time the module lead will seek guidance from the Head of the Velindre Oncology Academy to determine if the student is engaging with the Academy's process. If a student has reported absences and appears to have caught up on missed work, no further action will be necessary. If there are concerns that the student is not engaging with the academy's support processes, a formal meeting will be scheduled.

### **Formal Meeting**

A formal meeting will be scheduled if:

- The student's attendance, engagement, or academic progress continues to be a concern.

- The student did not attend the initial meeting, has not reported absence, or is not engaging with the Academy's processes.
- The invitation for a formal meeting will include:
  - A description of the concerns for the students' academic progress.
  - A record of the student's attendance including concerns.
  - A copy of key points from initial meeting (if applicable).
  - List of attendees for the formal meeting.
  - The date and time of the meeting.

Information of the consequences if the student fails to attend the meeting without a valid explanation.

The student will be advised to bring supporting documentation including any extenuating circumstances to the meeting.

The student will be given at least 5 working days' notice of the formal meeting. If the student does not attend the meeting or fails to give an explanation, the Head of the Velindre Oncology Academy will assess the situation and decide on the appropriate action as well as giving a formal warning.

The student may bring an accompanying person to the meeting. The Head of the Velindre Oncology Academy should be notified at least one working day in advance.

## **CONDUCT OF FORMAL ATTENDANCE, ENGAGEMENT, AND PROGRESS MEETING**

### **Meeting procedure:**

Head of the Velindre Oncology Academy will outline concerns and present evidence regarding the student's attendance, engagement, and progress. The student will have the opportunity to ask questions regarding the concerns and supporting evidence.

The student will have the chance to present any relevant information regarding the matters raised alongside supporting documentation for mitigating circumstances (if applicable).

Post meeting Actions (Head of the Velindre Oncology Academy may take one of the following actions):

No further formal action and the Module Lead will continue to monitor the student's attendance, engagement, and progress to ensure improvement.

Referral to support services (if the Academy feel the student would benefit from additional support).

Formal warning if the Head of the Velindre Oncology Academy determines that the student has failed to meet the Academy's requirements.

Head of the Velindre Oncology Academy may determine that the student is unfit to continue with their studies.

The Head of the Velindre Oncology Academy will communicate their decision to the student in writing within 5 working days following the formal meeting.

If the issues persist then another formal meeting will be scheduled by the Head of the Velindre Oncology Academy.

## **Appeals**

The outcome or decision from the formal meeting cannot be appealed.

## **CONFIDENTIALITY**

The Academy will keep a formal record of attendance, engagement and progress and formal warnings provided will be retained within the Academy's records for the duration of the students' studies. These records will be removed following the conclusion of the student's studies.

Information relating to actions taken under this procedure will remain confidential with the Head of the Velindre Oncology Academy and the Module Lead.

## **RESOURCES**

The implementation and management of arrangements associated with this policy do not present any significant resource implications to the Trust.

## **TRAINING**

There are no training requirements for this policy.

## **INTEGRATED IMPACT ASSESSMENT**

In accordance with the Trust's Equality policy, this policy will not discriminate, either directly or indirectly, on the grounds of sex, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, union membership, disability, carer's status, offending background or any other personal characteristic.

## **AUDIT, IMPLEMENTATION AND POLICY COMPLIANCE**

This policy will be implemented and monitored by the Velindre Oncology Academy Implementation Board. The policy will be reviewed every 3 years, unless where it will be affected by internal changes such as:

- Legislation;
- Practice change or change in system/technology.

## **GETTING HELP**

A copy of this policy and other VOA policies and procedures referenced are available on the VOAs website. The VOA team can be contacted and is available to provide advice, guidance and support via email at [Velindre.OncologyAcademy@wales.nhs.uk](mailto:Velindre.OncologyAcademy@wales.nhs.uk)