

ACADEMIC ENGAGEMENT POLICY

APPROVED BY ACADEMIC BOARD ON MAY 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

Version:	1	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
SELT		
Academic Board	May 2026	1
Name of author:	HE Registrar Group Director of HE Quality and Standards	
Name of responsible committee:		
Related policies: (list)	Attendance Policy Support to Study Policy Mental Health Policy Disability Policy	
Equality impact assessment completed	Date:	
	Assessment type ☒ Full ☐ Part ☐ Not required	
Environmental Impact Assessment Completed	Date:	
	☐ Yes ☐ No ☒ Not required	
Policy will be communicated via:	Website, VLE, Cecil	
Next review date:	April 2029	

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1. SCOPE AND PURPOSE

This Policy is applicable to all students enrolled at University Centre Leeds (including provision delivered at the Luminate Education Group FE Campuses) and Leeds Conservatoire.

2. POLICY STATEMENT

2.1 University Centre Leeds or Leeds Conservatoire has a duty to comply with statutory obligations in relation to attendance and engagement.

2.2 For the purpose of this policy engagement is different to attendance as it does not always require physical or virtual attendance at a particular time and place whereas attendance is the activity of being present, at scheduled learning, teaching and other activities as required.

2.3 University Centre Leeds or Leeds Conservatoire is obliged to:

- Ensure attendance and engagement requirements for programmes accredited by professional, statutory or regulatory statutory bodies (PSRB) are met.
- For students in receipt of statutory funding (including UK Student Loans) University Centre Leeds or Leeds Conservatoire are required to report accurate information to meet statutory financial obligations, including, the programme of study, tuition fees, registration and attendance, Changes effecting eligibility, suspension and withdrawal.
- Demonstrate compliance with UKVI for International students who have a study Visa. Where it is identified that a student visa holder is not attending and engaging with their studies, University Centre Leeds or Leeds Conservatoire as the sponsor, has a responsibility to report this to the Home Office.
- International Sponsors and other funding providers requiring statements of attendance.

2.4 Accurate attendance and engagement records are required as part of any consideration and determination of student complaints and appeals and other formal processes.

2.5 University Centre Leeds or Leeds Conservatoire will achieve these obligations by:

- 2.5.1 Ensuring that every session for each module has a register to allow a view of student attendance across the whole programme for the academic year.
- 2.5.2 Ensuring registers for timetabled sessions are marked accurately by tutors or students self-registering.
- 2.5.3 Enabling students to report absence from timetabled sessions easily through their reporting of student absence procedures.
- 2.5.4 Monitoring the submission of assessed work and attendance at in-person assessments.
- 2.5.5 Supervising Leeds Conservatoire President of the Students' Union and monitoring their engagement with the role in the event they are a Visa sponsored student taking a suspension of studies to undertake this role or at the end of their course (with a visa extension).
- 2.5.6 Withdrawing Visa sponsorship where a student who triggers actions under attendance and engagement monitoring procedures fails to re-engage with their course of study.
- 2.5.7 Re-engagement is demonstrated by an improvement in attendance and/or the submission of assessed work. Sponsored students may be fast-tracked through the stages of the attendance monitoring procedure, for example if attendance suddenly deteriorates without absence reporting.

3. STUDENT POSITIVE ENGAGEMENT

3.1 University Centre Leeds or Leeds Conservatoire expects its students to be active participants in their education and that they will:

- Attend and engage with all scheduled teaching and learning activities required by the module and/or programme.
- Engage with and participate in all guided and independent group study, assessment and feedback and any other activities required by the programme.
- Inform University Centre Leeds or Leeds Conservatoire through their reporting student absence procedures if unable to fulfil either of the above requirements for reasons of illness or other additional considerations.

3.2 The requirements for regular and appropriate attendance and engagement are stipulated in the respective Academic Regulations.

3.3 In order to promote academic success and maintain active engagement, students are required to adhere to the following expectations of positive engagement:

- Actively engaging with and communicating with the programme team
- Submit all assessments by specified deadlines.
- Make a genuine and reasonable attempt at all submitted assessments.
- Apply for additional considerations for their missed assignment(s) no more than 10 days after the submission deadline.
- Engage with the Virtual Learning Environments (VLE's) to engage with online learning material, including viewing recordings and completing tasks within virtual learning environments.
- Undertake placements where required by a module or programme.
- Attend Practical/Skills competencies sessions
- Attend sessions where there is a requirement to improve practical/skills competencies (i.e. lab session).

Continuous non-engagement may result in a student's withdrawal from their programme of study as per Fees Academic Related Charges and Refund Policy.

3.4 Importance of attendance and engagement

- Active engagement in learning is essential for students to gain the full benefit of their studies.
- Monitoring attendance and engagement forms a key part of University Centre Leeds or Leeds Conservatoire's strategy to proactively support students in their learning enabling them to achieve positive outcomes.
- By monitoring student attendance and engagement, University Centre Leeds or Leeds Conservatoire is able to proactively identify students who may require additional support and implement measures to support and encourage engagement.

Attending and engaging with learning activities prepares students for expectations associated with workplace and professional practice.

Confirmation of satisfactory attendance and engagement may be required in reference requests for employment or further study.

4. BREACHES OF POLICY

UKVI may withdraw Sponsor Licence with the immediate loss of current students, and we will no longer be able to recruit international students. This could also lead to reputational damage, and:

- Unable to provide accurate data to the UK Student Finance bodies Higher Education Statistics Agency (HESA)
- Retention/engagement/achievement will reduce
- Student satisfaction will decrease

5. REVIEW

Owner: HE Registry

Introduced: HE Registry

Last review: April 2025

Next Review: April 2029

University Centre Leeds or Leeds Conservatoire reserves the right to review the policy at any time.

Change Summary		
Version	Date	Summary of Changes
1	February 2026	Alignment of policy to meet Luminate HE provision