

Quick guide

Attendance confirmations via the Attendance Worklist

When and why?

You must submit accurate and timely attendance confirmations so that we can release fee payments to your university or college on behalf of students.

From academic year 2018/19, part-time students will have 3 attendance confirmations in line with the full-time process. Students will populate the **Attendance Worklist** on the first day of each of their 3 terms, unless they have withdrawn, suspended or transferred out. You need to confirm their attendance at these 3 separate liability periods in the academic year. You should confirm attendance when the student has begun attending the course and has become liable for fees. A minimum two-week period of attendance is required for undergraduate part-time and postgraduate Northern Ireland students in term one. Your university or college is only entitled to receive the full Tuition Fee Loan or Tuition Fee Grant (Welsh) if the student is in attendance at each of these liability periods.

The payment of tuition fees will be made in 3 instalments at 25%, 25% and 50%. These payment dates are shown below:

Season (Academic year start)	Payment 1	%	Payment 2	%	Payment 3	%
AUT (Sep – Dec)	third Wed Oct	25%	first Wed Feb	25%	first Wed May	50%
WIN (Jan – Mar)	first Wed Feb	25%	first Wed May	25%	first Wed Oct	50%
SPR (Apr – Jun)	first Wed May	25%	third Wed Oct	25%	first Wed Feb	50%
SUM (Jul – Aug)	third Wed July	25%	first Wed Feb	25%	first Wed May	50%

You should submit attendance confirmations by close of business on the Thursday before the main payment dates in October, February and May to ensure payment of fees at the earliest opportunity. If you have not confirmed attendance by the main payment dates in each liability period, BACS payments will be made each

Wednesday after the first payment date. To ensure that payments are made the following Wednesday, you should make the relevant attendance confirmations on SIS by the preceding Thursday.

You must only confirm attendance for students after you have registered them with the appropriate awarding body.

Students receiving tuition fee loan funding will require attendance confirmation.

You can find further information on registration confirmations in the Attendance and When to Confirm quick guide.

Access

You must hold Attendance Administrator access to the HE Gateway to confirm attendance. If you need this to be added to your account you should contact the User Administrator at your university or college.

Attendance confirmation via the Attendance Worklist

- 1) Select the **Attendance Home** link in the left-side menu of the **SIS Home** page, this will display the attendance sub-areas that apply to your user access.
- 2) Select **Attendance Worklist** from the **Attendance Home** submenu. If you use the search filters on this page only the students who need an attendance confirmation will appear in the results. These results may also show students who normally wouldn't appear for attendance confirmation but need a confirmation for release of bursary payments.

The **Attendance Worklist Filter** page is split into 2 tabs to allow you to search using a selection of criteria: **Student Search** and **Course Search**.

- 3) When you have chosen your search criteria, select the **Filter & Display Results** button. The results of your search will show below the filters.

The results are split into 3 tabs:

Unconfirmed Attendances	Attendance confirmations that are yet to be actioned
Saved Attendances	Confirmations that have been saved but not submitted
Saved & Reassessed	An attendance code has been saved and a reassessment has since been received

Each line of the results table shows one student record, detailing the student's personal, course and fee information. It also includes the attendance status dropdown box for each of the 3 liability periods.

The attendance codes you can use are:

Code	Definition
A	Student is in attendance – course and fee information are correct Also After reassessment – course and fee information amended correctly Payment will be released
C	Course mismatch – you should raise a CoC
F	In attendance but the higher education provider disagrees with fee – you should raise a CoC
L	In attendance but liability disputed, higher education provider to resolve – payment will be released
N	In attendance but liability disputed, higher education provider will not resolve – you should raise a CoC
X	Student not in attendance after the course start – you should raise a CoC
S	Student suspended – you should raise a CoC to block maintenance and fee payments
D	Can only be submitted in the first liability period to advise a student has never attended your university or college. A D code submission will remove the student's support entitlement.

- 4) When you have selected the attendance codes for the students on the list, you will have the option to either **Save** or **Submit**. These options are shown at the bottom of the screen.
- If you **Submit** the codes, the positive attendance codes will trigger the fee payments process.

When you have successfully confirmed attendance for liability period one, the student will no longer appear on the Attendance Worklist. Their attendance status will be updated to **Attendance Confirmed** and will stay at this status until the first day of liability period two (the start of the second term). At this point the student will re-appear on the worklist and their attendance status for period two will be **Awaiting Attendance Confirmation**.

You will not be able to submit an attendance confirmation for a liability period if the previous liability period is still awaiting an attendance confirmation. Use the liability period filters on the **Course Search** page of the **Attendance Worklist** to check if there are outstanding attendance confirmations for a specific liability period.

- If you **Save** an attendance code you can revisit the worklist and submit at a later date – the record will move from the **Unconfirmed** tab to the **Saved** tab.

Attendance Worklist Results – Saved / Saved & Re-assessed tabs

The **Attendance Code** field on the **Saved/Saved & Re-assessed** tabs will display the code that you have previously saved but not submitted.

You can now submit the saved attendance codes using the check boxes on the left of the records and selecting the **Submit** button. You can also use the **Select All Displayed** option to select all the records.

An application may appear on both the **Unconfirmed** and **Saved** tab. This will happen if the attendance confirmation for period one is still outstanding by the time period two arrives and both periods are outstanding.

To change a student's confirmation status, select the **Student Support Number (SSN)** link which will take you to the **Detailed Student Information** page you can update the status.

Attendance Worklist Export/Import

You can import attendance confirmations from your internal systems into the Student Information Service via a bulk file using the **Attendance Confirmation Report** file format.

For more information about the **Export/Import Attendance Confirmation** option, please see to the Attendance Bulk Import quick guide.