**Attendance and absences for pre-registration nursing students and apprentices**

We have updated the standard University statement text here for nursing students. ALSO SEE YOUR COURSE SPECIFIC REQUIREMENTS BELOW.

**Apprentices must also inform their employers of absences and discuss any leave periods from the course.**

**Attendance statement**

The University expects you to attend and fully contribute to all sessions on your timetable as set out in your student contract. Engagement in your lectures, seminars and practicals is an important part of your learning - contributing both to the University community and the learning experience of your fellow students on the course.

We monitor your attendance at the University as regular attendance and academic achievement are closely linked. Moreover, by monitoring your attendance we can identify students who may need our guidance or support at an early stage to help them progress in their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett.

The University does understand that from time to time there is good reason why you cannot attend a class, and in this instance you must contact nursing@leedsbeckett.ac.uk to let them know.

Please note that any attendance reports can be shared with you and your Course team. You might be asked to contact your School office so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern.

Our most important aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students’ attendance. Our Attendance Policy is available here <https://www.leedsbeckett.ac.uk/-/media/files/policies/student/ups_student_attendance_policy.pdf>

**Absence reporting**

You must notify your nursing@leedsbeckett.ac.uk if you are absent for any University session or practice day (whether this is for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence.

**Absence due to illness**

If you are unable to study because of illness for more than seven consecutive days (including weekends), you must also provide us with a [Fit Note](https://www.nhs.uk/common-health-questions/caring-carers-and-long-term-conditions/when-do-i-need-a-fit-note/)**.** You can send a digital copy of your Fit Note to your Course Administrator, and then send the original by post.

If you are absent through illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. For more information on ‘fit to sit’ and mitigation please visit <https://www.leedsbeckett.ac.uk/studenthub/mitigation/>

**NMC Requirements for Attendance**

In order to meet the requirements of the Nursing and Midwifery Council (NMC 2010/2018), you must meet the required level of attendance and demonstrate professional suitability by demonstrating that you have met the learning outcomes for both theory and practice. Professional suitability includes attendance at all taught sessions and practice placement experiences, since these relate to the knowledge base you will need to practice proficiently and competently. This is vital for entry onto the NMC Register and progression through NMC progression points at the end of level 4 and level 5. You must satisfy the NMC requirements in terms of attendance and for the Pre-Registration Degree Nursing Courses, this is:

* A minimum of 4600 curricula hours. (2300 of which are theory hours and 2300 are practice hours)

The course contains seven weeks scheduled leave entitlements each year and you can find details of this on your programme plan. This leave entitlement incorporates bank holidays in recognition that you may work bank holidays when in placement. Unscheduled leave can-not be approved and although you may have agreed time off for extenuating circumstances (e.g., compassionate leave) this time must be made up.

The course content is mapped against the NMC Standards for Pre-registration education and, as such, you are required to attend ALL face-to-face timetabled sessions and the course has a 100% attendance requirement.

It is acknowledged that during any period of study there may be times when is unable to attend theory or practice due to mitigating circumstances or due to religious festivals. In these circumstances you should access advice and support from your Practice Support tutor and the University student services, available online via [www.leedsbeckett.ac.uk/studenthub/](http://www.leedsbeckett.ac.uk/studenthub/)

**Reporting your Absences**

You must email nursing@leedsbeckett.ac.uk if you are going to be absent for any University / placement session or hours. Please provide the following information:

* Your full name
* Your course (Mental Health Nursing or Adult Nursing, and if an apprentice)
* Date/s of absence
* Modules and or Placement areas you will be absent from
* Apprentices must also inform their employers

**For placement absences, you must in addition, also contact the placement area before the start of your shift and speak with the nurse in charge, making a note of their name and the time you contacted them next to the timesheet.** On return to practice, please ensure the hours are signed off as absent by your mentor. Details of procedures to be followed to make up practice hours before the end of the academic year can be found in the Practice Learning Handbook. Failure to follow this procedure may mean that these hours are classed as unauthorised absence which is a professional concern.

**Attendance requirements for Mandatory Training**

You **must**attend all scheduled and timetabled mandatory training sessions and annual updates. Such mandatory training and update sessions include: moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children / vulnerable adults and fire. In view of health and safety reasons, you **will not be permitted** to commence your practice placement if you fail to attend such scheduled mandatory sessions and annual updates. Failure to attend mandatory training will therefore ultimately affect progression on the course and you may be required to temporarily step off the course.

**Paid Work**

Some students will seek employment in part time work. Your practice placements and University attendance are a priority and you must attend your practice placement for the scheduled number of hours during the allocated placement periods. You are not allowed to undertake paid work in any area of practice where you are currently a student as this can affect your assessment and progression.

If you are withdrawn from practice pending fitness to practice investigations and you normally work for a nursing agency, we recommend that you contact the practice learning facilitators in the Trusts or the practice manager, to discuss whether there is any impact on you being able to do agency shifts with them before undertaking this work. Please note that undertaking paid work while you should be on placement or in University, is considered a professional concern.

