

LFA Procedure 6.12

Attendance and Engagement

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1. Introduction

London Film Academy (LFA) aims to provide all of its students with the support and guidance they need to achieve and succeed throughout their studies. Regular attendance and active engagement are essential for academic success, professional development, and participation in the collaborative learning environment that underpins LFA programmes.

This Attendance and Engagement Procedure is intended to set out the expectations for student attendance and engagement. The procedure aims to provide a fair, transparent and supportive framework that encourages students to engage fully with their studies while enabling the LFA to respond appropriately where attendance or engagement falls below the expected standard.

This procedure should be read and used in conjunction with the [LFA Student Code of Conduct](#) and [LFA Academic Regulations](#).

2. Definitions

The following definitions align with the [University of Derby's Student Participation Policy](#) (Section E of the Academic Regulations) and are clarified below in relation to LFA terminology, scheduled sessions, and operational requirements:

- a. **Attendance:** The activity of physically attending all scheduled sessions punctually, including but not limited to: taught sessions, tutorials, on-set Head of Department (HoD)/Crew Roles, book-in/book-out days, meetings.
- b. **Engagement:** The activity of engaging in the full range of scheduled sessions, collaboration within group projects, completion of pre-session tasks, active use of online study materials and related opportunities to achieve the individual's full potential, both in-person and virtually.
- c. **Participation:** Measurable activity across a. and b. as applicable to the student and their programme, to have a reasonable chance of success in assessments for credit.

3. Key attendance guidelines

London Film Academy (LFA) uses a digital app and registration system for daily attendance, security, and fire safety regulations.

- The sign in app is located at Front of House. It is a mandatory requirement, and each student's personal responsibility, to sign in each time they enter and sign out each time they exit the building.
- Class attendance and punctuality is recorded by tutors and Student Support.
- As outlined in LFA's Academic Regulations, a minimum 85% attendance must be maintained.
- Students studying on a Student Visa must adhere to UK Visas and Immigration (UKVI) attendance requirements. Non-compliance may result in visa revocation and deportation.

Access to LFA External Kit Hire

Access to LFA External Kit Hire is a privilege available to students who meet the attendance and engagement expectations, subject to the usual booking requirements and availability.

- To help students focus their time and energy on re-establishing consistent attendance and engagement requirements, External Kit Hire privileges are paused when a student enters Stage 2 of the Attendance and Engagement process.
- The criteria and timeline for restoring External Kit Hire privileges will be discussed during the Stage 2 meeting and confirmed in writing.
- Where the student's attendance and engagement improve during the monitoring period, their access may be reviewed and reinstated with approval from an LFA Manager.
- Maintaining kit-hire privileges also requires adherence to operational procedures. Failure to follow key processes - such as returning equipment on time or attending scheduled book-ins and book-outs - may result in a temporary pause on bookings, regardless of intervention stage.

During a Temporary Pause of External Kit Hire Access

A student whose access to External Kit Hire has been paused cannot:

- Book, collect, return or use External Kit.
- Be named as the person responsible for External Kit Hire.
- Use equipment hired by another student or production.
- Participate in a shoot using equipment from External Kit Hire.
- Be included on the crew list for a production using equipment from External Kit Hire.

To ensure you have the resources needed for your core studies, please contact Student Support if you require kit hire for a module, independent study, or pre/post-session task, to organise a discussion.

4. Registration information

Attendance is recorded for all scheduled teaching sessions and compulsory academic activities. Students are responsible for ensuring that their attendance has been logged correctly in accordance with LFA's attendance registration procedures.

Attendance will be recorded using one of the following categories:

Present

The student attended the session and arrived on time.

Late

The student attended the session but arrived after its scheduled start time and within the permitted late window. Repeated lateness may be addressed as an attendance and engagement concern.

Authorised Absence

The student did not attend the session but submitted the 'Report an Absence' form through the Student Hub and provided suitable evidence and met one of the permitted categories below. An authorised absence will not negatively affect the student's overall attendance data.

