**Good Practice in Attendance Monitoring**

*As part of the implementation and ongoing development of processes for monitoring attendance (associated with the* [*Policy on Recording and Monitoring Attendance*](http://documents.manchester.ac.uk/display.aspx?DocID=20846)*), TLSO would be grateful to receive case studies of good practice in this area, for sharing on our website.*

Please provide a summary of practice in your area in the table provided:

|  |  |
| --- | --- |
| **Name of School:** |  |
| **Level (UG or PGT)** |  |
| **Mode of attendance (in person, online, blended):** |  |
| **Class sizes (approx.):** |  |
| **Type of delivery (lecture, seminar, practical, labs, VLE)** |  |
| **How do you take attendance (swipe in, sign in, other)** |  |
| **IT systems used at present to record and monitor:** |  |
| **What are your trigger points?**  |  |
| **What happens when the trigger points are all met by a student?** |  |
| **Do you have any examples of ‘template’ communications with students?** |  |
| **Can you share the section of your handbook/ URL, which describes the monitoring process to students?** |  |

Please return the form to Emma Hilton Wood (Head of Academic Policy in the Teaching and Learning Support Office, TLSO); email: emma.hilton-2@manchester.ac.uk