

Final Intervention (HE08F)

1	Meeting Date	
a	Person(s) Present	
b	Pre meeting notes on engagement risk factors	
	Attendance Canvas Work Completion Other	
c	Notes taken during meeting on above	
2	Targets set to engage in learning (SMART) Reference can be made to all areas identified in 4.1 of CoP HE08	

Extract from HE08

4.0 Attendance and Engagement of students

4.1 Attendance has a direct relationship to the likelihood of a student's success in higher education. However, there are times when engagement may be used as a measure of commitment to a programme. These measures can include:

- i. completion of summative assessment work;
- ii. completion of formative assessment work;
- iii. completion of tasks set to the whole group on the VLE;
- iv. completion of work set for an individual student;
- v. student evidencing reading and work beyond that set by the tutor.

4.9 If a student's engagement fails to meet the targets set out in or they continue to attend below the desired level. The following process should be followed:

- i. The student should be sent an attendance and engagement Stage 3 warning email HE08C;
- ii. The student must meet with the Curriculum Manager within 7 days of receipt of the email;
- iii. During the meeting the form HE08F must be completed, uploaded to Pro-Monitor and emailed to the student;
- iv. If the student fails to meet the team then the form is filled in by the Curriculum Manager in their absence, stored on Pro Monitor, and sent to the student.
- v. Targets set under this form could make reference to methods of engagement specified in 4.1.

4.10 A student who has attended the meeting and has met the targets set in HE08F should not be withdrawn from studies. If their attendance or engagement subsequently drops in the same academic year they will enter the system at the third stage again.