Permitted reasons for authorised absence

Students may be granted an authorised absence for the following reasons, provided suitable evidence is supplied:

- **Medical appointment or medical circumstances**
Examples of evidence include a doctor's note, hospital or A&E documentation, or confirmation from a mental health professional.
- **Industry related work experience – prior approval from LFA required**
Examples of evidence include a letter from the relevant Head of Department or confirmation from a production company outlining the placement.
- **Unforeseen childcare circumstances**
Examples of evidence can include notice confirming the cancellation of an existing childcare arrangement or confirmation from a third party, such as school or secondary caregiver.
- **Bereavement**
Examples of evidence include a death certificate, funeral order of service or an email statement from a family member.
- **Accommodation Issues**
Examples of evidence include a letter or other formal communication from a housing association, local council or landlord.
- **Being the victim of a crime or being required to participate in criminal proceedings**
Examples of evidence include a court summons, letter from a solicitor or legal representative, police documentation, charge sheet, court outcome document or jury service summons.

Important information

- An absence will only be authorised where appropriate supporting evidence has been provided.
- Evidence should be submitted in the 'Report an Absence' form on the Student Hub as soon as possible.
- All supporting documents must be in English or accompanied by a certified English translation.
- Submitting the form does not automatically mean that an absence has been authorised. LFA will review the reason and supporting evidence before making a decision.
- Students are expected to plan their journeys and allow sufficient time to travel to LFA. Travel delays are not normally accepted as grounds for an authorised absence.

Notified Absence

The student did not attend the session but notified LFA of their absence by submitting the 'Report an Absence' form via the Student Hub.

An absence will be recorded as notified where:

- Suitable supporting evidence has not been provided.
- The reason for absence does not fall within the permitted categories for an authorised absence.

A notified absence confirms that the student has informed LFA but does not mean that the absence has been authorised. It will, therefore, negatively affect the student's overall attendance data.

Absent – No Notification or Evidence Provided

The student did not attend the session and did not submit a 'Report an Absence' form.

An absence recorded in this category will negatively affect the student's overall attendance data. Failure to notify LFA of an absence may also be considered when reviewing the student's overall engagement with their programme.

5. Punctuality and lateness

As outlined in LFA's *Student Disciplinary Procedure*, good student behaviour includes 'being punctual for all classes, assignments, meetings and other appointments.' For the avoidance of doubt, being punctual means 'arriving, doing something, or happening at the expected, correct time; not late' (*Cambridge Dictionary*, 2026).

LFA recognises that unforeseen circumstances can occasionally disrupt travel and cause unavoidable delays. To accommodate minor disruptions, the following late arrival windows apply:

- **Session Duration: Under 1 hour**
 - Late arrival window: Up to 10 minutes late.
 - No entry permitted after 10 minutes.
- **Session Duration: 1 to 2 hours**
 - Late arrival window: Up to 15 minutes late.
 - No entry permitted after 15 minutes.
- **Session Duration: 3 to 4 hours**
 - Late arrival window: Up to 15 minutes late.
 - Delayed arrival point: Entry is permitted at 1 hour into the session, but you will be marked as absent.
 - No further entry is permitted after the 1-hour mark.
- **Session Duration: Exceeding 4 hours**
 - Late arrival window: Up to 30 minutes late.
 - Delayed arrival point:
 - This requires approval from an LFA Manager.
 - Students arriving after 30 minutes must report directly to the Student Support Office.
 - Arrival after 30 minutes will automatically be recorded as an absence.

If you arrive during a permitted late window, please note the following conditions:

- Tutors will not pause or repeat missed content during scheduled session time to catch up late arrivals.
- As a student you are responsible for reviewing materials via the VLE (Blackboard).
- Late arrival does not entitle a student to individual tutorial support or catch-up sessions with academic staff.

6. Attendance monitoring & support stages

Where attendance falls below the expected threshold or unexcused absences occur (e.g., two unauthorised absences within a module), LFA initiates a supportive three-stage intervention process:

Stage 1 - Written Notification

- An email containing notification of an attendance concern is sent to the student outlining the improvement required, available support and monitoring period.
- Should attendance remain under the 85% threshold during the specified monitoring period - with no mitigating circumstances formally discussed and approved by Student Support - Stage 2 intervention will follow.
- Where attendance falls significantly below the threshold, intervention may be escalated directly to Stage 2.

Stage 2 – Attendance Intervention Meeting

- A formal meeting is held with the Student Support Team to discuss barriers to attendance and agree on an actionable Action Plan.
- A member of the Admissions team may attend where a student is being sponsored on a Student Visa.
- This meeting will be formally recorded. Following the meeting, an email will be sent summarising the discussion and confirming the agreed Action Plan.
- Should the Action Plan not be followed, or if further concerns arise during the meeting, Disciplinary Procedures and/or Stage 3 intervention will follow.

