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**Departmental Tier 4 Attendance Monitoring Plan**

**Background**

This document is to be completed and reviewed by each Department at the College. The information will be held by the Visa Compliance Team for the purposes of external and internal audit. The Visa Compliance Team can provide assistance with completing the Attendance Monitoring Plan and any ongoing queries throughout the year. Please returned forms to [visacompliance@imperial.ac.uk](mailto:visacompliance@imperial.ac.uk)

**Summary of responsibilities**

At Imperial College London each Department is responsible for monitoring and recording Tier 4 attendance. If non-attendance is identified the Department is responsible for notifying the Visa Compliance Team.

**Department Information**

Department name:

Please list programmes in Department:

Plan submitted by:

Date submitted:

**Attendance Processes**

1. Please provide a brief overview of attendance monitoring approach within the Department
2. How many contact points do you expect to check each year?
3. How is information stored i.e. spreadsheet for all programmes, online system
4. Who is responsible for ensuring attendance monitoring information is collated and kept up to date (please provide names/ job titles)
5. What processes are in place to ensure that monitoring information is maintained and kept up to date?
6. Describe the process for dealing with non-attendance (including what is the trigger and how the student will be contacted)

**Work and Clinical Placements**

1. List programmes within the Department that include work or clinical placement
2. Please detail how attendance will be monitored during placements
3. Who will be responsible for reporting information to Visa Compliance (please provide names/ job titles)

**Fieldwork**

1. Please detail any programmes where students have the opportunity to undertake fieldwork for longer than 2 weeks as part of the programme
2. Who will be responsible for reporting information to Visa Compliance (please provide names/ job titles)

**School Contact point Schedule (please continue on additional sheet(s) if required**

Describe the attendance monitoring points used for students. Where variation per programme, please provide separate confirmation

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| Contact Point Type | Description | Frequency | How is this information recorded and who is responsible for recording it? |
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