

UHI | PERTH

Student Attendance and Performance Management Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1	10 March 2026	New policy to supplement POL098a Student Attendance and Performance Monitoring Procedure

1 Purpose

1.1 Policy Aim

This policy aims to inspire and empower all students, regardless of background, to recognise and achieve their full potential. UHI Perth is committed to providing the best possible learning experience within a supportive environment. Monitoring attendance and performance forms a key part of overall student engagement.

UHI Perth records and monitors student attendance and performance to:

1. Support student retention and success through early identification for those at risk of non-completion and enable timely academic or other support interventions.
2. Provide attendance reports to funders (including employers) where students receive full or partial tuition funding.
3. Provide attendance and performance reports to schools for those students who are enrolled through the School/College Partnership programmes or Winter Leaver arrangements.
4. Comply with UK Visas and Immigration (UKVI) requirements under our Student Sponsor license (Tier 4) ensuring accurate recording and reporting of attendance and withdrawals where required.
5. Comply with the requirements of the Student Award Agency Scotland (SAAS), confirming engagement and notifying withdrawals where appropriate.
6. Meet Scottish Funding Council (SFC) requirements to confirm attendance and engagement for the release of Bursary and/or EMA funding.

2 Scope

This policy applies to all Further Education (FE) and Higher Education (HE) students enrolled at UHI Perth.

3 Key Principles

- 3.1 Students are active participants in their learning and are responsible for achieving their potential through successful completion of each stage of study.
- 3.2 Recording and monitoring attendance and performance provide insight into student engagement, motivation, and potential difficulties that may require support.
- 3.3 Student health and wellbeing are priorities for UHI Perth. Effective processes are in place to identify students at risk of non-completion and provide appropriate academic and pastoral support.

- 3.4 Attendance is a key contributor to student retention, progression and overall success.

4 Responsibilities

4.1 Director of Student Experience

Has overall responsibility for this policy.

4.2 Learning, Teaching and Assessment Group

Provides oversight through regular review of attendance and performance data and ensures appropriate actions are implemented.

4.3 Directors of Curriculum, Sector Managers and Subject Leaders

Responsible for ensuring academic staff understand their responsibilities regarding attendance and performance recording and monitoring.

4.4 Student Experience Manager

Ensures professional service staff actively contribute to student health, wellbeing, and attendance and performance monitoring.

4.5 Academic Staff

Responsible for:

1. Recording attendance promptly on CELCAT, the UHI Perth attendance register system, ideally shortly after the start of each class.
1. For the School/College Partnership programmes, taking registers promptly to enable timely absence reporting to schools.

4.6 Personal Academic Tutors (PATs)

Responsible for:

1. Reinforcing the importance of attendance and participation in all classes and activities to all students.
2. Using CELCAT attendance reports to identify patterns of attendance and support at-risk discussions.
3. Completing the BRAG monitoring tool following consultation with relevant staff and assessing attendance and performance risk levels:
 - **Blue** – Student has withdrawn
 - **Red** – Very serious attendance and/or performance concerns
 - **Amber** – Serious attendance and/or performance concerns
 - **Green** – Attendance and performance meet required success thresholds
 - **NC** – Student completed course earlier than the rest of the cohort.

Title: Student Attendance and Performance Monitoring Policy

Version/Status: 1.0/final

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Lead Author: Director of Student Experience

Lead Editor:

EQIA Approval Date: 25/03/26

4. Working with internal support services to ensure appropriate interventions are in place.
5. Signposting students struggling with attendance and/or performance to relevant internal support services.
6. Engaging with students regarding absence or performance concerns, which may ultimately lead to course withdrawal if issues remain unresolved.

4.7 The Curriculum Admin Team

Responsible for:

1. Upon instruction from the PAT, issue relevant text or letter via SITS SRLs
2. Upon instruction from the PAT, update BRAG with the dates of issue.

4.8 The Student Funding Team

Responsible for:

1. Monitoring attendance for all students who are in receipt of a bursary, EMA, Discretionary Funds, or Childcare Funds in preparation for payment.
2. Responsible for informing students of their funding payment schedules.
3. Responsible for informing students when payments will be withheld.
4. Responsible for withholding awards where a students' attendance and/or engagement falls below the minimum thresholds. Attendance below 85% and status red on BRAG.

4.9 The Student Records Team

Responsible for:

1. Ensuring appropriate systems (CELCAT and BRAG) are in place for recording attendance and/or performance.

5.0 Students

Responsible for:

1. Attending all timetabled sessions associated with their programme of study.
2. Actively engaging and participating in their learning, including meeting the dates for the submission of assessments.
3. Attending internal assessment activities and external examinations.
4. Informing their PAT in advance of expected absences and submitting Authorised Absence Form to avoid potential impact on financial support (eg bursary support).
5. Notify their PAT of unforeseen absences as soon as reasonably possible.
6. Providing a medical certificate for absences exceeding five consecutive days.
7. Engaging with available support services (eg PAT, Student Services, Study Skills, Learning Mentors) to support successful programme completion.

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5.1 Risk Management and Project Officer

Responsible for quality assurance and arranging publication of this policy.