Stage 3 - Joint Principal Review

- A formal meeting is conducted with the Joint Principal to review ongoing attendance concerns, previous interventions and relevant circumstances
- Outcomes may include, but are not limited to:
 - Formal outlined interventions or revised academic conditions
 - Referral to the Fitness to Study procedure
 - Agreed Break in Learning or voluntary student withdrawal
 - Initiation of Formal Disciplinary Procedures
 - Withdrawal of Student Visa sponsorship (resulting in notification to the UK Home Office and requirement to leave the UK)

For BA and MA students, disciplinary procedures align with the University of Derby's *Student Participation Policy (Section E of the Academic Regulations)*.

7. Engagement monitoring

Attendance is only one part of academic success. LFA actively monitors holistic student engagement through:

- Attendance and punctuality records
- Virtual Learning Environment (VLE) access (e.g., Blackboard course materials)
- Active participation in class and formative assessment tasks
- Direct feedback from tutors and staff regarding conduct and progress

Persistent poor engagement across these areas may lead to formal disciplinary action, please see *LFA's Student Disciplinary Procedure* for more information.

LFA retains secure internal records of student attendance, engagement, and associated administrative notes. These records are maintained to support student wellbeing, monitor academic progression, and ensure UKVI and institutional compliance.

Engagement concerns may be cumulative and can arise from a combination of different issues. Where a student demonstrates concerns across multiple areas of attendance or engagement, these may be considered collectively when determining the appropriate stage of the Attendance and Engagement Procedure.

8. Engagement monitoring & support stages

Where an engagement concern is identified or raised, LFA will use the following supportive and proportionate intervention process. The stage at which LFA initiates a supportive four-stage intervention process:

Initial Informal Discussion

- In response to an initial engagement concern, a relevant staff member will normally speak to the student informally. The discussion will:
 - Explain the engagement concern and provide relevant examples.
 - Give the student an opportunity to respond and discuss any circumstances that may be affecting their engagement.
 - Remind the student of the engagement expected on their programme and set expectations for improvement.
 - Identify any additional support that may be required.
- The discussion will be recorded internally, including the date, nature of concern, the student's response and any agreed actions. This record does not constitute a formal warning but will be considered if the concern continues or further concerns arise.
 - Where appropriate, the student may be referred to Student Support or another relevant service. If the concern is resolved following the informal discussion, no further intervention will be required. If the concern continues or agreed actions are not fulfilled, Stage 1 intervention will follow.
 - Where engagement falls significantly below expectations, intervention may be escalated directly to Stage 1 or 2.

Stage 1 - Written Notification

- An email containing notification of an engagement concern is sent to the student outlining the improvement required, available support and monitoring period.
- Should engagement remain a concern and no mitigating circumstances formally discussed and approved by Student Support - Stage 2 intervention will follow.

Stage 2 – Engagement Intervention Meeting

- A formal meeting is held with the Student Support Team to discuss barriers to engagement and agree on an Action Plan.
- A member of the Admissions team may attend where a student is being sponsored on a Student Visa.
- This meeting will be formally recorded. Following the meeting, an email will be sent summarising the discussion and confirming the agreed Action Plan.
- Should the Action Plan not be followed, or if further concerns arise during the meeting, Disciplinary Procedures and/or Stage 3 intervention will follow.

Stage 3 - Joint Principal Review

- A formal meeting is conducted with the Joint Principal to review ongoing engagement concerns, previous interventions and relevant circumstances
- LFA recognises that individual circumstances differ; as a result, outcomes from this meeting may vary. Outcomes may include, but are not limited to:
 - Formal outlined interventions or revised academic conditions
 - Referral to the Fitness to Study procedure
 - Agreed Break in Learning or voluntary student withdrawal
 - Initiation of Formal Disciplinary Procedures
 - Withdrawal of Student Visa sponsorship (resulting in notification to the UK Home Office and requirement to leave the UK)

For BA and MA students, disciplinary action aligns with the University of Derby's *Student Participation Policy (Section E of the Academic Regulations)*.

9. Checking your attendance records

Students can check their current attendance statistics or request a copy of their record by visiting the Student Support Office (Hours: Monday - Friday: 9:30 AM - 5:00 PM)