



## Version Control Statement

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# Students at Risk of Disengaging (SARD) Process Guidance for Students

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## **1 What is SARD?**

1.1 Students at Risk of Disengaging

1.2 SARD is not a punitive or disciplinary measure. It is considered to be another form of support if you are experiencing difficulties.

## **2 What is meant by “disengaging”?**

2.1 Disengagement could occur when you:

- are not attending lessons/tutorials
- are not responding to contact
- have not submitted work (either summative or formative) and have not been in touch to tell us why
- have missed a live assessment
- are struggling with your studies

## **3 What are the reasons for disengaging?**

3.1 You may disengage for lots of reasons:

- additional support needs
- caring responsibilities
- financial issues
- enrolment issues
- travel issues





- work/study balance
- issues with mental health
- health issues
- prefer to work from home
- bereavement
- struggling to transition from school/college to Higher Education

#### **4 Who can refer you to SARD?**

4.1 Any member of staff can refer you to SARD.

#### **5 When would you be referred to SARD?**

5.1 If a member of staff has concerns about your lack of attendance and/or engagement

5.2 If you have missed a live assessment or submission deadline

5.3 If you do not respond to attempts to make contact

#### **6 How would you be referred to SARD?**

6.1 Programme Leaders can refer you via the SARD app and report on your progress

6.2 Teaching staff may talk to their Programme Leader if they have concerns about you

6.3 Any staff member can refer a student to SARD by contacting the Student Welfare Officer

#### **7 What happens after you are referred to SARD?**

7.1 The SARD app is monitored throughout the year. If you are on SARD you could be contacted directly by Programme Leaders, the Student Welfare Officer and/or the Student Experience





Officer.

- 7.2 There are key points during the year when students who have been referred to SARD are contacted:
  - 7.2.1 October: Student Services will send you an email if you have under 60% attendance (reminding you of the importance of attendance and the support available)
  - 7.2.2 Semester 1, Week 7: Student Services will attempt to make contact with you via a phone call if you need a welfare check and/or haven't responded to the email
  - 7.2.3 End of January: Student Services will send you an email reminding you of the importance of submitting work and support available if you have missed semester 1 assessment submission deadlines
  - 7.2.4 February: Student Services will send you an email if you have under 60% attendance, reminding you of the importance of attendance and the support available.
  - 7.2.5 Semester 2, Week 7: Student Services will attempt to make contact with you via a phone call if you need a welfare check and/or haven't responded to the email.
  - 7.2.6 May: Programme Leaders will contact you if you have missed semester 2 assessment submission deadlines.

## **8 What is the responsibility of Programme Leaders?**

- 8.1 Programme Leaders will monitor you on SARD and maintain attempts at contact regularly throughout the period of concern.
- 8.2 The amount of contact will vary depending on the issue you are facing (e.g. if you have been open about financial difficulties and you are engaging with support you may not require as much regular contact than if you were experiencing mental health issues).
- 8.3 Programme Leaders will update the SARD app every time contact is attempted and/or made.





**9 What is the outcome when you are referred to SARD?**

- 9.1 If you engage with staff and your attendance improves, you are recorded as “no longer a current concern” and you are removed from Student Services monitoring points in section 7.
- 9.2 If you fail to engage with staff and/or improve your attendance, Futureworks will follow the next steps of its [Student Attendance and Engagement Procedure](#).