**Compassionate Leave**

The requirement to take compassionate leave / special leave must in the first instance be discussed with the Course Leader who will provide advice and support. The Course Leader may request evidence to support a request for compassionate leave. On occasions where the need for compassionate leave arises outside of normal working hours and / or it is not possible to contact the Course Leader, a message should be left on their email, stating the reason for requiring compassionate leave. If possible, an anticipated intended date of return and a contact telephone number should also be communicated. An extended period of compassionate leave may result in the need for you to step off the course and re-join at a later date.

**Maternity Leave**

If you are pregnant and require maternity leave and support, you must inform the Placement Experience Co-Ordinator and the Practice Support Tutor at the earliest possible time following confirmation of the pregnancy. You will be advised and offered support as required to ensure that the best interests of you and the baby are considered.

**Paternity Leave**

Students are advised to contact their course leader to discuss their entitlement and the management of this and also to refer to Leeds Beckett Student pregnancy and maternity policy and procedure.

**Implications of Sickness and Absence**

In line with the criteria set by the NMC and Leeds Beckett University, in order for you to progress satisfactorily through their course of study it should be noted that progression on the course may be interrupted if:

* You accumulate sickness and / or absence exceeding 10 days in each year of the course. In this case you may be required to step off the course to retrieve the days missed and re-join with the next cohort.
* There is non-attendance for the taught component of a module exceeds 25% of the module or Practice Support sessions,you may be excluded from taking the assessment and may have to repeat the module.
* You fail to attend any of the mandatory training sessions.

Should your attendance record show sickness / absence approaching the limits, you will receive an email requesting attendance at a meeting with your Practice Support Tutor (if you are absent for more than 3 module or practice support sessions or absences from course are between 6-8 days). You will be required to complete an action plan regarding your absences for this meeting and should use the SMART action plan template on PebblePad.

**For apprentices**

If you need to take a period of significant leave from work, this will be classed as a break in the training you are to receive (a break in learning). As a result of this, you and your employer will need to revise the date on which you would be expected to have completed your apprenticeship to account for the duration of the break. The duration of your apprenticeship and the amount of off-the-job training needed to meet the 20% requirement will therefore remain the same as though there had been no break in training (break in learning).

**Completion of Personal Portfolio to evidence absences from University and Practice**

In addition to reporting your absences, as detailed above, you are also required to keep evidence in your PebblePad Missed work Portfolio, evidencing how you have met the learning outcomes for each missed session. This needs to be evidence that you have read the session lecture notes and made your own notes, mind map or written a reflection, to support these and you must also evidence your independent study relating to the topic. The evidence needs to demonstrate the academic hours you have missed; therefore, a session of one hour requires evidence of one hour’s independent study.

Please do not just put your lecture notes in the file as these do not evidence your learning and do not email tutors asking about content of missed sessions. Instead, refer to the module handbook timetable and content, any learning materials used during the session and discuss the content with your peers if the session is not supported by learning materials on MyBeckett. The work you produce should have a reference list of independent reading you have undertaken to support your learning and as guidance be 500 words in length for each session.

Any attendance management meetings you attend will require you share this portfolio at the meeting with either your tutor or course leader. The purpose of the meeting will be to explore any absences, reasons for absence, support required, and evidence of independence study in portfolio and to agree an action plan for absence. Your practice support tutor should review this action plan after one month.

Further absences that are not consistent with your action plan, will be referred by the practice support tutor, to the course leader. Your attendance may subsequently be dealt with through University Fitness to Practise proceedings or the University Absence Management Processes.

**Confirmation by Module Leaders of Theory and Practice Hours**

As part of Exam Board requirements, your course leader is required to confirm you have met the requirements for completion of theoretical and practical hours to progress / register.

**Theory Hours**

There will be a submission box on PebblePad titled “Evidence of Learning for Missed Academic Hours” with submission points near the end of both semesters. Please ensure all work is submitted to this box before the deadline. You must also complete the declaration at the front of your Missed Work Portfolio detailing how many hours of theory you are claiming for. For example, if you have missed 8 sessions of 2 hours, you should have competed 16 hours of learning and sign the declaration to state you are claiming 16 hours of theory.

Course Leaders will review this work to ascertain whether it meets the appropriate requirements in terms of hours and learning outcomes for any missed sessions.

The Course director will audit this process to ensure there is parity amongst students.

Please note that it is your responsibility to keep a record of which sessions you have missed and to catch up with this work. Please refer to your electronic timetable and module timetable if you are not sure.

**Practice Hours**

You are required to submit your placement books or ePADs, at set points during the year for audit by your practice support tutor. Please follow the process detailed in your Placement Learning Handbook regarding making time up.

If you require an extended or additional placement due to exceptional circumstances and have evidence to support this, please discuss asap with your tutor so arrangements can be made.

Your module leader will be required to confirm you have met the required hours for progression at the exam board and failure to meet these requirements, without extenuating circumstances may result in failure to progress.

ALL absences from University and Placement will be recorded and made available to the whole course team and detailed on references.