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GBS Student Engagement and Attendance Policy

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Policy lead (Staff member accountable)	Provost
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Date of next review	April 2025

Related GBS policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Student Disciplinary Policy and Procedure



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Global Banking School Student Engagement and Attendance Policy

1. Policy Statement

- 1.1. Global Banking School (GBS) acknowledges that there is a strong link between student attendance and engagement with their studies, and student continuation, achievement and progression. Therefore, GBS actively supports and encourages students to attend and fully participate in all timetabled learning sessions and to engage with associated

regulatory requirements and supports student wellbeing and the learning experience. Robust attendance and engagement monitoring will support timely interventions to provide effective student support and maximise the potential for individual students to succeed.

3. Scope

3.1. This policy applies to all students registered on all programmes delivered by GBS. Students may also be subject to the attendance monitoring process applicable at our partner awarding bodies.

4. Definitions

4.1. Student attendance is defined as the presence of a student at scheduled teaching and learning activities during a teaching block, term, semester and/or the full academic year, as most appropriately applicable.

4.2. Student engagement is defined as the active participation by a student with their studies and the use of learning resources, including the GBS virtual learning environment (VLE) to support their learning. This includes:

- Attendance at all scheduled learning and teaching sessions and associated activities.
- Use of library facilities and VLE learning resources.
- Engagement with formative assessments and submission of formative and summative assessments to specified deadlines.
- Attendance at examinations or time-constrained assessment activities.
- Responding in ia264(in)-2()21ia264(in)-2()21ia264(in)-2()21ia264()-4(me08 398.84 Tm0



- Usage of GBS Library and other learning resources, for example, borrowing of books, and accessing e-books or journal articles.

5.2. All information will be held and processed in accordance with GBS Data Protection Policy.

5.3. Where [redacted] and engagement pattern gives cause for concern GBS will intervene in line with the process for unauthorised absence outlined in section 6.

6. Unauthorised absence

6.1. GBS monitors student attendance and engagement in order to act in cases where records indicate that students may be experiencing difficulties with their studies, either for academic reasons and/or personal issues in their lives. GBS initial focus will be to

6.3. If, following all interventions, a student is deemed to be no longer attending, their registration will be withdrawn and they will be reported, as appropriate, to the Student Loans Company, the UKVI, their employer or sponsor. Where relevant, GBS will remove

HE partner as the awarding body. Students will be held responsible for any fees or other charges that may arise from the decision to withdraw them from their programme.

6.4. Where appropriate, students are signposted to the GBS student services for advice, support and guidance, including using the GBS Extenuating Circumstances Policy.

7. Authorised and informed absences

7.1. Students may request authorisation for an extended period of absence for personal or religious reasons via their Student Success Tutor (academic).

7.2. Informed absence is recognised where an authorized absence is not approved, but continued engagement is indicated

indicated and the student does not return before or on the date of return seto G(in)-2(di)-2(ca)-3(ted52



the student must inform the Student Loans Company to enable financial support to be resumed for the remaining period of studies.

7.6.

pattern of attendance and engagement already gives cause for concern. In such cases reasons for the decision to refuse an authorised absence will be given.

8. Student Rights and Responsibilities

9.2.

home address as recorded on GBS student records system.

10. Student Illness

10.1. Short-term absence due to illness (1-2 days) does not need to be authorised, but the student should contact their Academic Student Success Tutor to inform them if they are not able to attend a scheduled activity together with the likely date of their return. For longer periods of illness (3-5 days) students should submit a self-certification form.

10.2. Where sudden illness affects assessment, for example, assessment submission deadlines not being met, students should apply for extenuating circumstances to be taken into consideration using the GBS Extenuating Circumstances Policy. The extenuating circumstances form should be completed, with supporting documentary evidence provided as appropriate, and these submitted to their Student Success Tutor.

10.3.

study on a course, the student may also be referred under the GBS Support to Study procedure and Student Welfare Team as appropriate. The Student Success Tutor will deal with any such circumstance in the first instance.

11. Monitoring and Review

11.1. Academic Board shall receive reports to monitor attendance rates, trends in attendance and engagement.

11.2. This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asqo@globalbanking.ac.uk.

12. Data Protection and Confidentiality

12.1. GBS

Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

