

Student Attendance Policy

1. Introduction

- 1.1 This Policy is part of our University's commitment to supporting our students to enable them to achieve. We provide this support through a number of strategies, all of which aim to provide our students with a supportive learning environment. This Attendance Policy, and its enabling strategies, sets out our requirements in relation to attendance, whilst recognising our responsibilities, and the responsibilities of our students in the implementation of this Policy.
- 1.2 The Policy is intended to complement, and be integrated with, our Student Charter, Tier 4 monitoring procedures, Professional Suitability Regulations, our General Academic Regulations and our Student Engagement Monitoring procedures.
- 1.3 In cases where Professional Bodies or Tier 4 Immigration requirements specify levels of attendance and/or engagement, or the implementation of particular monitoring and reporting processes, these will always have precedence within this Policy.

2. Principles

The Policy will be:

- a) Applied consistently and fairly for all students
- b) Subject to monitoring, evaluation and review by staff and students at agreed intervals
- c) Will be flexible enough to accommodate students with specific commitments e.g. child care or care of dependents
- d) Will facilitate students being able to take full advantage of opportunities for work
- e) Placement, practice learning and volunteering and other similar opportunities with the agreement of their tutors where necessary.

3. Aims

The aims of the policy are as follows:

- a) To support our students to achieve their performance potential through excellent levels of attendance and engagement with their course.
- b) To support the development of a partnership with our students to enhance their learning and achievement
- c) To ensure that all legal and regulatory requirements relating to attendance monitoring are reflected in our arrangements for monitoring and reporting on attendance to key stakeholders e.g. Home Office Visa and Immigration Service and Professional Bodies
- d) To develop skills and attributes in our students which will enhance their employability
- e) To ensure that appropriate action is taken in instances where attendance falls below acceptable levels.
- f) To support the development and implementation of a transparent and fair attendance monitoring policy, and associated procedures and enabling strategies.

4. Attendance Statement

- 4.1 We consider that attendance is a key element of academic success. Therefore, we expect our students to;
- a) Attend all timetabled teaching sessions on their course
 - b) Attend all scheduled assessments including tests, presentations and examinations
 - c) Undertake independent learning in support of their studies, as guided and advised by their tutors: This can include face to-face activities, e.g. simulations, discussions, workshops, attendance at placements and residential or activities that are web based.
- 4.2 Students will be made aware of the expectations at induction, this will be supported through our tutorial system as well as being detailed in course handbooks.

5. Operation of the Attendance Policy

- 5.1 Attendance will be monitored at every timetabled session and regular reports reviewed at school level.
- 5.2 Students will be reminded of their commitments in relation to attendance and Schools, via their Courses will determine locally whether any supportive interventions are required through the academic year. This intervention will be noted on the student record.

6. University Attendance Panel

- 6.1 If, following any local interventions a student's attendance does not improve then the Course Director will determine if the student should be referred to the University Attendance Panel with a recommendation for withdrawal from their course. The membership of which is as follows:
- DVC - Academic (Chair)
 - 2x Deans of Schools
- 6.2 On consideration of each referral, the Panel can recommend one of the following:
- a) The student receives further advice, guidance and support to enable them to engage/attend at the required level. In this situation, the student will be required to agree the remedial package and sign an Individual Improvement Development Plan
 - b) The student is notified that they are being withdrawn from the course. Prior to withdrawal, a student will receive a written notification that they will be formally withdrawn on a stated date, and provided with advice and guidance on how to appeal the decision.
- 6.3 Each Attendance Panel will be minuted, and all outcomes relating to individual students will be noted on the student's record and copies of the relevant minutes sent to the student.

7 Right of Appeal

- 7.1 Where a student disagrees with the Panel outcome, they will have the right to make 1 appeal to the Secretary & Registrar. The process and documentation for making such an appeal will be published along with all other documentation relating to this policy. Completion of Procedure letters will be issued at the conclusion of the appeal.

8. Monitoring of the Policy

- 8.1 Our Attendance Policy will be regularly reviewed by an appropriate group, and amendments and updates will be undertaken as required.
- 8.2 Each School will be required to reflect upon Attendance and report as part of our Annual Review and Monitoring Process.

Approved by Academic Board on 5 July 2017